

CONTINUING EDUCATION GUIDE FOR EMS PERSONNEL

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DEFINITIONS

- Continuing Education (CE)

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 pre-hospital emergency medical care.

- Continuing Education Hour (CEH)

One (1) CEH is any one of the following:

1. Every fifty (50) minutes of approved classroom or skills laboratory activity.
2. Each hour of structured clinical or field experience when monitored by a preceptor assigned by an EMS training program, EMS service provider, hospital or alternate base station approved according to this guide.
3. Each hour of media based / serial production CE as approved by the CE provider approving authority.
 - a. CE courses or activities shall not be approved for less than one (1) hour of credit.
 - b. For courses greater than one (1) CEH, credit may be granted in no less than half hour (30 minute) increments.
 - c. Ten (10) CEHs will be awarded for each academic quarter unit or fifteen (15) CEHs will be awarded for each academic semester unit for college courses in physical, social, or behavioral sciences (e.g., anatomy, physiology, sociology, psychology).
 - d. CE hours will not be awarded until the written and / or skills competency-based evaluation has been passed.

- CE Provider Approving Authority

1. Courses and / or CE providers approved by the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE), which previously operated as the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS), or those approved by EMS offices of other states, are approved for use in California and need no further approval.
2. Courses in physical, social, or behavioral sciences offered by accredited colleges and universities are approved for CE and need no further approval.
3. REMSA shall be the agency responsible for approving EMS Continuing Education Providers whose headquarters are located within Riverside County if they are not already approved according to #1 or #2 as noted above.
4. The EMS Authority (hereinafter referred to as "Cal 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, if not approved according to #1 or #2 as noted above.

- CE Provider Status

Active: The CE provider has met all requirements as set forth in this guide and is currently approved by REMSA to provide CE courses.

Probation: The CE provider is

- within the first twenty-four (24) months of their CE Provider status or
- is under review for noncompliance of any criterion required for continued CE provider approval.

CEHs submitted to REMSA from a provider that is on probation will be accepted.

Expired: The CE Provider is no longer approved to provide CE classes as of the expiration date identified on their most recent provider approval notification. Provider still has the ability to renew their status for up to twelve (12) months after the identified approval expiration date.

- If a renewal application is not received within 12 months of the expiration date documented on the most recent approval notification, Provider will be considered closed.

CEHs submitted to REMSA from a provider that is expired will NOT be accepted.

Suspended: The CE provider is not approved to provide CE courses and will not be approved again until they meet any and all requirements set forth by REMSA.

- If a provider fails to resolve the issue(s) that caused suspension of their approval within 12 months from the date of their initial suspension, they will be considered closed.

CEHs submitted to REMSA from a provider that is suspended will NOT be accepted.

Closed: The CE Provider

- has not submitted a renewal application within twelve (12) months of the expiration date documented on the most recent approval notification or
- has failed to resolve the issue(s) that caused suspension of their approval within twelve (12) months from the date of their initial suspension or
- they have notified REMSA that they are closed.

CEHs submitted to REMSA from a provider that is closed will NOT be accepted.

Revoked: The CE provider is not approved to provide CE courses and will not be approved again for a minimum of one whole licensure cycle (four (4) years).

- At the end of the four (4) year period, Provider may re-apply for reinstatement; however, if approved, they will be subject to a twenty-four (24) month probation period which will include enhanced oversight by REMSA until Active status is approved (minimum of twenty-four (24) months).

CEHs submitted from a provider that is revoked will NOT be accepted.

- EMS Continuing Education Provider

An individual or organization approved by the requirements of Title 22, Division 9, Chapter 11 (*Continuing Education*) of the California Code of Regulations, 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 or licensure.

- EMS Service Provider

An organization employing certified EMT-I, certified EMT-II or licensed paramedic personnel for the delivery of emergency medical care to the sick and injured at the scene of an emergency, during transport, or during interfacility transfer.

- EMS System Quality Improvement Program or “QIP”

Methods of evaluation that are composed of structure, process, and outcome evaluations which focus on improvement efforts to identify root causes of problems, intervene to reduce or eliminate

these causes, and take steps to correct the process pursuant to Title 22, Division 9, Chapter 12 (*EMS System Quality Improvement*) of the California Code of Regulations.

- National EMS Education Standards (published 2009, revised 2021)
The National EMS Education Standards replaced the NHTSA National Standard Curricula at all licensure levels when first published in 2009. The Standards define the competencies, clinical behaviors, and judgments that should be met by entry-level EMS clinicians to meet practice guidelines defined in the National EMS Scope of Practice. The document can be found here: https://www.ems.gov/pdf/EMS_Education%20Standards_2021_FNL.pdf
- National Standard Curriculum (codified 2004, deprecated 2009) *
The curricula developed under the auspices of the United States Department of Transportation, National Highway Traffic Safety Administration for the specified level of training of EMS personnel which includes the following incorporated herein by reference:
 - Emergency Medical Technician-Basic: National Standard Curriculum, DOT HS 808 149, August 1994
 - Emergency Medical Technician-Intermediate: National Standard Curriculum, DOT HS 809 016, December 1999
 - Emergency Medical Technician-Paramedic: National Standard Curriculum DOT HS 808 862, March 1999.
- Pre-hospital Emergency Medical Care Personnel
For the purpose of this guide, Pre-hospital Emergency Medical Care personnel or EMS personnel means EMT-I, EMT-II or EMT-Paramedic as defined in Health and Safety Code Sections 1797.80, 1797.82, and 1797.84, respectively.

*While this language is currently used in [Title 22](#) to define the education standards for EMS, it is not the most accurate information available and is not what is currently being used to create education for students. See *National EMS Education Standards*

APPROVED CONTINUING EDUCATION TOPICS

Continuing education for EMS personnel shall be in any of the topics contained in the National EMS Education Standards for training EMS personnel, except as provided below (*Approved Continuing Education Delivery Formats and Limitations, #8*).

In lieu of completing the required CEHs, EMT-I certification can be maintained by successfully completing an approved refresher course pursuant to § 100080 (*EMT Certification Renewal*) of Title 22, Division 9, Chapter 2.

All approved CE courses shall contain a written and / or skills competency-based evaluation related to course, class, or activity objectives.

Approved CE courses shall be accepted statewide.

APPROVED CONTINUING EDUCATION DELIVERY FORMATS AND LIMITATIONS

Delivery formats for CE courses shall be by any of the following:

1. Classroom - didactic and / or skills laboratory where direct interaction with instructor is possible.
2. Organized field care audits of patient care records;
3. Courses offered by accredited universities and colleges, including junior and community colleges;
4. Structured clinical experience, with instructional objectives, to review or expand the clinical expertise of the individual.
5. Media based and / or serial productions (e.g. films, videos, audiotape programs, magazine articles offered for CE credit, home study, computer simulations or interactive computer modules).
6. Precepting EMS students or EMS personnel as a hospital clinical preceptor, as assigned by an EMS training program, an EMS service provider, a hospital, or alternate base station approved according to Title 22, Division 9 (*Prehospital Emergency Medical Services*).
 - a. In order to issue CE for precepting EMS students or EMS personnel, an EMS service provider, hospital, or alternate base station must be a CE provider approved by REMSA. CEHs for precepting can only be given for actual time spent precepting a student or EMS personnel and must be issued by the EMS training program, EMS service provider, hospital or alternate base station that has an agreement or contract with the hospital clinical preceptor or with the preceptor's employer.
7. Precepting EMS students or EMS personnel as a field preceptor, as assigned by an EMS training program or an EMS service provider approved according to Title 22, Division 9 (*Prehospital Emergency Medical Services*).
 - a. CEHs for precepting can only be given for actual time precepting a student and must be issued by the EMS training program or EMS service provider that has an agreement or contract with the field preceptor or with the preceptor's employer. In order to issue CEHs for precepting EMS students or EMS personnel, an EMS service provider must be a CE provider approved by REMSA.
8. Advanced topics in subject matter outside the scope of practice of the certified or licensed EMS personnel but directly relevant to emergency medical care (e.g. surgical airway procedures).
9. At least fifty percent (50%) of required CE hours must be in a format that is instructor based, which means that instructor resources are readily available to the student to answer questions, provide feedback, provide clarification, and address concerns (e.g., on-line CE courses where an instructor is available to the student).
 - a. This provision shall not include precepting or magazine articles for CE credit.
 - b. REMSA shall determine whether a CE course, class or activity is instructor based.
10. During a certification or licensure cycle, an individual may receive credit one (1) time only for service as a CE course, class, or activity instructor. Credit received shall be the same as the number of CE hours applied to the course, class, or activity.
11. During a certification or licensure cycle, an individual may receive credit one (1) time only for service as an instructor for one of the following:
 - a. an approved EMT-I training program
 - b. an approved EMT-II training program
 - c. an approved paramedic training program

Hours of service shall not exceed fifty percent (50%) of the total CE hours required in a single certification or licensure cycle.

12. When guided by the EMS service provider's QIP, an EMS service provider that is an approved CE provider may issue CEHs for skills competency demonstrations to address any deficiencies identified

by the service provider's QIP. Skills competency demonstrations shall be conducted in accordance with the respective National Standard Curriculum skills outline or in accordance with REMSA policies and procedures.

REMSA cannot require more continuing education hours for the purposes of re-accreditation than what is outlined in Title 22, § 100080 (EMT Certification Renewal) and § 100167 (Paramedic License Renewal, License Audit Renewal, and License Reinstatement) of the California Code of Regulations.

If it is determined through a QIP that EMS personnel working in Riverside county need remediation or a refresher in an area of their knowledge and / or skills, REMSA's medical director or an EMS service provider may require the EMS personnel to take an approved CE course with learning objectives that addresses the remediation or refresher needed, as part of their required hours of CE for maintaining certification or licensure.

In order for continuing education to satisfy the requirements for maintaining EMS personnel certification or licensure, CEHs shall be completed during the current certification / licensure cycle, except if those CE courses were not applied to the licensure cycle during which the CE courses were taken.

Because paramedic license renewal applications are due to Cal EMSA thirty (30) days prior to the expiration date of a paramedic license, continuing education courses taken in the last month of a paramedic's licensure cycle may be applied to the paramedic's subsequent licensure cycle, if those CE courses were not applied to the licensure cycle during which the CE courses were taken.

Acceptable Forms of CEHs

REMSA will recognize as valid only those CE classes / events sponsored by approved EMS CE providers, including those approved by other California EMS agencies, Cal EMSA or CAPCE.

- a. REMSA will not pre-authorize or authorize after-the-fact individual course outlines presented by EMS personnel for consideration as CEHs. Individuals desiring CEHs are expected to contact the course sponsor(s) with regards to that organization's status as an approved prehospital CE provider.
- b. REMSA cannot give approval for courses sponsored by providers based outside of Riverside County. Individuals wishing to receive credit for such activities should contact the EMS agency of that county for approval information, Cal EMSA (if the provider / location is out-of-state) or CAPCE.

Activities / courses accepted from approved providers as valid CEHs must have been taken within two (2) years preceding the individual's certification / authorization / licensure expiration date or the submission date of a completed application, if expired.

Acceptable CEHs must be related to prehospital emergency medical activities and can include didactic and traditional (instructor-based) classroom activities, as well as non-traditional, non-instructor-based activities like:

- media-based education (take-home, on-line, correspondence, etc.)
- precepting time
- structured clinical or ride-out time
- structured teaching time
- field care audits

- At least ½ (50%) of the required CEHs must be received in an instructor-based format. This includes any additional CE requirements placed on an applicant due to an expired certificate or license.
- No more than twelve (12) hours of continuing education will be accepted within any 24-hour period.
- Individuals should reference the recertification / reauthorization / (State) re-licensure policies for more detailed information on the specific requirements for their practice level.

For those 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, and the training class is verified in writing by the individual's Commanding Officer

Standard courses that are nationally recognized (e.g. - CPR, ACLS, PALS, PEPP, PHTLS, et al.), as well as other CE courses that are offered by an approved CE provider, may be repeated once (1x) within the same license / certification / authorization period with CE credit being accepted for both so long as they were taken a minimum of twelve (12) months apart.

Unacceptable Forms of CEHs

Activities not acceptable as valid CE include:

- research activities
- committee work
- the writing of position papers, journal articles, or other published materials
- any course that is not prehospital based in its content (except those approved advanced topics)
- any course not offered by an approved prehospital CE provider
- workplace programs (annual and / or orientation) that deal with an employer's policies and / or procedures
- personal improvement courses (self-awareness, time management, weight loss, yoga, etc.)
- courses for the lay public (Lamaze, parenting, first aid, etc.)

Review of Course Completion Certificates

REMSA will review individually submitted course completion certificates as part of the continuing education verification process or for cause. Reasons for causal review may include but not be limited to questionable authenticity, excessive hours awarded, educational topics that may not be applicable according to the National EMS Education Standards, etc.

If and when a review is triggered, adequate time will be needed determine the appropriateness of the certificate that was submitted. This may result in the provider's certification / accreditation / authorization lapsing prior to the conclusion of the review. REMSA recommends that all providers submit their applications for recertification / reaccreditation / reauthorization as early as possible to avoid potential delays. REMSA is not responsible for any certifications / accreditations / authorizations that lapse as a result of course completion certificates that are submitted and require further review.

Applicants will be notified through email correspondence of any application deficiencies or documents under review through the normal course of application processing.

Determining Continuing Education Hours

CE credit for structured clinical or ride-out, structured teaching, precepting, and field care audits will be issued on a 1:1 basis (1 hour = 1 credit).

Credit can only be issued by an approved CE provider.

- a. Teaching credits may only be issued by the provider employing the individual
- b. Credit may be received only once (1x) during a certification / licensure / authorization cycle for instructing a particular class or topic
- c. Precepting credit may only be issued by the approved training program of the preceptor's student
- d. Structured clinical and ride-out credits can only be issued by the agency which provides and reviews the structure (outline) that the individual must complete as part of his clinical / ride-out time (in most cases this will be a hospital)

CONTINUING EDUCATION RECORD RETENTION FOR PERSONNEL

EMS personnel shall retain CE certificates issued to them by any CE provider for four (4) years from the date of course completion and must make them available for review at the request of REMSA, Cal EMSA or any other EMS certifying entity.

REMSA may audit CE certificates as part of the continuing education verification process or for cause.

Certificate of Course Completion (Addendum C)

As proof of successful CE course completion, providers shall utilize and issue a printed copy of a REMSA authorized Certificate of Course Completion. Prior to distribution, a tamper resistant seal must be affixed to the original printed copy. Preferably, distribution should occur on the same day as, and at the conclusion of, the course; however, providers are allowed thirty (30) calendar days after completion to deliver certificates to participants.

The CE certificate will contain the first and last name of the participant, their certificate or license number, the title of the class attended, the CE provider name and address, the date of course, class, or activity and the signature of the program director or class instructor.

- A digitally reproduced signature of the program director or class instructor is acceptable for media based / serial production CE courses only.

In addition, and in accordance with Title 22, Chapter 9, Division 11, the following statements shall be printed on the certificate of completion with the appropriate information filled in:

"This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one) ____ instructor-based, ____ non-instructor based".

"This document must be retained for a period of four years"

"California EMS CE Provider # _____ - _____"