

Prehospital Continuing Education Provider

I. PURPOSE

This policy outlines the process for approval of prehospital continuing education (CE) providers in Contra Costa County. The California Code of Regulations (CCRs) authorizes local EMS Agencies to approve Advanced Life Support (ALS) and Basic Life Support (BLS) prehospital CE providers. Approved CE providers shall approve individual courses, assign course identification numbers, and specify the category, number of hours, and level of training for each course authorized.

II. PROCEDURE FOR APPROVAL AS CE PROVIDER

A. All applicants shall meet the following requirements:

1. Complete a CE Provider application.
2. Provide documentation and resumes demonstrating the applicant's Program Director and Clinical Director experience and qualifications in prehospital care/education as outlined in Title 22, Division 9, Chapter 11, Article 6, Section 100395(g) and (i).
3. Provide a sample course completion certificate, containing all information listed in Title 22, Division 9, Chapter 11, Article 6, Section 100395(m) of the California Code of Regulations (CCR). Course completion certificates must be tamper resistant.
4. Provide an overview of the applicant's recordkeeping system.
5. Provide other course information requested by the Contra Costa County EMS Agency (LEMSA).
6. Pay the established LEMSA CE Provider application fee.
7. Applications must be received at least sixty (60) days before the first scheduled course of instruction.

B. The LEMSA will notify the applicant within thirty (30) days that the application was received and shall notify the applicant within thirty (30) days of its decision to approve or deny.

C. Approval shall be good for four (4) years from the last day of the month in which the application is approved. It shall be the responsibility of the CE provider to submit an application for renewal at least sixty (60) days in advance of the expiration date, in order to maintain continuous approval.

D. CE providers shall ensure that each CE activity or course meets the criteria outlined in the CCRs, Title 22, Division 9, Chapter 11.

E. All records shall be available to the LEMSA upon request, or during scheduled or unscheduled site visits by LEMSA staff.

F. The LEMSA shall be notified in writing within thirty (30) days, of any change in CE provider names, address, telephone number, Program Director or Clinical Director.

