

**POLICY #170: EMERGENCY MEDICAL TECHNICIAN TRAINING  
PROGRAM APPROVAL**

I. PURPOSE

- A. To establish criteria as defined by Title 22 of the California Code of Regulations (CCR), for the approval of emergency medical technician (EMT) training programs in the County of San Luis Obispo (SLO).

II. POLICY

- A. Eligibility for program approval is limited to:
1. Accredited universities and colleges including junior and community colleges.
  2. School Districts.
  3. Private post-secondary schools as approved by the State of California, Department of consumer Affairs, Bureau of Private Postsecondary and Vocational Education.
  4. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States.
  5. Licensed general acute care hospitals holding a special permit to operate a Basic or Comprehensive Emergency Medical Service and provide continuing education to other health care professionals.
  6. Agencies of government including public safety agencies.
  7. Local Emergency Medical Services Agencies.
- B. All prospective EMT training programs must apply to and receive approval from the County of SLO EMS Agency (EMS Agency) prior to offering any EMT initial or refresher courses, including modular refresher courses or continuing education formats.
- C. Program approval is for four (4) years or the term specified in the current CCR governing EMT program approval.
- D. The training program will apply to the EMS Agency for re-approval once every four (4) years.
- E. An applicant for EMT training program approval or re-approval, whose check returns for insufficient funds, may result in denial, probation, suspension or revocation of the training program approval by the EMS Agency as outlined in EMS Agency policy # 101: Fee Collection.
- F. Program approval or disapproval will be made in writing by the EMS Agency to the training program within ninety (90) days after receipt of all required documentation.

- G. All programs and program materials are subject to on-site evaluations by the EMS Agency and/or the State EMS Authority.
- H. Program review will occur once at a minimum prior to re-approval.
- I. Approved EMT training programs will notify the EMS Agency of all course offerings at least thirty (30) days before the starting date of any course.
- J. Approved EMT training program staff will notify the EMS Agency, in writing, within thirty (30) days of any change in:
  - 1. Course content.
  - 2. Hours of instruction.
  - 3. Program director.
  - 4. Program clinical coordinator.
  - 5. Principal instructor(s).
  - 6. Teaching assistant(s).
- K. All personnel change notices must include the name and qualifications of the replacement personnel.
- L. Training programs will supply the EMS Agency with a roster of all students who successfully complete any EMT initial, refresher, continuing education training program or challenge process within fourteen (14) calendar days of course completion.
- M. The program director will ensure that the program maintains compliance with applicable EMS Agency policies, the CCR and training program policies.
- N. The program director will notify the EMS Agency of compliance when changes occur in either state regulations or local policies. Notification must occur within thirty (30) days of the effective date of the regulations.
- O. The EMS Agency may suspend or revoke program approval for non-compliance with any required criteria.
- P. The EMS Agency will notify the program director, in writing, of any deficiency. The notice will include an opportunity to comply within a specified length of time.
- Q. Failure to correct deficiencies and/or to otherwise respond to the EMS Agency notice will be considered cause for the EMS Agency to:
  - 1. Place the program on a probationary status with conditions for improvement.
  - 2. Deny, withdraw or suspend program approval.

### III. PROCEDURE

- A. All current and prospective EMT programs wishing to obtain approval or re-approval must submit a written request to the EMS Agency, at least ninety (90) days prior to the anticipated first day of class or expiration date, along with the following items:
1. Current application fee.
  2. A statement verifying usage of the current EMS Authority approved curriculum, based on the United States Department of Transportation National Highway Traffic Safety Administration EMT-Basic: National Standard Curriculum.
  3. A copy of session guidelines or lesson plans.
  4. A copy of the course outline for each program offered.
  5. A copy of performance/behavioral objectives for each skill.
  6. Samples of written and skills examinations used for periodic testing.
  7. Details of a final skills competency examination.
  8. A copy of the final written examination.
  9. The name and qualifications of the program director, clinical coordinator, principal instructor(s) and teaching assistant(s).
  10. Provisions for clinical experience training for EMT students, including performance objectives and written agreements with clinical sites.
  11. Provisions for course completion by challenge, including a challenge examination, if different from the final examination.
  12. Provisions for refresher courses and refresher examinations.
  13. The location where courses are to be offered and their proposed dates.
  14. A copy of the course completion certificate.
  15. The procedure for informing students of state regulations, the EMS Agency's policies and certification process for all categories of students.
- B. Program Review
1. EMS Agency staff will review required information and documentation for completeness.
  2. A program review committee, established by the EMS Agency will be comprised of EMS Agency staff and representatives from at least three local EMS providers.
  3. The review committee will schedule an on-site visit with the program director to review facilities, documentation, and teaching materials.
  4. The committee indicating the program's compliance with EMS Agency policies and the CCR will complete a program review form.
  5. A copy of the review form will be provided to the program director with any noted deficiencies giving adequate time for corrections to be made.

6. A site re-visit to confirm that deficiencies have been corrected may be conducted solely by EMS Agency staff at the discretion of the review committee.
7. Once the program review process has been completed, the committee will forward its recommendations to the EMS Agency.

#### IV. AUTHORITY

- Title 22, California Code of Regulations, Division 9, Chapter 2, Article 3.
- California Health and Safety Code, Division 2.5, Chapter 4, Article 1.