



**Department of Public Health
Emergency Medical Services Agency**

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This policy supersedes any other existing policy on this subject.

Equal Opportunity Employer

Subject: EMT-1 TRAINING PROGRAM APPROVAL

Authority: Health and Safety Code Division 2.5, Section 1797.173, Title 22, California Code of Regulations, Section 10065-10079.

Definitions: EMT-1 Approving Authority - means an agency or person authorized to approve an Emergency Medical Technician-1 training program.

EMT-1 Certifying Authority - means an agency or person authorized to certify and recertify, as Emergency Medical Technician-1, an individual who has complied with the requirements of this policy.

Certifying Examination - means an examination developed by the State EMS Authority or the EMS Certifying Authority and administered or approved by the EMT-1 Certifying Authority given to an individual applying for Certification as an EMT-1. The examination shall include both written and skill testing portions designed to determine an individual's competence for certification as an EMT-1.

Emergency Medical Technician-1 or EMT-1 - means a person who has successfully completed a basic EMT-1 course which meets the requirements of the California Code of Regulations Title 22, Division 9, Chapter 2, has passed all required tests and who has been certified by the EMT-1 Certifying Authority.

Agency - means the Merced County Health Department, as the designated Emergency Medical Services Agency for Merced County.

Purpose: To establish standards for development and approval of EMT-1 training programs within the County of Merced.

Policy: The Agency is the designated EMT-1 Approving Authority for Merced County.

1. Program Approval

- A. EMT-1 training may only be offered by approved training program providers. Eligibility for program approval shall be limited to the following:

APPROVED:

ON-FILE

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- 1) Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools.
 - 2) Medical training units of a branch of the Armed Forces including the Coast Guard of the United States.
 - 3) Licensed general acute care hospitals which meet the following criteria:
 - a) Hold a special permit to operate a basic or comprehensive emergency medical service pursuant to the provisions of Title 22 California Code of Regulations Division 5; and
 - b) Provide continuing education to other healthcare professions.
 - 4) Agencies of government
 - 5) Public safety agencies
 - 6) Local EMS Agencies
2. Application for Training Program Approval.
- A. The training program providers shall submit the following items with the application:
- 1) A statement verifying usage of the United States Department of Transportation's EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994, which includes learning objectives, skills protocols, and treatment guidelines.
 - 2) A statement verifying CPR training equivalent to the 2005 American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT-I basic course.
 - 3) Samples of written and skills examinations used for periodic testing.
 - 4) A final skills competency and written examination.
 - 5) The name and qualifications of the program director, program clinical coordinator, and principal instructor(s).
 - 6) Provisions for clinical experience, as defined in Section 100068 of Title 22, California Code of Regulations.
 - 7) Provisions for course completion by challenge, including a challenge examination (if different from final examination).
 - 8) Provisions for a refresher course as required for recertification.
 - 9) The location at which the courses are to be offered and their proposed dates.
 - 10) Table of contents of the required information listed above with corresponding page numbers.
- B. The Agency will notify the training program submitting an application for program approval within seven (7) days of receiving a request that:
- 1) The request was received;
 - 2) It contains or does not contain the information required;
 - 3) Specify what information is missing, if any.
 - 4) Program approval or disapproval will be made in writing by the Agency within three (3) months of receiving all the necessary program documents.
- C. The effective date of the program approval shall be the date the approval notification is mailed.
- D. Program approval shall be for four (4) years following the effective date and may be renewed every four (4) years subject to the procedure for program approval in this policy.

- E. All program materials are subject to periodic review by the Agency.
- F. All programs are subject to periodic on-site evaluation by the Agency.
- G. The program director shall notify the Agency in writing in advance if possible and in all cases within thirty (30) days of any change of course content, hours of instruction, program director, or clinical coordinator.

3. Withdrawal of Program Approval

- A. Noncompliance with this policy or the provisions of Title 22 CCR, Division 9, Chapter 2 may result in withdrawal of program approval.
 - 1) Upon notification of noncompliance the program will have sixty (60) days to correct the deficiencies.
 - 2) A plan of corrections must be filed with the Agency within ten (10) days of receipt of notification of noncompliance.
 - 3) The Agency will acknowledge receipt of the plan of corrections in writing within seven (7) days.
 - 4) If the Program does not correct the deficiencies within sixty (60) days the program approval shall be withdrawn and any classes in progress will be terminated.

4. Program Administration – Teaching Credentials

Each EMT-I training program shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction. Nothing in this policy precludes the same individual from being responsible for more than one of the following functions if so qualified by the provisions herein:

- A. Each EMT-I training program shall have an approved program director who shall be qualified by education and experience in methods, materials, and evaluation of instruction which shall be documented by at least forty hours in teaching methodology. The courses include but are not limited to the following examples:
 - 1) State Fire Marshal Instructor 1A and 1B,
 - 2) National Fire Academy's Instructional Methodology,
 - 3) Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.
- B. Duties of the program director, in coordination with the program clinical coordinator, shall include but not be limited to:
 - 1) Administering the training program.
 - 2) Approving course content.
 - 3) Approving all written examinations and the final skills examination.
 - 4) Coordinating all clinical and field activities related to the course.
 - 5) Approving the principal instructor(s) and teaching assistants.
 - 6) Signing all course completion records.
 - 7) Assuring that all aspects of the EMT-I training program are in compliance with this Chapter and other related laws.

- C. Each training program shall have an approved program clinical coordinator who shall be either a physician, registered nurse, physician assistant, or a paramedic currently licensed in California, and who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five (5) years. Duties of the program clinical coordinator shall include, but not be limited to:
- 1) Responsibility for the overall quality of medical content of the program;
 - 2) Approval of the qualifications of the principal instructor(s) and teaching assistant(s).
- D. Each training program shall have a principal instructor(s), who may also be the program clinical coordinator or program director, who shall be qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. The courses include but are not limited to the following examples:
- 1) State Fire Marshal Instructor 1A and 1B,
 - 2) National Fire Academy's Instructional Methodology,
 - 3) Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course. and who shall:
 - a) Be a physician, registered nurse or physician assistant, or paramedic currently licensed in California; or,
 - b) Be an EMT-II or EMT-I who is currently certified in California.
 - c) Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.
 - d) Be approved by the program director in coordination with the program clinical coordinator as qualified to teach the topics to which s/he is assigned.
- E. Each training program may have teaching assistant(s) who shall be qualified by training and experience to assist with teaching of the course and shall be approved by the program director in coordination with the program clinical coordinator as qualified to assist in teaching the topics to which the assistant is to be assigned. A teaching assistant shall be supervised by a principal instructor, the program director and/or the program clinical coordinator.