



County of San Diego

HEALTH AND HUMAN SERVICES AGENCY
EMERGENCY MEDICAL SERVICES
6255 MISSION GORGE ROAD, MAIL STOP S-555
SAN DIEGO, CA 92120
(619) 285-6429 • FAX (619) 285-6531

Continuing Education Handbook for EMS Personnel

PURPOSE:

To delineate those continuing education (CE) credits deemed acceptable by the San Diego County EMS Agency.

AUTHORITY:

[California Code of Regulations, Title 22, Division 9, Chapter 11](#)

San Diego County EMS Agency recognizes the importance of uniformity on a statewide level for the process of continuing education and will abide by the most recent versions of Title 22 of the California Code of Regulations (CCR) and State EMS Authority documents related to this issue. This guideline manual is intended to specify and clarify the regulations.

APPROVED CE PROVIDER:

An individual, organization or agency that has a valid California EMS Continuing Education Provider (CEP) number or a Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) provider number. Approved to conduct continuing education courses, classes, activities or experiences and issue earned continuing education hours to EMS personnel for the purposes of maintaining certification/licensure or re-establishing lapsed certification of licensure.

- The local EMS agency shall be the agency responsible for approving EMS CE Providers whose headquarters are located within the geographical jurisdiction of that local EMS agency.
- San Diego County EMS Agency will accept as valid only those CE classes/events sponsored by approved EMS CE providers, including those approved by other California EMS agencies or the State EMS Authority (EMSA).
- Accredited universities and colleges are approved for CE.
- The EMS Authority (EMSA) shall be the agency responsible for approving CE providers for statewide public safety agencies and CE providers whose headquarters are located out-of-state.

EMS CONTINUING EDUCATION (CE):

Continuing education (CE) is defined by state regulations as: “. . . a course, class, activity, or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.”



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EMS CONTINUING EDUCATION (CE) continued:

- EMS CE may be achieved by a variety of structured learning experiences that are relevant to the medical scope of practice for EMS personnel.
- EMS CE must be current and designed to enhance the scientific knowledge of direct patient care, develop and maintain technical skills and keep abreast of changes in medical practice and technology.
- The information presented and skills performed must be related to the medical practice of emergency care to meet the requirements for renewal of an EMS healthcare professional's certificate or license.
- All approved CE shall contain a written and/or skills competency based evaluation related to course, class, activity or experience objectives.
- A CE certificate shall be issued for proof of successful completion of a course, class, activity or experience and should contain the following information:
 1. Name of participant;
 2. Certificate or license number;
 3. Course, class, activity or experience title;
 4. CE provider name and address;
 5. Date of the course, class, activity or experience;
 6. Signature of the program director or instructor;
 7. Number of CE hours awarded;
 8. Approved CE provider's number;
 9. Statement reporting CE hours as Instructor-based or non-instructor based
- Courses, classes, activities or experiences, accepted as valid CE, from approved providers must have been taken within two years preceding the individual's certification/authorization/licensure expiration date or the submission date of a completed application.
- At least one-half (1/2) of the required CE hours must be received in an instructor-based format. This includes any additional CE requirements placed on an applicant due to an expired certificate/authorization/license.
 1. Instructor Based CE: An instructor is readily available to the student during the educational time to answer questions, provide feedback, clarification and address concerns.
 2. Non-instructor Based CE: An instructor is not facilitating the course, class, activity or experience. This includes such activities as magazine articles, precepting and most internet based CE.
- No more than twelve (12) hours of continuing education credit will be accepted within any 24-hour period.
- Standard courses which are nationally recognized (e.g. CPR, ACLS, PHTLS) and offered by an approved CE provider may be repeated once within the same license/certification/authorization period with CE credit being accepted for both programs up to the maximum level of no more than 12 hours within any 24 hour period. Repeat courses must be taken a minimum of 12 months apart to receive CE credit.



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EMS CONTINUING EDUCATION (CE) continued:

- An individual may receive credit for taking the same CE course, class, activity or experience no more than two times during a single certification/licensure/authorization cycle.

CONTINUING EDUCATION (CE) DELIVERY FORMATS:

- Classroom – didactic and/or skills laboratory
- Organized field care audits of patient care records
- Courses offered by accredited universities and colleges, including junior and community colleges, completed with a grade “C” or better:
 1. Courses in physical, social or behavioral sciences (e.g., anatomy, physiology, sociology, psychology)
 2. Ten CE hours will be awarded for each academic quarter unit or fifteen CE hours will be awarded for each academic semester unit for college courses
- Structured clinical, teaching and precepting experience, with learning objectives:
 1. CE hours for structured clinical, teaching and precepting will be issued on a 1:1 (hours : credit) basis,
 2. CE hours can only be issued by an approved CE provider or approved training program
 3. Teaching hours may only be issued by the provider employing the individual
 4. Credit may be received only once during a certification/licensure/authorization cycle for instructing a particular class or topic
 5. Precepting credit may only be issued by the approved training program of the preceptor’s student
- Media based education (e.g. films, videos, audiotape programs, magazine articles)
- Internet based CE providers:
 1. The majority of internet based CE providers are considered non-instructor based CE. There are a few exceptions. At least one-half (1/2) of the required CE hours must be received in an instructor-based format.
 2. It is the responsibility of the individual to ensure that the internet based CE is being issued by a California approved CE Provider.
 3. No more than twelve (12) hours of continuing education credit will be accepted within any 24-hour period.



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ACTIVITIES NOT ACCEPTED AS VALID CE:

- Research activities
- Committee work
- The writing of position papers, journal articles, or other published materials
- Any course, class, activity or experience that is not prehospital-based in its content
- Any course, class, activity of experience not offered by an approved prehospital CE provider
- Workplace orientation programs that deal with the employer's policies and/or procedures
- Personal improvement courses (e.g. self-awareness, time mgmt., weight loss, yoga, etc.)
- Courses for the lay public (e.g. Lamaze, parenting, first aid, etc.)

ACTIVE DUTY DEPLOYED ARMED FORCES MEMBERS:

- Members of the Armed Forces of the United States returning from active duty deployment, credit may be given for documented training they received while deployed on active duty provided it meets the requirements of CE as set forth in the California Code of Regulations, Title 22, Division 9, Chapter 11 (Continuing Education), and the training course, class, activity or experience is verified in writing by the individual's Commanding Officer.

RECORDKEEPING:

- It is the responsibility of the individual to ensure CE classes, courses or experiences meet the requirements for certification/recertification of their individual EMS certifications/licensures/authorizations and to ensure CE credits have been obtained from an approved CE provider prior to presenting CE certificates at the San Diego County EMS office.
- EMS personnel are responsible for maintaining CE certificates for a minimum of four years after receipt and must make them available for review at the request of the San Diego County EMS Agency, the State EMS Authority, or other EMS certifying entity.