

ADDENDUM A

Provider Application Packet Checklist

	Applicant (attached)	REMSA (received)	Complete	Incomplete
Completed application for CE provider approval (initial or renewal)				
Resume of CE Provider Program Director <ul style="list-style-type: none"> PD resumes are only required for initial applicants and renewing applicants whose PD is new for this cycle 				
Resume of CE Provider Clinical Director <ul style="list-style-type: none"> CD resumes are only required for initial applicants and renewing applicants whose CD is new for this cycle 				
Resumes of all course instructors, if not already on file				
Prospective summary of all CE courses to be offered for the remainder of the calendar year				
Sample course documentation <ul style="list-style-type: none"> To include, at a minimum: a course outline, objectives and course / student evaluation tools 				
Sample advertisement of a scheduled CE course				
Renewing applicants only: Documentation of program CQI processes / program improvement				
Signed CE Provider Agreement				

(REMSA USE ONLY) CE Provider name:

CE Provider number:	#33-	Application received date:	
Reviewed by:		Approved:	Yes / No
Approved date:		<u>If not approved, explain:</u>	
Updated status with EMSA	Yes / No	Updated status with REMSA	Yes / No

REMSA USE ONLY

Program Director Qualifications	Meets	Does not meet	Comment(s)
Education (40 hours): <ul style="list-style-type: none">• <i>California State Fire Marshal (CSFM) Fire Instructor certification</i><ul style="list-style-type: none">a. <i>Prior to December 31, 2016:</i> <i>"Fire Instructor 1A and 1B"</i>b. <i>On or after January 1, 2017:</i> <i>"Fire Instructor 1"</i>• <i>EMS Success' EMS Instructor Class</i>• <i>EMS University's EMS Instructional Strategies course</i>• <i>NAEMSE Level 1 Instructor Course</i>• <i>RC Health Services' EMT Instructor course</i>• <i>OTHER: _____</i>			
Experience:			
Licenses / certifications:			

Clinical Director Qualifications			
Education:			
Experience (min 2 years within the last 5): <ul style="list-style-type: none">○ <i>Academic</i>○ <i>Administrative</i>○ <i>Clinical</i>			
Licenses / certifications: <ul style="list-style-type: none">• <i>Must be a / an:</i><ul style="list-style-type: none">○ <i>Physician</i> ○ <i>PA</i>○ <i>RN</i> ○ <i>EMT-P</i>			

Instructor Qualifications			
Education: <ul style="list-style-type: none">○ <i>Evidence of specialized training</i>○ <i>Advanced degree</i>			
Experience (min 1 year within the last 2): <ul style="list-style-type: none">• <i>Specialized area in which they are instructing</i>• <i>Evidence of knowledge, skill, and current subject matter mastery</i>			
Licenses / certifications:			

Prospective Course Summary	Meets	Does not meet	Comment(s)
Tentative dates and times included			
Tentative locations included			
Tentative CEHs to be awarded, per course			
Tentative course classification(s) included: <ul style="list-style-type: none"> • Instructor based • Non-instructor based 			

Sample Course Documentation			
Lesson plan outline, to include: <ul style="list-style-type: none"> • Method of delivery (PPT, video, etc.) • Title, description, goals and objectives of the course • Date of course • CE hours to be provided • Academic references and resources • Materials / equipment to be used 			
<ul style="list-style-type: none"> • Method of performance evaluation with passing criteria and answer key 			
<ul style="list-style-type: none"> • Handouts, if not the main delivery resource 			

Sample Course Advertisement			
<ul style="list-style-type: none"> • Contact information To include, at a minimum: <ul style="list-style-type: none"> ○ Phone number OR ○ Email address OR ○ Web address • Refund policy in cases of nonattendance by the registrant or cancellation by provider • A clear, concise description of the course, class or activity content • Objectives and the intended target audience (e.g. paramedic, EMT-II, EMT-I, First Responder or all) • CE provider name and number, as officially on file with REMSA • Specification of the number of CE hours to be granted 			

Renewing applicants only: Quality Improvement Plan which evaluates the effectiveness of the program and the courses offered			
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