

2002 Training Programs

I. PURPOSE

- A. Establish standards for the approval of Public Safety First Aid (PSFA), Emergency Medical Technician and Paramedic Training Programs and EMS Continuing Education Provider authorization by the LEMSA
- B. Comply with California Code of Regulations procedures for PSFA, EMT and Paramedic Training Program Approval.

II. PUBLIC SAFETY FIRST AID TRAINING PROGRAM

- A. Training institutions that wish to be approved as a Public Safety Training Program in the LEMSA region must complete a course approval application and provide required course approval documents.
 - 1. The following public safety personnel shall be trained to administer first aid, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED):
 - a. Lifeguard
 - b. Firefighter
 - c. Peace Officer
 - 2. Program approval or disapproval shall be made in writing by the LEMSA to the requesting training program within thirty (30) days after receipt of all required documentation.
 - 3. Training Program approval will be for four (4) years.
 - 4. All program materials are subject to periodic reviews.
 - 5. All programs are subject to periodic on-site evaluation.
- B. Scope of practice and PSFA Training Program Requirements
 - 1. The Scope of practice shall not exceed those activities, while at the scene of an emergency, as authorized by California Code of Regulations.
 - 2. Optional Skills under Title 22, Division 9 may be utilized if approved by the LEMSA Medical Director.
 - 3. Initial PSFA training course shall comply with hourly training requirements identified in CCR Title 22.
 - 4. Course content shall include all topics under Title 22, Division 9.
 - 5. Each certificate or written verification of course completion shall include the following information:
 - a. Indicate initial or refresher training and number of training hours completed.
 - b. Date of issue.
 - c. Date of expiration; expiration of training company shall be two (2) years from the date of course completion.
 - 6. Course refresher requirements shall be satisfied every two years by an authorized LEMSA training program.
- C. Changes in PSFA training program

Effective Date:

1. Persons or agencies conducting an approved first responder training program must notify the Agency in writing, in advance when possible and in all cases within thirty (30) days of any change in course content, hours of instruction, program director or program clinical coordinator.

III. EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM

- A. Training institutions that wish to be approved as an Emergency Medical Technician (EMT) Training Program in the LEMSA region must complete a course approval application on the LEMSA data portal and provide required course approval documents.
- B. Approval
 1. Program approval or disapproval shall be made in writing by the LEMSA to the requesting training program within thirty (30) days after receipt of all required documentation.
 2. Program approval shall be for four (4) years following the effective date of program approval and may be renewed every four (4) years by following the procedure outlined above for initial program approval.
 3. All programs and program materials shall be subject to on-site review by the LEMSA.
 4. The LEMSA shall be notified of all course offerings thirty (30) days before the starting date of the course.
- C. Scope of practice and EMT training program requirements
 1. The Scope of practice shall not exceed those activities, while at the scene of an emergency, as authorized by Title 22, Division 9.
 2. Optional Skills under Title 22, Division 9 may be utilized if approved by the LEMSA Medical Director.
 3. Initial EMT training course shall comply with hourly training requirements identified in CCR Title 22.
 4. Course content shall include all topics under Title 22, Division 9.
 5. Each trainee who successfully completes an approved course of instruction shall be issued a Certificate of Completion identifying:
 - a. The name of the individual.
 - b. The date of course completion.
 - c. Type of EMT course completed (i.e., EMT refresher, or challenge), and the number of hours completed.
 - d. The EMT approving authority.
 - e. The signature of the Program Director.
 - f. The name and location of the training program issuing the record.
 - g. The following statement in bold print "This is not an EMT certificate".
 6. Expiration date shall be 2 years from the date of course completion.
 7. Each training program provider shall maintain a record of the names of trainees and the date(s) on which training courses have been completed for at least four (4) years.
 8. Provisions for a twenty-four (24) hour refresher course shall be satisfied every two years by an authorized LEMSA training program.

Effective Date:

- D. Changes in EMT training program
 - 1. Persons or agencies conducting an approved EMT training program must notify the Agency in writing, in advance when possible and in all cases within thirty (30) days of any change in course content, hours of instruction, program director or program clinical coordinator.

IV. PARAMEDIC TRAINING PROGRAM

- A. Training institutions that wish to be approved as a Paramedic Training Program in the LEMSA region must complete the course approval application on the LEMSA data portal and provide required course approval documents.
- B. Approval
 - 1. Program approval or disapproval shall be made in writing by the LEMSA to the requesting training program within thirty (30) days after receipt of all required documentation.
 - 2. Program approval shall be for four (4) years following the effective date of program approval and may be renewed every four (4) years by following the procedure outlined above for initial program approval.
 - 3. All programs and program materials shall be subject to on-site review by the LEMSA.
 - 4. The LEMSA shall be notified of all course offerings thirty (30) days before the starting date of the course.
 - 5. The LEMSA shall be notified in writing, in advance when possible and in all cases within thirty (30) days of any change in course content, hours of instruction, program director, program clinical coordinator or principal instructor(s).
- C. Scope of Practice and Paramedic Training Program Requirements
 - 1. The Scope of practice shall not exceed those activities, while at the scene of an emergency, as authorized by Title 22, Division 9.
 - 2. Initial Paramedic training course shall comply with hourly training requirements identified in CCR Title 22.
 - 3. Course content shall include all topics under Title 22, Division 9.
- D. Changes in Paramedic Training Program
 - 1. Persons or agencies conducting an approved paramedic training program must notify the Agency in writing, in advance when possible and in all cases within thirty (30) days of any change in course content, hours of instruction, program director or program clinical coordinator.

V. EMS CONTINUING EDUCATION PROVIDER

- A. Continuing education providers shall comply with the requirements of Title 22 of the California Code of Regulations.
- B. The LEMSA shall grant or deny approval of CE providers whose training sites are located within the LEMSA.
- C. The LEMSA may audit the records of or visit the site of any CE provider program for the purposes of compliance monitoring.
- D. Approval Process

Effective Date:

1. Interested organization or individuals shall submit an application to the LEMSA, which may consist of access to the LEMSA electronic application, or a LEMSA-approved alternative.
 2. The application shall be considered for approval if it is complete, if all supplemental material requested is submitted, and if it meets requirements of California Code of Re
 3. The LEMSA will review the materials for compliance with CCR Title 22 Div.9 and issue a "CE provider number" in accordance with State regulations and guidelines if found compliant.
 4. EMS CE provider approvals will be valid for a four-year period expiring on the last day of the month in which the CE application was approved. CE Provider Responsibilities and Requirements
 5. Approved CE providers are responsible for maintaining competent understanding of and adherence to all requirements for EMS CE programs as outlined in CCR Title 22, and LEMSA policy and procedure.
- E. Requirements for CE Providers
1. CE provider shall ensure, at a minimum, the following:
 - a. Relevant EMS or prehospital content of all CE.
 - b. The LEMSA is notified of any changes in program name, address, phone, program director, and/or clinical director.
 - c. All records are made available to the LEMSA upon request, and classes and courses are open to the LEMSA for scheduled or unscheduled visits.
 - d. Training program staff meet requirements as specified in the CCR Title 22 Div.9 requirements for EMS CE programs.
 - e. Award of CE hours, record keeping, certificates and documents, advertising and sponsorship are done in accordance with the CCR Title 22 Div.9 requirements for EMS CE programs.
- F. CE Provider Renewal
1. The LEMSA shall renew CE provider approval if all provisions of the State of California Guidelines for Prehospital Continuing Education, local policy, and Title 22 are continuously met and application with required materials has been submitted.
 2. Applications for renewal shall be submitted to the LEMSA at least 60 calendar days before the date of program expiration in order to maintain continuous approval.
 3. All CE provider requirements must be met and maintained for renewal.
 4. CE Providers are solely responsible for tracking expiration date of their program.

VI. CONTINUING EDUCATION COURSE APPROVAL

- A. EMS CE programs may only issue continuing education hours within the limitations and delivery methods specified in CCR Title 22 Div.9.
- B. Authorized providers may only issue a certificate for the actual hours spent on a given topic as allowed in CCR Title 22 Div. 9.
- C. EMS CE issued in violation of relevant regulations may be deemed invalid by the LEMSA.
- D. EMS CE Programs are subject to action up to revocation of authorization for issuing non-compliant EMS CE certificates in accordance with LEMSA policy

Effective Date:

VII. Unified Enforcement Language for EMS Training Programs Compliant with CCR Title 22

- A. Failure to comply with all applicable provisions of California Code of Regulations (CCR) or LEMSA policy for an EMS training program may result in denial, probation, suspension or revocation of EMS program approval.
- B. The requirements for training program noncompliance notification and actions are as follows:
 - 1. The LEMSA shall provide notification of noncompliance, including the specific provision(s) of CCR the LEMSA has found noncompliant to the EMS training program provider found in violation. The notification shall be in writing and sent by certified mail to the EMS training program director specified in CCR for the type of EMS training program.
 - 2. Within fifteen (15) working days from receipt of the noncompliance notification the approved EMS training program shall submit in writing, by certified mail, to LEMSA one of the following:
 - a. Evidence of compliance with the provisions of CCR, or
 - b. A plan to comply with the provisions of CCR within sixty (60) calendar days from the day of receipt of the notification of noncompliance.
 - 3. Within fifteen (15) working days from receipt of the EMS training program's response, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved EMS training program, the LEMSA shall issue a decision letter by certified mail to the EMS training program and if required by CCR to the California EMS Authority. The letter shall identify the LEMSA's decision to take one or more of the following actions:
 - a. Accept the evidence of compliance provided.
 - b. Accept the plan for meeting compliance.
 - c. Place the training program on probation.
 - d. Suspend or revoke the training program approval.
 - 4. The decision letter shall also include, but not be limited to, the following:
 - a. Date of the LEMSA decision.
 - b. Specific provisions found noncompliant by the LEMSA, if applicable.
 - c. The probation or suspension effective and ending date, if applicable.
 - d. The terms and conditions of the probation or suspension, if applicable.
 - e. The revocation effective date, if applicable.
 - 5. If the training program found noncompliant with CCR does not comply with subsection (2) of this section, the LEMSA may uphold the noncompliance finding and initiate a probation, suspension, or revocation action as described in subsection (3) of this Section.
 - 6. LEMSA shall establish the probation, suspension, or revocation effective dates no sooner than sixty (60) days after the date of the decision letter, as described in subsection (3) of this Section.

Effective Date:

7. If EMS training program status is suspended or revoked, approval for any course completion certificate issued or CE credit shall be withdrawn for all training activity scheduled after the date of action.

Effective Date: