

Chapter: COUNTY Of SAN DIEGO EMERGENCY MEDICAL SERVICES
Key Words: Policy/Procedure/Protocol

SUBJECT: Designation of Authorized
Emergency Medical Services
Continuing Education Providers

POLICY NO: S-306
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DATE: March 1, 2011

AUTHORITY: Health and Safety Code, Division 2.5, Sections 1797.214 and 1797.220; and
California Code of Regulations, Title 22, Division 9, Chapter 11.

I. PURPOSE

To establish a mechanism by which providers of continuing education may be designated an “authorized provider” of Emergency Medical Services (EMS) Continuing Education (CE) in San Diego County.

II. BACKGROUND

A. Definitions

Authorized EMS Provider of
CE:

An individual or organization who meets the requirements of California Code of Regulations, Title 22, Division 9, Chapter 11; and is approved to conduct CE courses, classes, activities, or experiences; and to issue earned continuing education hours to EMS personnel for the purpose of maintaining certification/licensure or re-establishing lapsed certification or licensure within the state of California.

III. POLICY

County of San Diego, Emergency Medical Services Branch (CoSD EMS) will approve, for the purposes of recertification, relicensure, reaccreditation, or reauthorization, those CE activities sponsored by providers who are designated by EMS as authorized providers of

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CE and who comply with San Diego County policies, procedures, and guidelines for EMS CE providers.

- A.** In order to become designated as an authorized provider of EMS CE in San Diego County, applicants must:
1. Complete an application form and submit it, with appropriate documentation and fees, to CoSD at least 60 days prior to the date of the first educational activity. San Diego County Base Hospitals are exempt from the fee. The form must indicate whether the applicant is applying for approval to offer courses for Basic Life Support (BLS) personnel and/or Advanced Life Support (ALS) personnel or both.
 2. Agree to comply with all guidelines pertaining to authorized EMS CE providers. For all providers, these guidelines are described in the CoSD EMS *Continuing Education Handbook for EMS Personnel* manual, available at the CoSD EMS office.
 3. Provider applicants must designate the certification level(s) of their intended CE participants (BLS or ALS). Approval may be granted for only one certification level (BLS versus ALS/BLS) if the applicant cannot document their ability and resources to provide CE at all levels. This approval level may be adjusted after initial approval provided that the authorized provider can demonstrate that it has the requisite equipment and materials to provide this education in accordance with the guidelines.
- B.** CoSD EMS shall approve or disapprove the CE request within 60 days of receipt of the completed request.
1. Within 14 working days of receipt of a request for approval, CoSD EMS will notify the CE provider that the request has been received, and shall specify what information is missing, if any.
 2. If the request is approved, CoSD EMS will issue a CE provider number.
 3. If the request is denied, CoSD EMS will notify the applicant in accordance with applicable provisions of California Code of Regulations, Title 22, Division 9, Chapter 11.

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- C. Designation as an authorized provider shall be for a four year period, after which each provider must reapply. To maintain continuous approval, the renewal application must be submitted at least 60 days prior to the CE provider expiration date.
- D. Authorized providers are subject to periodic reviews of course outlines, attendance records, instructor qualifications, or other material pertaining to courses presented by the provider for CE credit. CoSD EMS staff will conduct these reviews.
- E. Noncompliance with any criterion required for CE provider approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of state or local regulations may result in denial, probation, suspension, or revocation of CE provider approval by CoSD EMS, in accordance with California Code of Regulations, Title 22, Division 9, Chapter 11.