

POLICY #171: CONTINUING EDUCATION PROVIDER AND COURSE 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 Services (EMS) continuing education (CE) providers and CE courses with in the County of San Luis Obispo (SLO).

II. SCOPE

- A. This policy applies to all organizations or individuals wishing to provide CE courses, classes, activities or experiences and issue earned CE hours to prehospital EMS personnel, which includes first responders, emergency medical technicians (EMT) or paramedics.

III. POLICY

- A. Qualified organizations and individuals within the County of SLO wishing to become a CE provider must submit an application packet along with the current non-refundable application fee, for approval to the EMS Agency at least sixty (60) days prior to the first scheduled course of instruction.
- B. The request for CE provider approval must be complete and contain all appropriate information as outlined in the current CE Provider Guide.
- C. An applicant for CE provider approval whose check returns for insufficient funds may result in denial, probation, suspension or revocation of CE provider approval by the EMS Agency as outlined in EMS Agency Policy # 101: Fee Collection.
- D. The EMS Agency will notify the applicant within fourteen (14) days that the application was received and specify if any information is missing.
- E. The EMS Agency will notify the applicant within sixty (60) days of receipt of the application of its decision to approve or deny.
- F. CE provider approval is for four (4) years or the term specified in the current CCR.
- G. CE providers wishing to obtain re-approval, must submit an application package along with the current non-refundable fee, no less than sixty (60) days prior to the expiration of the current approval as outlined in the current CE Provider Guide.
- H. Approved CE providers will be recognized statewide.
- I. CE providers must ensure all requirements are met as outlined in the current CE Provider Guide.

- J. All Base Hospital meeting rosters must be submitted to the EMS Agency for verification of attendance requirements.
- K. Noncompliance with any criteria required for CE provider approval, may result in denial, probation, suspension or revocation of CE provider approval by the EMS Agency.
- L. Notification of noncompliance and action to place on probation, deny, suspend or revoke will be according to the CCR as outlined in current CE Provider Guide.
- M. A one -time activity or course approval may be granted by the EMS Agency for organizations or individuals who are not approved CE providers by submitting a written request to the EMS Agency. The request for approval must be submitted at least sixty (60) days before the scheduled activity or course of instruction. Once the request has been received, the EMS Agency will notify the requester of requirements specific to their activity or course.

IV. AUTHORITY

- California Code of Regulations Title 22, Division 9, Chapter 11
- Current County of San Luis Obispo Fee Schedule

V. ATTACHMENTS

- Continuing Education Provider Guide