

Training Program Administration Manual (TPAM)

This manual is produced and distributed by the Office of EMS through consultation with the State EMS Advisory Board and its various committees. Revisions and updates of these policies are made when a program or process addressed by this manual is changed, deleted or added to adapt to Office of EMS requirements or due to revisions of referenced state EMS regulations or the Code of Virginia.



Effective: 8/3/2017



Sample Policy

EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-XXXX <i>Unique policy number (matches Regulation number)</i>	Regulatory Authority: 12VAC5-31-XXXX <i>Applicable Regulation authorizing this policy</i>
Title: Policy Title <i>Title of this policy (usually self-explanatory)</i>	
Date of Issue ¹ : July 1, 2017	Effective Date ² : July 1, 2017

¹ Date this policy was created by the Office of EMS.

² Date this policy will become effective and supersede a previous policy of the same number (if any). Usually only applies to training programs which START after this date unless specified otherwise when distributed.

EMS REGULATION:

Text of the EMS Regulation the Policy addresses or expands on.

TPAM POLICY:

Text of this policy which explains the process and procedures followed by the Office of Emergency Medical Services to administer and enforce the referenced state regulation. May be a listing of training programs, courses or other items which are recognized by the Office of Emergency Medical Services to fulfill a referenced regulation.

Note: Policy numbers (T - XXX) match the 12VAC5-31-XXXX policy number to allow for a direct reference to the Regulation the policy applies to.



Release Notes

August 2017

This is a long overdue complete rewrite of the TPAM. Many things have changed since 2012 and unfortunately the manual did not keep up with those changes. This new rewrite is tied directly to the regulations by incorporating them into the document to allow for direct reference in a single document instead of referring educators or providers to an additional document.

This document was approved in consultation with the Training and Certification Committee and was approved by the EMS Advisory Board on November 9, 2016. However, before the document could be published other changes took place that required the Division of Educational Development to go back and update it again to bring it in line with the current practice within the Office of EMS. The final piece was completed and released on August 3rd, 2017 (TPAM Policy 1469). As a result, this version is being released.

#

July 2012

This was a major update to the Training Program Administration Manual in preparation for the transition to National Registry testing. The following is an overview of the changes made during this revision cycle. The manual's changes include:

1. Section 1 – The following polices were modified: T-010, T-025 through T-045, T-055 through T-090, T-110 and T-115. Removed polices T-120 through T-145 which were repealed in 2008. Moved policies T-150 through T-180 to a new Section 9 dealing with EMS program accreditation.
2. Section 2 – Updated testing policies to reflect the transition to the National Registry testing process.
3. Section 5 – All polices in this section were updated. Add new policy T-570.
4. Section 6 – All polices in this section were updated.
5. Section 7 – All polices in this section were updated.
6. Section 8 – Polices 805, 815 AND 845 were updated.

Section 9 – This section was create to house EMS accreditation policies.

#

September 2010

This was an incremental change to the Training Program Administration Manual. The following is an overview of the changes made during this revision cycle. The manual’s changes include:

1. Section 3 – EMS Training Funds Program policies were replaced with a copy of the current EMS Training Funds Program Administrative Guidelines in an effort to reduce duplication.

#

June 2009

This was an incremental change to the Training Program Administration Manual. The following is an overview of the changes made during this revision cycle. The manual’s changes include:

1. Updates were made to the following policies in Section 2 of the manual to reflect current Office practice. The policies that changed are: 222 and 244.
2. Section 8 was added to the TPAM. The new policies in this section were enacted to reflect current Office processes and procedures dealing with online, web-based and 3rd Party continuing education (CE).

#

July 2008

This was an incremental change to the Training Program Administration Manual. The following is an overview of the changes made during this revision cycle. The manual’s changes include:

1. Updates were made to the following policies in Section 1 of the manual to reflect current Office practice. The policies that changed are: 005, 010, 035, 045, 055, 065, 070, 075, 110, 120, 125, 130, 135, and 140.
2. Updates were made to the following policies in Section 2 of the manual to reflect current Office practice. The policies that changed are: 202, 204, 210, 212, 216, 218, and 240.
3. Updates were made to the old ALS Training Funds policies to reflect changes to the requirements for the new fiscal year as well as to the overall scope of the funding

program. The policies that changed are: 305, 310, 320, 325, 330, 335, 340, 345, and 350.

4. Updates were made to the following policies in Section 5 of the manual to reflect current Office practice. The policies that changed are: 505, 550, and 565.
5. Updates were made to the following policies in Section 6 of the manual to reflect current Office practice. The policies that changed are: 620 and 660.
6. Updates were made to the following policies in Section 7 of the manual to reflect current Office practice. The policies that changed are: 705 and 710.

#

July 2005

This was an incremental change to the Training Program Administration Manual. The following is an overview of the changes made during this revision cycle. The manual's changes include:

1. an update of the ALS Training Funds policies to reflect the new requirements/changes for the new fiscal year. The policies that changed are: 305, 310, 315, 320, 325, 330, 335, 340, 345, and 350.

#

March 2005

This is the first major revision of the Training Program Administration Manual in well over two years. The following is an overview of the changes made during this revision cycle. The manual's changes include:

1. an update from a paper-based format to an electronic, web-based format;
2. clarification of some of the most frequently questioned policies;
3. the addition of new policies for the ALS Training Funds program as well as policies for Intermediate Training Site Accreditation;
4. a major revamping of the Table of Contents and manual's general navigation;
5. the renumbering of several existing policies in order to ensure adequate space for future policies.

The following chart shows the policies which were renumbered and cross-references the new policy number.

Old Policy # Title

New Policy #

T-200	EMS Procedure and Medication Schedule	T-200
T-205	Candidate Requirements for Full State Certification Testing	T-202
T-210	Required Evidence of Eligibility for Full Testing	T-204
T-215	Candidate Requirements for State Recertification	T-206
T-220	Recertification Examination Requirement	T-208
T-225	Basic and Advanced Life Support Written Examinations	T-210
T-230	Basic and Advanced Life Support Practical Examinations	T-212
T-235	General Examination Retest Policy Guidelines	T-214
T-240	Candidate Evidence of Eligibility for Retesting	T-216
T-245	Candidate Evidence of Eligibility for Recertification Testing	T-218
T-250	Examination Security and Review	T-220
T-255	Certificates of Completion	T-222
T-260	Certification Expiration Dates	T-224
T-265	Privilege of Certification and Field Practice Authority	T-226
T-270	Non-EMS Agency Practice	T-228
T-275	Falsifying Information	T-230
T-280	Certification Periods	T-232
T-285	Formal Reciprocity Certification	T-234
T-290	Legal Recognition Certification	T-236
T-295	Equivalency Challenge Certification	T-238
T-300	Provider Certification Reentry Program	T-240
T-305	Voluntary Inactivation of Certification	T-242
T-310	Reinstatement of Inactive Certification	T-244

#

December 2002

This manual is produced and distributed by the Office of EMS through consultation with the State EMS Advisory Board and its various committees. Revisions and updates of these policies are made when a program or process addressed by this manual is changed, deleted or added to adapt to Office of EMS requirements or due to revisions of referenced state EMS regulations or the Code of Virginia.

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1050	Regulatory Authority: 12VAC5-31-1050
Title: Scope of Practice	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1050. Scope of practice.

EMS personnel shall only perform those procedures, skills, or techniques for which he is currently licensed or certified, provided that he is acting in accordance with local medical treatment protocols and medical direction provided by the OMD of the licensed EMS agency with which he is affiliated and within the scope of the EMS agency licenses as authorized in the Emergency Medical Services Procedures and Medications Schedule as approved by the board.

TPAM Policy 1050

I. The Office publishes and maintains the Scope of Practice Procedures and Formulary which specifies the medical procedures and medications identified for use by each EMS certification level issued by the Office as endorsed by the Medical Direction Committee and approved by the EMS Advisory Board.

i. Medical procedures or medications not included on the Scope of Practice Procedures and Formulary are not recommended for EMS personnel except as provided in [12VAC5-31-1070](#) of state EMS regulations.

II. For state certification and recertification purposes students and providers should be familiar with the Scope of Practice Procedures and Formulary as outlined for the certification level being tested.

i. [Formulary](#)

ii. [Procedures](#)



Part III

EMS Education and Certification

Article 1 Certification Levels



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1305	Regulatory Authority: 12VAC5-31-1305
Title: EMS First Responder (FR)	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1305. EMS First Responder (FR).

This section expired on October 10, 2016.

TPAM Policy 1305

None



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1307	Regulatory Authority: 12VAC5-31-1307
Title: Emergency Medical Responder	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1307. Emergency Medical Responder (EMR).

The certification is issued for a period of four years from the end of the month of issuance.

TPAM Policy 1307

- I. EMR replaced FR Certification. Virginia began issuing EMR Certification cards after July 1, 2012.
- II. Students/Candidates whose initial certification training was conducted in a Virginia approved program, will receive state certification for four (4) years upon successfully passing all of the testing requirements as defined by the Virginia Office of EMS ([TPAM Policy 1455](#)).
- III. Out of state EMR's currently certified by the National Registry may be issued reciprocity upon application.
- IV. Virginia EMS providers who have met [Virginia recertification requirements](#) through Virginia approved continuing education programs, prior to expiration will be issued a four (4) year state certification.
- V. Virginia EMS providers in reentry who have met Virginia recertification requirements through Virginia approved continuing education programs, will be issued a four (4) year state certification upon successfully passing all of the testing requirements as defined by the Virginia Office of EMS ([TPAM Policy 1455](#)).



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1315	Regulatory Authority: 12VAC5-31-1315
Title: Emergency Medical Technician (EMT)	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1315. Emergency Medical Technician (EMT).

The certification is issued for a period of four years from the end of the month of issuance.

TPAM Policy 1315

I. EMT replaced EMT-B on July 1, 2012.

II. Students/Candidates whose initial certification training was conducted in a Virginia approved program, will receive state certification for four (4) years upon successfully passing all of the testing requirements ([TPAM Policy 1455](#)):

III. Out of state providers currently certified by the National Registry at the EMT Level may be issued reciprocity upon application.

IV. Virginia EMS providers who have met [Virginia recertification requirements](#) through Virginia approved continuing education programs, prior to expiration, will be issued a four (4) year state certification.

V. Virginia EMS providers in reentry who have met Virginia recertification requirements through Virginia approved continuing education programs, will be issued a four (4) year state certification upon successfully passing all of the testing requirements ([TPAM Policy 1455](#)).

VI. Virginia candidates who, upon application, are approved to challenge EMT requirements through Virginia approved continuing education programs, will, upon successfully passing all of testing requirements ([TPAM Policy 1455](#)), be issued a four (4) year state certification

VII. Certification awarded through Legal Recognition will expire one (1) year from the date of the request OR the expiration date of the individual's certification from an approved state, whichever is less. Once they have met Virginia recertification requirements through Virginia approved continuing education programs, the provider will be issued a four (4) year certification upon successfully passing all of the testing requirements ([TPAM Policy 1455](#))



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1325	Regulatory Authority: 12VAC5-31-1325
Title: Emergency Medical Technician-Enhanced (EMT-E)	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1325. Emergency Medical Technician-Enhanced (EMT-E).

This section expired on April 10, 2016.

TPAM Policy 1325

With the implementation of the new EMS Education Standards, Virginia did not issue any Enhanced certifications after April 10, 2016.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1335	Regulatory Authority: 12VAC5-31-1335
Title: Intermediate	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1335. Intermediate.

- A. The certification is issued for a period of three years from the end of the month of issuance.
- B. An EMS provider who possesses a valid Intermediate certification is simultaneously issued an EMT certification for an additional two years after his Intermediate expiration

TPAM Policy 1335

A. Certification issued by:

1. Students/Candidates whose initial certification training was conducted in a Virginia approved Accredited program, will receive state certification for three (3) years upon successfully passing all of the testing requirements ([TPAM Policy 1455](#)).
2. Out of state providers currently certified by National Registry at the I-99 Level may be issued Virginia Intermediate Certification by reciprocity upon application.
3. Virginia EMS providers who have met [Virginia recertification requirements](#) through Virginia approved continuing education programs, prior to expiration, will be issued a three (3) year state certification.
4. Virginia EMS providers in reentry who have met Virginia recertification requirements through Virginia approved continuing education programs, will be issued a three (3) year state certification upon successfully passing all of the testing requirements ([TPAM Policy 1455](#)).



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1337	Regulatory Authority: 12VAC5-31-1337
Title: Advanced Emergency Medical Technician (AEMT)	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1337. Advanced Emergency Medical Technician (AEMT).

- A. The certification is issued for a period of three years from the end of the month of issuance,
- B. An EMS provider who possesses a valid AEMT certification is simultaneously issued an EMT certification for an additional two years after his Advanced AEMT expiration.

TPAM Policy 1337

A. AEMT certification was initiated after October 10, 2012 with the implementation of the Virginia EMS Education Standards, and replaced the Virginia Enhanced Certification after April 10, 2016. Certification issued by:

1. Students/Candidates whose initial certification training was conducted in a Virginia approved Accredited program, will receive state certification for three (3) years upon successfully passing all of the testing requirements ([TPAM Policy 1455](#)) and possessing a National Registry certification through automatic Reciprocity.
2. Out of state providers currently certified by National Registry at the AEMT level may be issued Virginia AEMT certification by reciprocity, upon application.
3. Virginia EMS providers who have met [Virginia recertification requirements](#) through Virginia approved continuing education programs, prior to expiration, will be issued a three (3) year state certification.
4. Virginia EMS providers in reentry who have met Virginia recertification requirements through Virginia approved continuing education programs, will be issued a three (3) year state certification upon successfully passing all of the testing requirements ([TPAM Policy 1455](#)).



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1345	Regulatory Authority: 12VAC5-31-1345
Title: Paramedic	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1345. Paramedic.

- A. The certification is issued for a period of three years from the end of the month of issuance.
- B. An EMS provider who possesses a valid Paramedic certification is simultaneously issued an EMT certification for an additional two years after his Paramedic expiration.

TPAM Policy 1345

A. Certification issued by:

1. Students/Candidates whose initial certification training was conducted in a Virginia approved Accredited program, will receive state certification for three (3) years upon successfully passing all of the testing requirements ([TPAM Policy 1527](#)) and possessing a National Registry certification, through automatic Reciprocity.
2. Out of state providers currently certified by National Registry at the NRP level may be issued Virginia Paramedic certification by reciprocity, upon application.
3. Virginia EMS providers who have met [Virginia recertification requirements](#) through Virginia approved continuing education programs, prior to expiration, will be issued a three (3) year state certification.
4. Virginia EMS providers in reentry who have met Virginia recertification requirements through Virginia approved continuing education programs, will be issued a three (3) year state certification upon successfully passing all of the testing requirements ([TPAM Policy 1455](#)).



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1355	Regulatory Authority: 12VAC5-31-1355
Title: Emergency Medical Technician Instructor	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1355. Emergency Medical Technician instructor.

This section expired on October 10, 2016.

TPAM Policy 1355

EMT-Instructor was replaced with the Education Coordinator after October 10, 2012. The issuance of EMT Instructor certification ceased on October 31, 2014, therefore, EMT Instructor Certifications expiring after October 31, 2014 were not renewed.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1365	Regulatory Authority: 12VAC5-31-1365
Title: Advanced Life Support Coordinator	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1365. Advanced Life Support coordinator.

The certification is valid for a period of two years from the end of the month of issuance

TPAM Policy 1365

The Office is no longer issuing initial ALS-Coordinator Endorsements. Current ALS-Coordinators who maintain their endorsement are endorsed for two (2) years.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1375	Regulatory Authority: 12VAC5-31-1375
Title: EMS Education Coordinator	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1375. EMS education coordinator.

The certification is valid for a period of three years from the end of the month of issuance.

TPAM Policy 1375

EMT-Instructor was replaced with the Education Coordinator after October 10, 2012. The issuance of EMT Instructor certification ceased on October 31, 2014, therefore, EMT Instructor Certifications expiring after October 31, 2014 were not renewed.

EMS Education Coordinator certification was initiated after October 10, 2012 with the implementation of the [Virginia EMS Education Standards](#), and replaced the Virginia EMT Instructor.

Article II



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1385	Regulatory Authority: 12VAC5-31-1385
Title: Certification Periods	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1385. Certification periods.

An EMS certification is valid for the prescribed period as defined in Article 1 of this part for each level of certification unless suspended or revoked by the commissioner.

TPAM Policy 1385

[Emergency Medical Responder \(EMR\)](#)

[Emergency Medical Technician \(EMT\)](#)

[Advanced Emergency Medical Technician \(AEMT\)](#)

[Intermediate 99 \(I-99\)](#)

[Paramedic \(P\)](#)

[Advanced Life Support Coordinator \(ALSC\)](#)

[Education Coordinator \(EC\)](#)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1387	Regulatory Authority: 12VAC5-31-1387
Title: Virginia EMS Certification is Required to Practice	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1387. Virginia EMS certification is required to practice.

In order to function as an EMS provider in the Commonwealth of Virginia, providers must hold a valid certification as issued by the commissioner and as defined in 12VAC5-31-1040.

TPAM Policy 1387

I. Certification is a privilege issued by the Office and only verifies an individual's successful fulfillment of the minimum state training standards for the level of certification being issued as established in the State EMS regulations and the Code of Virginia. Certification alone does not indicate the individual's ability or authority to perform any specific job tasks or functions. It is the responsibility of the organization that is using the certificate holder to determine the individual's ability to perform any specific job tasks or functions.

II. Performance of any invasive medical procedure in the field by any certified EMS provider is only permitted while acting under authority of a state licensed EMS agency and as permitted by the licensed physician serving as the Operational Medical Director (OMD) for that agency.

i. The practice of prehospital care requires the individual to have the approval of their EMS agency's Operational Medical Director (OMD) while actively participating as a provider with that EMS agency. Privileges to practice must be on the agency's official stationary or indicated in the agency records which are signed and dated by the OMD.

III. Each individual is required to possess current EMS certification and/or licensure at or above the level they are to function. There is no grace period on certification expiration.

IV. The state EMS regulations do not address the use of state certified EMS providers to practice in non-EMS agency based medical settings (e.g. hospitals, clinics, home care services, etc.). Any medical practice in these settings is limited to those procedures specifically permitted under the licensure authority of the supervising physician. The field practice of medical procedures by certified EMS providers who are not affiliated with a Virginia Licensed EMS Agency are limited to the provision of basic "first-aid" techniques.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1391	Regulatory Authority: 12VAC5-31-1391
Title: Certification through Reciprocity	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1389. Initial course certification.

A. Candidates must successfully complete an approved Virginia certification course to be eligible for the certification examination.

B. Candidates must then successfully complete the certification examination to receive Virginia certification at the level for which the course is approved.

TPAM Policy 1389

A. The Successful completion of a Virginia certification course is defined minimally by the Code of Virginia, OEMS regulations, and any additional criteria established by the Course Coordinator in consultation with the Physician Course Director.

1. [12VAC5-31-1409](#)

2. [12VAC5-31-1423](#)

3. [12VAC5-31-1427](#)

B. The Virginia certification examination is a two-part process:

1. A psychomotor examination ([TPAM Policy 1469](#))

2. A cognitive examination administered through the National Registry of EMT's



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1391	Regulatory Authority: 12VAC5-31-1391
Title: Certification through Reciprocity	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1391. Certification through reciprocity.

A person holding valid EMS certification from another state or a recognized EMS certifying body with which Virginia has a formal written agreement of reciprocity or possessing a National Registry certification at the EMR, EMT, Advanced EMT, Intermediate 99 or Paramedic level shall apply to the commissioner for reciprocity upon demonstration of Virginia residency, Virginia EMS agency affiliation, or a recognized need for Virginia EMS certification and demonstrate as defined by the Office of EMS eligibility for certification at the level sought in Virginia from the state in which the same level training program was held.

TPAM Policy 1391

I. Certification from another state or recognized EMS Certifying body – Virginia has no agreements with any other state or certifying body with the exception of the National Registry of EMTs.

II. Recognized need for Virginia EMS Certification – the following are criteria considered by the Office of EMS (but not limited to):

- i. Virginia Resident
- ii. Validated enrollment in a Virginia Certification course
- iii. Validated employment offer
 - (i). The Office of EMS may issue a letter of intent to certify in circumstances where an applicant needs Virginia certification as a job application/interview requirement.
- iv. Affiliated with a licensed Virginia EMS agency

III. Reciprocity may be obtained through National Registry only once. Providers must maintain their Virginia Certification through the prescribed process.

- i. Except, the individual:
 - (i.) has a current National Registry certification AND
 - (ii.) is no longer in reentry at the level being sought or presents a legitimate reason for residing out of state during their Virginia certification or reentry period
 - Examples of legitimate reasons include but not limited to:
 - Military or work obligations
 - Change in family circumstances AND
 - (iii.) Must [submit a reciprocity request](#)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1393	Regulatory Authority: 12VAC5-31-1393
Title: Certification through Legal Recognition	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1393. Certification through legal recognition.

A person holding valid EMS certification from another state or a recognized EMS certifying body who does not meet the criteria in 12VAC5-31-1391 shall apply to the commissioner for legal recognition upon demonstration of Virginia residency, Virginia EMS agency affiliation, or a recognized need for Virginia EMS certification. Legal recognition may be issued for a period of one year or the duration of his current certification, whichever is shorter. Legal recognition is not available for any Virginia certification level if the Board of Health has determined that no equivalent exists at the level requested.

TPAM Policy 1393

I. Virginia only issues Legal Recognition at the EMT Level.

i. Other state ALS certifications may only receive Virginia EMT certification.

II. Recognized need for Virginia EMS Certification – the following are criteria considered by the Office of EMS (but not limited to):

i. Virginia Resident

ii. Validated enrollment in a Virginia ALS Certification course

iii. Validated employment offer

(i.) The Office of EMS may issue a letter of intent to certify in circumstances where an applicant needs Virginia certification as a job application/interview requirement.

iv. Affiliated with a licensed Virginia EMS agency

III. Current certification issued through Legal Recognition requires the provider to recertify by:

i. Completing the [Virginia CE requirements for the EMT](#)

ii. Successfully passing the Virginia psychomotor examination

iii. Successfully passing the National Registry cognitive examination

(i.) The exams may be taken in any order.

iv. The legal recognition provider is responsible for all testing fees.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1395	Regulatory Authority: 12VAC5-31-1395
Title: EMT Certification Challenge	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1395. EMT certification challenge.

A practical nurse, registered nurse to include those recognized through the Nurse Licensure Compact (§ 54.1-3030 et seq. of the Code of Virginia), physician assistant, dentist, or chiropractor who holds a current license to practice in Virginia; military corpsman with current credentials; and third or fourth year medical students shall apply to the commissioner for authorization to challenge at the EMT level. Upon completing the requirements for the EMT recertification and receiving notification of testing eligibility the candidate must complete the written and practical examination. Examination waivers are not allowed.

TPAM Policy 1395

- I. Challenge candidates must submit an application, and upon demonstration of Virginia residency, Virginia EMS agency affiliation, or a recognized need for Virginia EMS certification, be approved and issued a Virginia Certification number, prior to obtaining any CE toward testing eligibility.
- II. All CE and testing requirements must be successfully completed within one year from the date of approval.
- III. Challenge Testing
 - i. Complete the [Virginia CE requirements for the EMT](#)
 - ii. Successfully pass the Virginia psychomotor examination
 - iii. Successfully pass the National Registry cognitive examination
 - (i.) The exams may be taken in any order.
 - iv. The EMT certification challenge candidate is responsible for all testing fees.
- IV. Candidates must complete the process and gain certification within 1-year or must submit a new application. Any CE obtained under the previous application will not be applied to the new application.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1401	Regulatory Authority: 12VAC5-31-1401
Title: General Recertification Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1401. General recertification requirements.

- A. An EMS provider requesting recertification must complete the continuing education hour requirements, as identified in 12VAC5-31-1403, for the level at which the EMS provider is requesting to be recertified. The Office of EMS must receive documentation of the EMS provider's completion of continuing education within the issued certification period for the provider to maintain a current certification.
- B. An EMS provider under legal recognition pursuant to 12VAC5-31-1393 must recertify by passing a Virginia written and practical EMS certification examination.

TPAM Policy 1401

- A. Documentation of all Continuing Education requirements to recertify must be received by the Office prior to the provider's certification expiration date.
1. CE Scan cards must be received in our office by close of business on the last business day of the month.
 2. Electronic CE scan data must be received by 11:30 pm on the last day of the month of the provider's certification expiration.
- B. Current certification issued through Legal Recognition requires the provider to recertify by:
1. Completing the [Virginia CE requirements for the EMT](#)
 2. Successfully passing the Virginia psychomotor examination
 3. Successfully passing the National Registry cognitive examination
 - a. The exams may be taken in any order.
 4. The Legal Recognition provider is responsible for all testing fees.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1403	Regulatory Authority: 12VAC5-31-1403
Title: EMS Provider Recertification Required	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1403. EMS provider recertification required.

- A. Recertification of EMS credentials requires each individual to complete continuing education requirements as approved by the Board of Health and fulfill the recertification process before the expiration date of an applicable certification or reentry period.
- B. The Board of Health will determine the continuing education hour and topic category requirements for each certification level.
- C. Evidence of completion of the continuing education requirements must be received by the Office of EMS prior to the certification expiration.

TPAM Policy 1403

- A. Recertification required - Each individual holding EMS certification must recertify their Virginia credentials in order to continue to practice as an EMS provider in Virginia. Recertification of EMS credentials requires each individual to complete a continuing education (CE) program(s) approved by the Office and fulfill the recertification requirements. CE programs will be assigned credit hours by the Office for each certification level as specified in Section B below.
 - 1. Each provider is personally responsible for the accumulation and accurate timely reporting of continuing education program attendance to fulfill the recertification requirements before expiration of an applicable certification or reentry period. Failure on the part of provider, other individuals or Course Coordinators to submit the necessary continuing education records to the Office in a timely manner will not relieve the provider from these requirements nor be used as the sole grounds for seeking a Variance from state EMS regulations.
- B. Continuing Education Requirements
 - 1. The Office will determine the continuing education hour requirements for each certification level through consultation with the State EMS Advisory Board.
 - a. Listings of the [continuing education credit hour requirements](#) for each certification level will be published by the Office and be made available to each individual provider.
 - 2. Continuing education (CE) hours may be obtained either in a single program or any number of separate courses meeting the hour requirements for recertification of the specified certification level.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1403	Regulatory Authority: 12VAC5-31-1403
Title: EMS Provider Recertification Required	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

3. Continuing Education hours cannot be obtained from a non-traditional initial certification course, with the exception of content delivered through approved synchronous delivery or in-person delivery.

C. All continuing education (CE) documentation must be received in the Office prior to the provider's certification expiration date to prevent lapsing into reentry.

1. CE Scan cards must be received in our office by close of business on the last business day of the month.

2. Electronic CE scan data must be received by 11:30 pm on the last day of the month of the provider's certification expiration.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1405	Regulatory Authority: 12VAC5-31-1405
Title: Documentation of Continuing Education (CE)	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1405. Documentation of continuing education (CE).

A. Continuing education credit is only awarded to courses announced to the Office of EMS in a format as approved by the Office of EMS prior to the course being conducted and other programs approved by the Office of EMS for award of CE.

B. Award of credit for attendance in a CE program shall be submitted in a format approved by the Office of EMS.

TPAM Policy 1405

A. All courses that award CE in Virginia must be announced and approved prior to the begin date of the course.

1. A course cannot begin until it has been approved by the Office.

2. A limited number of "other" programs may qualify for award of continuing education credits at the discretion of the Office. These programs include those conducted with approval from the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) <http://capce.org>.

3. An Education Coordinator/ALS Coordinator may, upon review of continuing education documentation from a provider who attended a CE program conducted outside of Virginia, award comparable credit from an Office of EMS approved program.

a. The EC or ALS-C shall keep documentation of their review and the hours awarded with their course documentation.

B. CE documentation can only be submitted via current, approved Virginia CE scan card or via approved electronic record.

1. Continuing Education Documentation - The Office maintains a database for tracking the submission and award of continuing education credit hours for each provider. Only those continuing education hours accurately submitted and recorded by the Office will be counted toward fulfillment of a provider's requirements for recertification.

2. The Office is not responsible for information contained in this database caused by inaccurate or incomplete submission of continuing education records, nor for the failure of the provider or any Course Coordinator to submit the records as required by state EMS regulations.

3. Continuing Education Reports - The Office makes continuing education reports available to providers and licensed EMS agencies through the EMS Portal.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1405	Regulatory Authority: 12VAC5-31-1405
Title: Documentation of Continuing Education (CE)	
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4. In order to comply with [12VAC5-31-1437](#) the Office has developed several alternative methods for submission of continuing education (CE) records to the Office. This section pertains to OEMS approved, alternative methods for submission of continuing education credit hours to the Office and the requirements in order to do so. NOTE: The default method for submission of continuing education (CE) hours to the Office of EMS is completion of CE scancards.

a. Software - The Office of EMS CE Recordation software has been developed by the Office to ensure that CE is properly recorded and meets the transmission and interface requirements of the Virginia Department of Health (VDH) Office of Information Management (OIM).

b. Hardware – The Office will provide specifications for any hardware necessary to scan and record barcode data into the Office of EMS CE Recordation Software.

i. Must read 1D or 2D barcodes.

ii. Barcode reader must be set to insert a new line (carriage return) after each scan.

c. Training and Installation -

i. Access to the Office of EMS CE Recordation Software will be made available to EC's and ALS-C's only after the completion of training.

ii. Each endorsed ALS-Coordinator or certified Education Coordinators seeking to obtain training on the use of the CE scanners must complete and sign a Commonwealth of Virginia, Department of Health, Emergency Medical Services Educational Development (Training) Information Systems Security Access Agreement.

d. The following are the required specifications for barcodes that are used with the continuing education (CE) scanners:

i. Barcode font - The only acceptable barcode font is Code 128.

(a.) Code 128 is a variable length, high density, alphanumeric symbology. Code 128 has 106 different bar and space patterns and each pattern can have one of three different meanings, depending on which of three different character sets is employed. Code 128 also employs a check digit for data security.

e. Name badges/ID's - The following specifications must be used for barcodes for certification numbers.



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i. The certification number is formatted as (A#####)--that is an alpha character followed by 9 numeric characters with no spaces.

f. Course/topic numbers - The following specifications must be used for barcodes for course and topic numbers.

i. The barcode is formatted as (#####)--that is a course number (5 numeric characters) together with the appropriate topic number (5 numeric characters) and no spaces.

(a.) For example 1234566666 would be the string used for a course number of 12345 with a topic number of 66666.

g. Barcoding Tips

i. Printing

(a.) Barcodes must be printed on a laser or ID badge printer.

(b.) A clear, crisp barcode is essential.

ii. Size

(a.) Barcodes need to measure at least:

(i) ½ inch tall

(ii) 1 ½ inches wide

5. 3rd Party OEMS Approved CE Vendors – The Office has a program which allows 3rd Party CE Vendors to apply for authorization to submit CE completions to the Office for processing.

a. For-profit vendors wishing to provide electronic continuing education (CE) records to the Office of EMS must first complete an Application for 3rd Party Vendors to Provide Web-Based Continuing Education Programs.

b. Approval Criteria - The following criteria must be provided to be considered for Virginia Office of EMS approval for web based training programs:

i. The program content must be related to emergency medical services education, skills or administration (management) and must be approved by the CAPCE (<http://capce.org>).

ii. The applying sponsor must be an educational entity; a national, state, regional, or local agency or association; a corporation, hospital or any



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combination of the above; or other appropriate continuing education agency as approved by the Office.

iii. The required submission (Application Package) must be completed per the requirements of the Office.

(a.) Application for 3rd Party Vendors to Provide Web-Based Continuing Education Programs

(b.) Information Systems Security Access Agreement

(c.) EMS User Logon Request Form

c. Program Format - All programs must meet the requirements set forth in the Virginia Emergency Medical Services Regulations 12 VAC 5-31 and the Training Programs Administration Manual as published by the Office of EMS Division of Educational Development.

i. Evaluation component (test) required

(a.) The evaluation tool must:

(i) Have a 15-20 question pool.

(ii) At a minimum the evaluation must have 10 randomly selected questions from the question pool.

(iii) Be graded.

· Minimum passing score is 70% (can be higher if the program chooses)

ii. Objectives (minimum 3 objectives, prefer 5 per hour credit)

d. Body (presentation)

i. PowerPoint™

ii. Lesson Outline

iii. Video Streaming

iv. Scenarios

v. Grand Rounds



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e. Data Transmission Criteria - Approved entities must generate a file (see the Application for 3rd Party Vendors to Provide Web-Based Continuing Education Programs) which will be submitted to the Office via a secure web interface.

i. All data files must be submitted as set forth in the Virginia Emergency Medical Services Regulations 12 VAC 5-31 and the Training Programs Administration Manual as published by the Office of EMS Division of Educational Development.

ii. A daily data file is required to be submitted by the institution/business/agency. The data file has the following requirements:

(a.) The file must be a comma separated, .csv file containing the data elements described on the Data File Format sheet located in the Application for 3rd Party Vendors to Provide Web-Based Continuing Education Programs.

(b.) Files being submitted to the Office must be named using the following naming convention (MMDDYY.csv), where MMDDYY is the date that the file is being submitted to the Office.

(i) Our system is specifically programmed to only input records from files for the day the batch process is being run. Batch processes begin running at 12:01 AM each night.

(ii) The vendor is required to submit, at a minimum, one (1) file per day in which they have user activity.

(iii) The file must be uploaded to the server by 11:45 PM each night.

6. Learning Management Systems (LMS) – Special requirements and data submission criteria have been set up to allow for external LMS’s to communicate CE completions to the Office for processing.

a. Agency/Institutional/Regional based entities who own a Learning Management System (LMS) and are seeking to provide electronic continuing education (CE) records to the Office of EMS must first complete an Application and Criteria for Authorization to Offer Web-Based Continuing Education Programming in Virginia – Agency LMS.

b. Approval Criteria - The following criteria must be provided to be considered for Virginia Office of EMS approval for web based training programs:

i. The applicant institution must be in good standing with the Office.



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- ii. The program content must be related to emergency medical services education, skills or administration (management) and must meet the requirements.
- iii. The applying sponsor must be a Virginia educational entity; a designated Regional EMS Council, or local agency or association; hospital or any combination of the above; or other appropriate continuing education agency as approved by the Office.
- iv. The required submission (Application Package) must be complete per the requirements of the Office.

- (a.) Application and Criteria for Authorization to Offer Web-Based Continuing Education Programming in Virginia – Agency LMS

- (b.) Information Systems Security Access Agreement

- (c.) EMS User Logon Request Form

c. Program Format - All programs must meet the requirements set forth in the Virginia Emergency Medical Services Regulations 12 VAC 5-31 and the Training Programs Administration Manual as published by the Office of EMS Division of Educational Development.

- i. Evaluation component (test) required

- (a.) The evaluation tool must:

- (i) Have a 15-20 question pool.

- (ii) At a minimum the evaluation must have 10 randomly selected questions from the question pool.

- (iii) Be graded.

- Minimum passing score is 70% (can be higher if the program chooses)

- ii. Objectives (minimum 3 objectives, prefer 5 per hour credit)

- iii. Body (presentation)

- (a.) PowerPoint™



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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- (b.) Lesson Outline
- (c.) Video Streaming
- (d.) Scenarios
- (e.) Grand Rounds

d. Data Transmission Criteria - Approved entities must generate a file (see the Application and Criteria for Authorization to Offer Web-Based Continuing Education Programming in Virginia – Agency LMS) which will be submitted to the Office via a secure web interface.

i. All data files must be submitted as set forth in the Virginia Emergency Medical Services Regulations 12 VAC 5-31 and the Training Programs Administration Manual as published by the Office of EMS Division of Educational Development.

ii. A daily data file is required to be submitted by the institution/business/agency. The data file has the following requirements:

(a.) The file must be a comma separated, .csv file containing the data elements described on the Data File Format located in the Application and Criteria for Authorization to Offer Web-Based Continuing Education Programming in Virginia – Agency LMS.

(b.) Files being submitted to the Office must be named using the following naming convention (MMDDYY.csv), where MMDDYY is the date that the file is being submitted to the Office.

(i) Our system is specifically programmed to only input records from files for the day the batch process is being run. Batch processes begin running at 12:01 AM each night.

(ii) The vendor is required to submit at a minimum one (1) file per day in which they have user activity.

(iii) The file must be uploaded to the server by 11:45 PM each night.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1407	Regulatory Authority: 12VAC5-31-1407
Title: Recertification Through Reentry	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1407. Recertification through reentry.

A. Individuals whose certification has expired may regain certification through completion of the reentry program within two years of the specific certification's expiration date. To reenter the person must fulfill the requirements as applicable in this chapter including all required testing within the two-year reentry period.

B. Individuals failing to complete the reentry process by the end of the two-year period following certification expiration will be required to complete an initial training program for the level lost.

TPAM Policy 1407

A. Reentry is defined as:

1. A two year period that begins upon certification expiration.
2. The duration of reentry may be affected as follows:
 - a. A provider has two years to complete all remaining CE requirements and complete all testing opportunities.
 - b. Once testing has been initiated, the provider must complete all testing within 1 year of the first test attempt or the end of reentry, whichever is less.
3. BLS Reentry Certification Testing
 - a. Emergency Medical Responder/ Emergency Medical Technician
 - i. Reentry candidates must complete the Virginia psychomotor skills practical and the National Registry cognitive examination.
 - ii. The exams may be taken in any order.
4. ALS Reentry Certification Testing
 - a. AEMT, Intermediate and Paramedic
 1. Reentry candidates must successfully pass the corresponding level National Registry Assessment Exam.
5. The reentry candidate is responsible for all testing fees.



Article 3 Educational Programs and Management



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1409	Regulatory Authority: 12VAC5-31-1409
Title: Course Curriculum	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1409. Course curriculum.

A. Course coordinators (EMT instructor, ALS coordinator, or EMS education coordinator) shall utilize curricula or educational standards authorized and approved by the Office of EMS when conducting EMS education programs.

B. CE topics must be submitted for review and approval in a format as approved by the Office of EMS.

TPAM Policy 1409

A. Required Initial Certification Program Content – Any initial certification course which ends on or after July 1, 2012 shall utilize the Virginia EMS Education Standards (VEMSES) as the basis for the course.

1. Initial Certification Courses – The Office of EMS publishes the [Virginia EMS Education Standards \(VEMSES\)](#) which detail the course content and requirements for initial programs leading to certification. The VEMSES can be downloaded from the OEMS web page. Additionally, the Office has outlined each of the initial certification programs approved in Virginia. They are listed below.

a. VEMSES Based Initial Certification Program Outlines

i. [Emergency Medical Responder \(EMR\)](#)

ii. [Emergency Medical Technician \(EMT\)](#)

(a) [EMS Operations Asynchronous Education](#)

iii. [Advanced Emergency Medical Technician](#)

iv. [Intermediate](#)

vi. [Paramedic](#)

2. Instructional Staff Requirements for Certification Programs

a. BLS Certification Programs

i. Can only be coordinated by an Education Coordinator certified as an EMT or higher.

ii. An Education Coordinator is required to be physically present for all didactic and lab sessions.



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TPAM Policy Number: T-1409	Regulatory Authority: 12VAC5-31-1409
Title: Course Curriculum	
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b. ALS Certification Programs

- i. Can only be coordinated by an Education Coordinator certified at or above the level of the course AND
- ii. Be the identified Program Director as documented through their grant of accreditation.

B. Continuing Education - For continuing education programs, the Course Coordinator must identify the specific subjects/topic areas and hours requested for programs that they wish to have approved.

1. In all cases, the content and scope of all continuing education courses must conform to the applicable [Virginia EMS Education Standards \(VEMSES\)](#). Variations in instruction of specific skills or didactic material to conform to local "standards of care" that do not conflict with specific Office policies are allowed only when deemed appropriate by the Physician Course Director (PCD) and EMS agency Operational Medical Director (OMD).

2. Psychomotor Skills and Procedures – All psychomotor skills and procedures instructed within a course must comply with the Virginia Emergency Medical Services Scope of Practice for the certification level of the program and students involved, as applicable. (See 12VAC 5-31-1050) Submission of CE programs minimally requires the following documentation:

- a. [Course Approval Form TR-01](#) or approved equivalent.
- b. Program syllabus to include:
 - i. EMS related topic
 - ii. Area number, if Category 1
 - iii. CE hours to be awarded per topic
- c. For approved auxiliary programs, a copy of the Parent Organization authorization to conduct the class must be submitted with the Course Approval.

Continuing Education hours cannot be obtained from a non-traditional initial certification course, with the exception of content delivered through synchronous delivery or in-person delivery. 12VAC5-31-1403



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1411	Regulatory Authority: 12VAC5-31-1411
Title: BLS Certification Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1411. BLS certification programs.

BLS certification programs authorized for issuance of certification in Virginia are:

1. EMS First Responder.
2. EMS First Responder Bridge to EMT.
3. Emergency Medical Responder (EMR).
4. Emergency Medical Responder Bridge to EMT.
5. Emergency Medical Technician (EMT).

TPAM Policy 1411

1. With the implementation of the new EMS Education Standards, Virginia will not issue any First Responder certifications after October 10, 2016. There may be First Responders in the system, but upon recertification they will be issued an EMR Certification.
2. With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT Bridge Program is no longer recognized in Virginia.
4. With the implementation of the Virginia EMS Education Standards on July 1, 2012, an EMR to EMT Bridge Program is no longer recognized in Virginia.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1413	Regulatory Authority: 12VAC5-31-1413
Title: Advanced Life Support Certification Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1413. Advanced life support certification programs.

ALS certification programs authorized for issuance of certification in Virginia are:

1. EMT-Enhanced.
2. EMT -Enhanced Bridge to Intermediate.
3. Advanced EMT.
4. Advanced EMT Bridge to Intermediate.
5. Intermediate.
6. Intermediate Bridge to Paramedic.
7. Paramedic.
8. RN Bridge to Paramedic.

TPAM Policy 1413

1. With the implementation of the new EMS Education Standards, Virginia will not issue any Enhanced certifications after April 10, 2016. There may be Enhanced providers in the system after April 10, 2016, but upon recertification they will be issued an AEMT Certification.
2. There are no longer structured ALS Bridge Courses
3. AEMT certification was initiated after October 10, 2012 with the implementation of the Virginia EMS Education Standards, and will replace the Virginia Enhanced Certification after April 10, 2016.
4. There are no longer structured ALS Bridge Courses
6. There are no longer structured ALS Bridge Courses
8. The RN to Paramedic Bridge Program is designed and facilitated by the Accredited Paramedic Program the student enrolls in.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1415	Regulatory Authority: 12VAC5-31-1415
Title: Nationally Recognized Continuing Education Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1415. Nationally recognized continuing education programs.

- A. In order for a provider to receive continuing education in Virginia for an auxiliary program, the national parent organization must be recognized by the Board of Health.
- B. The instructor approved by the national parent organization referenced in subsection A of this section may award Category 1 continuing education credit for providers successfully completing an approved course. The instructor is not required to be an EMT instructor, ALS coordinator, or an EMS education coordinator in order to submit for course approval.

TPAM Policy 1415

A. Recognized programs grouped by Sponsoring Organization (Recognition includes both Initial and Refresher continuing education programs.) If a program listed below is eligible for funding under the Emergency Medical Services Training Fund (EMSTF), then it will be designated with a "\$":

1. Virginia Office of EMS

- Mass Casualty Incident Management - Module I
- Mass Casualty Incident Management - Module II
- Mass Casualty Incident Management – Instructor Programs
- HMERT Member Course
- HMERT Leader/Commander Course
- EMS Coordination Team Member
- Traffic Incident Management System (TIMS)

2. Emergency Vehicle Operator Course (EVOC)

- Approved EVOC courses can be found at:
<http://www.vdh.virginia.gov/content/uploads/sites/23/2017/04/EVOC-Acceptability-042617.pdf>

3. American Heart Association (AHA)

- Advanced Cardiac Life Support (ACLS) \$
- Pediatric Advanced Life Support (PALS) \$
- Pediatric Emergency Assessment, Recognition and Stabilization (PEARS) \$

4. American College of Emergency Physicians (ACEP)

- International Trauma Life Support (ITLS) \$
- Pediatric International Trauma Life Support (PITLS) \$



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1415	Regulatory Authority: 12VAC5-31-1415
Title: Nationally Recognized Continuing Education Programs	
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5. National Association of EMTs (NAEMT)

- Prehospital Trauma Life Support (PHTLS) \$
- Emergency Pediatric Care (EPC) \$
- Advanced Medical Life Support- Advanced Course (AMLS) \$
- EMS Safety \$
- Geriatric Education for EMS (GEMS) \$
- Principles of Ethics and Personal Leadership (PEPL) \$
- Tactical Emergency Casualty Care (TECC) \$
- Tactical Combat Casualty Care for Medical Personnel (TCCC-MP)

6. American College of Pediatrics (AAP)

- Pediatric Education for Prehospital Providers (PEPP) \$
- Neonatal Resuscitation Program (NRP)

7. American College of Surgeons (ACS)

- Advanced Trauma Life Support (ATLS)

8. Emergency Nurses Association (ENA)

- Trauma Nursing Core Curriculum (TNCC)

For approved auxiliary programs, a copy of the Parent Organization authorization (includes but not limited to: instructor card/credential or approved course document from parent organization) to conduct the class must be submitted with the [Course Approval](#).



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1417	Regulatory Authority: 12VAC5-31-1417
Title: Approved Courses in Cardio-Pulmonary Resuscitation	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1417. Approved courses in cardio-pulmonary resuscitation.

A. Recognized programs for certification in cardiopulmonary resuscitation (CPR) for the purposes of testing for all certification levels are based upon programs approved by the Board of Health.

B. Completion of an approved course that tests the following skills is required:

1. One and two rescuer CPR - adult, child, infant resuscitation.
2. Complete airway obstruction - unconscious victim - adult, child, infant.
3. Complete airway obstruction - conscious victim - adult, child, infant.
4. Automated external defibrillation.

TPAM Policy 1417

A. The requirements for certification in Cardiopulmonary Resuscitation (CPR) for the purposes of testing at all Virginia certification levels are based upon the current guidelines of the American Heart Association "Standards for Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care (ECC). Revisions of these standards are generally considered as the current accepted practice of CPR on a national basis.

B. As specified in the curricula listed above, completion of an approved course which tests the following skills is required:

1. Critical concepts of high-quality CPR
2. The Chain of Survival
3. 1-Rescuer CPR and AED for adult, child and infant
4. 2-Rescuer CPR and AED for adult, child and infant
5. Differences between adult, child and infant rescue techniques
6. Bag-mask techniques for adult, child and infant
7. Rescue breathing for adult, child and infant
8. Relief of choking for adult, child and infant
9. CPR with an advanced airway



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TPAM Policy Number: T-1417	Regulatory Authority: 12VAC5-31-1417
Title: Approved Courses in Cardio-Pulmonary Resuscitation	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

The current courses which are accepted by the Virginia Office of EMS to meet these standards may be found on our website: <http://www.vdh.virginia.gov/emergency-medical-services/education-certification/student-resources/cpr-requirements/>



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1419	Regulatory Authority: 12VAC5-31-1419
Title: Continuing Education Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1419. Continuing education programs.

The programs must utilize the approved format for the corresponding level of certification as designed by the Office of EMS:

1. Category 1 (required) are topic areas that are required as part of the recertification criteria.
2. Category 2 (approved) are topic areas that support EMS activities.
3. Category 3 are topic areas that are delivered through a multimedia format as approved by the Board of Health.

TPAM Policy 1419

1. Virginia Category 1 Continuing Education satisfies the National Registry National Continued Competency Requirements (NCCR)
2. Virginia Category 2 Continuing Education satisfies the National Registry Local Continued Competency Requirements (LCCR) and Individual Continued Competency Requirements (ICCR).

I. Online Continuing Education Defined

i. Any online continuing education programs seeking to award continuing education (CE) credit in Virginia shall request approval by the Office of EMS before such credit can be awarded.

(i.) Programs seeking approval from the Office of EMS to offer online continuing education shall complete the:

- Application process for 3rd party CE Vendors –OR–
- Application process for a Virginia licensed EMS agency

ii. A list of approved programs can be found on: <http://www.vdh.virginia.gov/emergency-medical-services/education-certification/provider-resources/web-based-continuing-education/>

Continuing Education hours cannot be obtained from a non-traditional initial certification course, with the exception of content delivered through approved synchronous delivery or in-person delivery. 12VAC5-31-1403.

II. Continuing Education Hour Determination

i. Each presentation is comprised of finite number of written words that are consumed by the reader in a finite amount of time. On average, adults read between 150 – 250 words per minute. Thus, a



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one hour presentation will consist of roughly 10,000 words with appropriate charts, graphs and case presentations that support the written objectives.

(i.) Current literature suggests that student interest and comprehension decreases dramatically after the first hour of any continuing education (CE) program. Therefore, any applicant requesting more than one hour's worth of CE will be required to provide justification for such by matching course objectives with additional content.

(ii.) Applications that request two or more hours should be divided into hour-long presentations as volumes of the subject matter presented, i.e. advanced airway I, advanced airway II, etc. The examples outlined below should be used to assist you in determining appropriate CE hour designations for each web-based continuing education program.

ii. EMS web-based Continuing Education Training Programs must include a post test that evaluates the student's understanding of the subject matter. Please add an additional ten (10) minutes for every ten (10) questions in the post test.

Example 1:

An EMS web-based Continuing Education Training Program contains a BLS presentation titled "*Review of Basic Airway Techniques*" including measuring and insertion of NPA, OPA and bag valve mask ventilation. The material is limited to simple terms and no new techniques are discussed. The applicant supplies a presentation length of 10,000 words.

- 10,000 words / 200 words per minute = 50 minutes
- 10 question post test that meets the objectives = 10 minutes

Total CE hours assignment for 10,000 word presentation = 60 minutes

Example 2:

An applicant submits a 16,000 word program on the "*Recognition and Treatment of Chest Trauma*". The presentation is very detailed and includes illustrated x-rays, CT scans and arteriograms that depict chest anatomy and clinical representations of various trauma related chest abnormalities. Included in the discussion are detailed treatment guidelines and a comprehensive chart that aids in the diagnosis of various trauma related complications.

- 16,000 words / 200 words per minute = 80 minutes
- Assignment based on degree of difficulty = 40 minutes
- 26 question post test that meets the objectives = 26 minutes

Total CE hours assignment for 16,000 word presentation = 146 minutes



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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For this program the Office can assign 2.5 hours (146 minutes) of CE hour time/

Continuing Education Hour Determination Chart								
Length of Presentation	Minutes Assigned	Post Test	Total	Hours	Added Degree of Difficulty (DOD)	Total Hours	Post Test	Total with 20 Question Post Test and DOD
10,000 words	50	10	60	1.00	30	1.50	20	1.83
11,000 words	55	10	65	1.08	30	1.58	20	1.91
12,000 words	60	10	70	1.16	30	1.66	20	1.99
13,000 words	65	10	75	1.25	30	1.75	20	2.08
14,000 words	70	10	80	1.30	30	1.83	20	2.16
15,000 words	75	10	85	1.40	30	1.91	20	2.24
16,000 words	80	10	90	1.50	30	2.00	20	2.33
17,000 words	85	10	95	1.58	30	2.08	20	2.41
18,000 words	90	10	100	1.60	30	2.16	20	2.49
19,000 words	95	10	105	1.75	30	2.25	20	2.58
20,000 words	100	10	110	1.83	30	2.33	20	2.66
21,000 words	105	10	115	1.91	30	2.41	20	2.74
22,000 words	110	10	120	2.00	30	2.50	20	2.83
23,000 words	115	10	125	2.08	30	2.58	20	2.91
24,000 words	120	10	130	2.16	30	2.66	20	2.99
25,000 words	125	10	135	2.25	30	2.75	20	3.08
26,000 words	130	10	140	2.33	30	2.83	20	3.16
27,000 words	135	10	145	2.41	30	2.91	20	3.24
28,000 words	140	10	150	2.50	30	3.00	20	3.33

III. Pedagogical Elements for online (web-based) CE Programs

a. Pedagogical elements are a way to define structures or units of education material. For example, these could be: a lesson; an assignment; a multiple choice test or a quiz; a discussion group; or a case study. Pedagogical elements would not include: textbooks; web pages, video conferences or a podcast.

i. When beginning to create web-based programming, the pedagogical approaches need to be evaluated. Simple pedagogical approaches make it easy to create content, but lack flexibility, richness and downstream functionality.

ii. On the other hand, complex pedagogical approaches can be difficult to setup and slow to develop, though they have the potential to provide more engaging learning experiences for students. Somewhere between these extremes is an ideal pedagogy that allows a particular educator to effectively create educational materials while simultaneously providing the most engaging educational experiences for students.

iii. Some of the various pedagogical approaches for web-based programming include:

(a) **Instructional Design** is the practice of arranging media and content to help learners and teachers transfer knowledge most effectively. The process consists broadly of determining the current state of learner understanding, defining the



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Title: Continuing Education Programs	
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end goal of instruction, and creating some media-based “intervention” to assist in the transition. Ideally the process is informed by pedagogically tested theories of learning and may take place in student-only, teacher-led or community-based settings. The outcome of this instruction may be directly observable and scientifically measured or completely hidden and assumed.

(b) **Laurillard’s Conversational Model** The conversational approach to learning and teaching is slightly different from other. This model is based on discussion of the teaching/learning system. While this is a feature of some of the humanistic approaches, they are largely interested in the values underpinning teacher/learner interaction. Other approaches focus on learning as an attribute of the learner (as the person who is changed by the experience), and separate out the teaching as simply a process of facilitation, a means to an end.

(c) The **conversational approach** looks at the on-going learner-teacher interaction, and particularly in Laurillard’s model, at the process of negotiation of views of the subject which takes place between them in such a way as to modify the learner’s perceptions. From this a set of criteria has been developed for the judgment of teaching/learning systems, particularly those based on educational technology.

(d) **Cognitive perspective** focuses on the cognitive processes involved in learning as well as how the brain works. This approach examines internal mental processes, such as creativity, perception, thinking, problem solving, memory, and language. Cognitive psychologists are interested in how a person understands, diagnoses, and solves a problem, concerning themselves with the mental processes that mediate between stimulus and response.

(e) **Emotional perspective** focuses on the emotional aspects of learning, such as motivation, engagement, fun, etc.

(f) **Behavioral perspective** focuses on the skills and behavioral outcomes of the learning process. Role-playing and application to on-the-job settings.

(g) **Contextual perspective** focuses on the environmental and social aspects which can stimulate learning. Interaction with other people, collaborative discovery and the importance of peer support as well as pressure.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1421	Regulatory Authority: 12VAC5-31-1421
Title: Teaching Materials and Approved Texts	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1421. Teaching materials and approved texts.

A. EMT instructor, ALS coordinator, or an EMS education coordinator shall use teaching materials and textbooks that reflect current EMS practices.

B. All textbooks and primary teaching materials utilized in a program shall be reviewed and receive written approval prior to the start of the program by the physician course director (PCD) or OMD and shall be maintained with other course records in accordance with the Virginia Public Records Act (Chapter 7 (§ 42.1-76 et seq.) of Title 42.1 of the Code of Virginia).

TPAM Policy 1421

A. Current is defined as the latest edition text and materials that complies with the Virginia EMS Education Standards for EMS level being taught.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1423	Regulatory Authority: 12VAC5-31-1423
Title: Course Announcement Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1423. Course announcement requirements.

A. BLS certification courses and continuing education programs that award Category 1 (required) continuing education credits shall be announced by an EMT instructor or EMS education coordinator. An EMT instructor or EMS education coordinator shall be present in the classroom at all times except:

1. In courses offered by the Office of EMS accredited programs, or
2. In BLS continuing education programs.

B. ALS certification courses and continuing education programs that award Category 1 (required) continuing education credits shall be announced by an ALS coordinator or EMS education coordinator.

TPAM Policy 1423

- A. Course Coordinator - Every basic training program leading to the awarding of certification or BLS Category 1 (required) continuing education (CE) credit from the Office must have a designated Course Coordinator and Physician Course Director.
 1. Accredited Programs are exempt from the requirement to have an Education Coordinator Present in the classroom.
 2. BLS Continuing Education Programs, while announced and coordinated by an Education Coordinator, may be taught by a “qualified instructor” with specialized knowledge of the content. An Education Coordinator is not required to be present during the delivery of Continuing Education content.
- B. Course Coordinator - Every ALS training program leading to the awarding of certification or ALS Category 1 (required) continuing education (CE) credit from the Office must have a designated Course Coordinator and Physician Course Director.
 - i. ALS Initial training must be conducted in a Virginia Accredited Program and may only be announced by the designated Program Director.
 - ii. Accredited Program Directors must be Education Coordinators.
 - iii. For continuing education programs that award Category 1 (required) may be announced by ALS-Coordinators or Education Coordinators.
 - iii. ALS Continuing Education may be taught by a “qualified instructor” with specialized knowledge of the content. Neither an Education Coordinator nor ALS-Coordinator is required to be present during the delivery of Continuing Education content.
- I. A Virginia certified Education Coordinator must serve as the Course Coordinator for all BLS or ALS Initial training courses.



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Title: Course Announcement Requirements	
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- i) An Education Coordinator can only announce Initial Training Courses at or below their level of Provider Certification.
 - (i) Upon certifying at a higher provider level, an Education Coordinator cannot announce or coordinate Initial Training Courses or Continuing Education Courses at that level for one (1) year.
 - ii) ALS Initial Certification Courses at the Advanced EMT, Intermediate or Paramedic Level must be announced by the Education Coordinator serving as the Program Director of an approved State or National CoAEMSP Accredited Program.
- II. A Virginia certified Education Coordinator must serve as the Course Coordinator for all BLS continuing education programs that award Required (Category 1) continuing education credits.
 - i) This requirement for a certified Education Coordinator does not apply to continuing education programs that have a standardized curriculum and a nationally recognized parent organization that provides oversight for program administration. The Office will maintain a listing of recognized programs—See explanation next to 12VAC5-31-1415—which fulfill this requirement.
 - ii) This requirement for a certified Education Coordinator does not apply to awarding Required (Category 1) continuing education credits for specified topics in ALS programs that the Office has recognized as identical in content to the equivalent BLS program.
- III. A Virginia certified Education Coordinator or endorsed ALS Coordinator must serve as the Course Coordinator for all ALS continuing education programs that award Required (Category 1) continuing education credits.
 - i) An ALS Coordinator cannot announce or coordinate any course that awards BLS REQUIRED (Category 1) continuing education credits except for specified topics in BLS programs that the Office has recognized as identical in content to the equivalent ALS program.
 - ii) Content delivered in ALS Continuing Education Courses, must be delivered by a “qualified” instructor, specializing in the content or certified at or above the level of CE awarded in the course
 - iii) This requirement for an Education Coordinator or ALS Coordinator does not apply to Virginia OEMS recognized auxiliary programs— See explanation next to 12VAC5-31-1415—which fulfill this requirement.
- IV. Training programs that award only Approved (Category 2) continuing education credits may be coordinated by any individual who possesses specific education and experience that makes them knowledgeable of the EMS related subject matter to be presented. Continuing education credits for these programs will be determined and assigned by the Office.
- V. **Announcing Web Based CE Courses to the Office**
 - i) In order for electronic CE records to be processed by the Office and appropriately applied to each provider’s CE Report, a course must be established in the system. In order to generate a course, the Office must receive a separate course announcement for each program offered.



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ii) OEMS Approved 3rd Party CE Vendors must:

(i) Submit a Course Approval Request Form (EMS TR-01-WEB),

(a) This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.

(ii) Complete a separate form for each course.

(iii) A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.

VI. **Agency/Institutional/Regional Based Learning Management Systems (LMS) must:**

i) Submit a Course Approval Request Form (EMS TR-01-INST),

(i) This form must be submitted by either a Certified Education Coordinator, or an Endorsed ALS-Coordinator.

(ii) This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.

(iii) Complete a separate form for each course.

VII. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1425	Regulatory Authority: 12VAC5-31-1425
Title: EMT-Instructor, ALS Coordinator, or EMS Education Coordinator Responsibilities as Employee or Contractor	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1425. EMT instructor, ALS coordinator, or EMS education coordinator responsibilities as employee or contractor.

A. An EMT instructor, ALS coordinator, or EMS education coordinator conducting training programs as an employee or contractor for any other person as defined in § 1-230 of the Code of Virginia, whether or not for profit, shall retain responsibility for compliance with the Office of EMS regulations.

B. Any other person as defined in § 1-230 of the Code of Virginia who operates an organization for the purpose of providing an EMS training program that employs or contracts with an EMT instructor, ALS coordinator, or EMS education coordinator to conduct a training program may not vary from or direct the EMT instructor, ALS coordinator, or EMS education coordinator to vary from compliance with Office of EMS regulations.

TPAM Policy 1425

Policy reflected in regulation.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1427	Regulatory Authority: 12VAC5-31-1427
Title: Course Approval Request Submission	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1427. Course approval request submission.

A. An EMT instructor, ALS coordinator, or EMS education coordinator shall submit a course approval request in a format approved by the Board of Health prior to the beginning date of a certification or continuing education course.

1. Any approved course requesting funding through the EMS training fund requires that the course approval request and funding contract must be post marked or received, and date and time stamped, by the Office of EMS no less than 45 days prior to the begin date for the course.

2. Courses shall not start prior to receiving course number and topic or topics from the Office of EMS.

B. The EMT instructor, ALS coordinator, or EMS education coordinator shall use only those topic numbers assigned for the course as approved by the Office of EMS.

TPAM Policy 1427

A. A Course Coordinator must submit to the Office and have received approval of a completed [Course Approval Request form \(TR-01\)](#) before the beginning date of a certification or continuing education course that includes the following:

1. The signature of:

a. An education coordinator for any BLS initial certification program or CE

b. An accredited program director for any ALS initial certification program

c. An education coordinator or ALS coordinator for any ALS CE

2. The signature of the Physician Course Director if requesting a BLS or ALS certification program or "Required (Category 1)" CE hours for a program not exempt from this requirement under 12VAC 5-31-1423

3. Completed and approved Course Approvals are made available through the EMS Portal.

B. The Office will review the Course Approval Request and assign the program a unique Course Number. This Course Number will be recorded on the original Course Approval Request form and this information will be provided to the Course Coordinator. This Course Number will be used to identify the particular program throughout the instruction and/or examination process.

1. The Course Coordinator will be sent a list of the continuing education topic and sub-topic numbers assigned for the content of the course. The Course Coordinator must review this list



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for accuracy and must use only those topics assigned for the particular course when completing student CE records/cards.

2. OEMS Approved 3rd Party CE Vendors must:

- a. Submit a Course Approval Request Form (EMS TR-01-WEB),
 - i. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.
- b. Complete a separate form for each course.
- c. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.

3. Agency/Institutional/Regional Based Learning Management Systems (LMS) must:

- a. Submit a Course Approval Request Form (EMS TR-01-INST),
 - i. This form must be submitted by either a Certified EMT-Instructor or an Endorsed ALS-Coordinator.
 - ii. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.
 - iii. Complete a separate form for each course.
- b. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.

4. Mandatory Course Components for Online and web-based CE programs.

- a. The following components are required - at a minimum – in order for an online, web-based course to be approved by the Office to receive Category 1 continuing education (CE) credit via a learning management system (LMS)
 - i. An opening page listing the following:
 - (a) Course Name
 - (b) Length of program (Number of CE hours awarded)
 - (c) Area numbers and category credit (BLS and ALS)
 - (d) Include a disclaimer that informs the student of whom to contact with regard to CE errors and program concerns.



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- ii. A page listing objectives (minimum 3 objectives, prefer 5 per hour credit)
 - iii. Body of Presentation (can be made up of the following)
 - (a) Lesson Outline
 - (b) PowerPoint™ (voice over preferred)
 - (c) Video Streaming
 - (d) Scenarios
 - (e) Grand Rounds
 - iv. An Evaluation Component (test/quiz) is required.
 - (a) The evaluation tool must:
 - (i) Have a 15-20 question pool
 - (ii) At a minimum the evaluation must have 10 randomly selected questions from the question pool.
 - (iii) Be graded (Minimum passing score is 70% (can be higher if the program chooses).
 - v. Summary page informing the student about their pass/fail status.
 - (a) Credits
 - (i) Who developed the program
 - (ii) Contact information for follow-up questions.
5. In order for electronic CE records to be processed by the Office and appropriately applied to each provider's CE Report, a course must be established in the system. In order to generate a course, the Office must receive a separate course announcement for each program offered.
6. OEMS Approved 3rd Party CE Vendors must:
- a. Submit a Course Approval Request Form (EMS TR-01-WEB),
 - i. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.
 - b. Complete a separate form for each course.



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c. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.

7. Agency/Institutional/Regional Based Learning Management Systems (LMS) must:

a. Submit a Course Approval Request Form (EMS TR-01-INST),

i. This form must be submitted by either a Certified EMT-Instructor or an Endorsed ALS-Coordinator.

ii. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.

iii. Complete a separate form for each course.

b. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1429	Regulatory Authority: 12VAC5-31-1429
Title: Course Approval Request Changes	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1429. Course approval request changes.

The course coordinator shall immediately notify the Office of EMS in writing of any changes in the information submitted on the Course Approval Request form.

TPAM Policy 1429

- I. Changes to the start date of a course must be submitted prior to the course begin date.
- II. Any changes to a course must be submitted prior to the course end date.
- III. A change in the Course Coordinator or PCD will require a letter containing the signatures of all affected parties.
 - a. Instances where the current Course Coordinator or PCD are unavailable to sign will be handled on a case-by-case basis.
- IV. The Office will review the request and notify the Course Coordinator and the Physician Course Director of any acceptance or denial of the change(s) submitted.
- V. Immediately is defined as by the third business day after the need for a change is recognized.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1431	Regulatory Authority: 12VAC5-31-1431
Title: Student Course Enrollment	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1431. Student course enrollment.

For courses leading to certification at a new or higher level, the EMT instructor, ALS coordinator, or EMS education coordinator shall have each student complete a "Virginia EMS Training Program Enrollment" form at the first meeting of the course.

1. These forms must be reviewed by the EMT instructor, ALS coordinator, or EMS education coordinator and submitted to the Office of EMS no later than five business days following the first meeting of the course.
2. Any student who starts the program at a later date shall complete an enrollment form the first date of attendance providing 15% or more of the entire course has not been completed.

TPAM Policy 1431

I. Virginia EMS Training Program Enrollment Form is defined as the paper document provided by the Office of EMS or the use of the electronic version accessible via the OEMS website.

II. Upon receipt of the Virginia EMS Training Program Enrollment from the Course Coordinator, the Office will review the eligibility of each enrolling student. The Office will notify the Course Coordinator in the EMS Portal of any ineligibility discovered during this review.

III. The Office will provide the Course Coordinator a listing of each enrolled student and assign a EMS Number for each student.

a. EMS Numbers assigned to each student will become a permanent identifier of each individual in Office records. Each student should use this number for all correspondence and submission of documentation to the Office.

i. If the student has previously enrolled in an EMS Training Program or is currently certified at any certification level in Virginia, the EMS Number previously assigned by the Office may be used.

b. Upon receipt of the listing of enrolled students, the Course Coordinator must review this listing for completeness and notify the Office of any discrepancies.

IV. Only students listed as enrolled in the designated training program will be allowed to test for certification using the assigned Course Number for the specified training program.

V. Course Coordinators are required to ensure students have created an application with National Registry for the level of certification being sought. Course Coordinators must ensure all students above 18 registered in their course appear in their National Registry Program Director account.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1433	Regulatory Authority: 12VAC5-31-1433
Title: Instructor Participation Records	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1433. Instructor participation records.

The EMT instructor, ALS coordinator, or EMS education coordinator shall maintain the following information: instructor/provider level, subject taught, and participation of each certified EMT instructor, ALS course coordinator, EMS education coordinator, or other individual who instructs in the program.

TPAM Policy 1433

- I. Team Instruction - The Office encourages the concept of team-instruction. Therefore, an Education Coordinator may team-up with other Instructors in the presentation of any approved course.
- II. The Course Coordinator must maintain records of attendance, instructor provider level, subject taught and participation of each certified Education Coordinator, ALS Coordinator or other individual who instructs in the program on OEMS designated forms.
- III. For approved courses, documentation of teaching hours must be submitted to the Office for each Education Coordinator participating in the program to award teaching hour credit.
- IV. CE Scancards used to record an Education Coordinator's instruction of an approved program should be submitted using Level "F" and Category "6" (EMT Instruction). The Course Coordinator should mark the "A" bubble on the right side of the CE scancard to indicate the number of hours of instruction provided (up to 36 hours per scancard). Multiple scancards may be submitted for a single course as needed using the assigned Course Number and a different Topic Number for each scancard.
- V. The CE Scanners may be used in place of CE scancard submission.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1435	Regulatory Authority: 12VAC5-31-1435
Title: Student Records for Certification Courses	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1435. Student records for certification courses.

- A. The EMT instructor, ALS coordinator, or EMS education coordinator shall maintain records of class dates, topics instructed, attendance and performance for all students attending a certification course.
- B. Student records shall be maintained in accordance with the Virginia Public Records Act (Chapter 7 (§ 42.1-76 et seq.) of Title 42.1 of the Code of Virginia) from the end date of the program and shall include but not be limited to:
1. Signed student acknowledgment forms collected upon completion of review of the appropriate BLS or ALS enrollment requirements.
 2. Student signed class rosters.
 3. Scores on all course quizzes, exams, and other didactic knowledge or practical skill evaluations.
 4. Skill proficiency records in a format as approved by the Office of EMS:
 - a. For BLS programs, BLS individual age and clinical and skill performance verification information in a format as approved by the Office of EMS.
 - b. For ALS coordinator or EMS education coordinator programs, on forms or documents as approved by the ALS coordinator, EMS education coordinator, or an accredited program.
 5. All hospital or field internship activities including dates, locations, competencies performed, student evaluations, preceptor name and certification level as applicable.
 6. All corrective or disciplinary actions taken during the training program to include dates, findings supporting the need for corrective or disciplinary action, and all applicable details of steps taken to determine the degree and nature of the actions taken.
 7. Copy of the course student disposition report (CSDR).
 8. All other records requested to be maintained by the PCD or OMD for the program.
 9. Any other records or reports as required by the Office of EMS.

TPAM Policy 1435

B. When the Virginia Public Records Act Va. Code §42.1-76, specifies that records may be destroyed, the Office of EMS requires that the following records, at a minimum, be maintained indefinitely:

1. Required summary completion records for BLS programs include:



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- a) Full course name/type of course
- b) Course begin and end dates
- c) Student's name and certification number
- d) Student Age Verification, if applicable
- e) CPR verification
- f) Number of hours of training completed in each of the major topic areas of the program
- g) Verification of skill completion
- h) Student disposition (pass, failed, withdrawal or incomplete)
 - i) Copy of the Course approval with verified printed names and signatures of Education Coordinator or EMT Instructor and the program's PCD
- j) For accredited EMT programs, competency tracking documents
- k) Records for completion of clinical/field internship

2. Required summary completion records for ALS programs include:

- a) Full course name/type of course
- b) Course begin and end dates
- c) Student's name and certification number
- d) Student Age Verification
- e) Verification of high school graduation/GED or college transcript
- f) Number of hours of training completed in each of the major topic areas of the program
- g) Verification by number of skills/competencies successfully completed
- h) Student disposition (pass, failed, withdrawal or incomplete)

Copy of the Course approval with verified printed names and signatures of the Education Coordinator or ALS Coordinator and the program's PCD



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1437	Regulatory Authority: 12VAC5-31-1437
Title: Continuing Education Record Submission	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1437. Continuing education record submission.

The course coordinator shall submit the CE records in a format approved by the Office of EMS within 15 days of the student's attendance.

TPAM Policy 1437

The course coordinator should make every effort to submit CE as soon as possible, especially in situations when advised by the provider of impending certification expiration; but never greater than 15 days from the date CE was obtained.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1439	Regulatory Authority: 12VAC5-31-1439
Title: Verification of Student Course Completion	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1439. Verification of student course completion.

Verification of student eligibility on the Course Student Disposition Record by the EMT instructor, ALS coordinator, or EMS education coordinator for certification testing requires that each student successfully complete a certification program that meets the competency and performance requirements contained within the applicable course requirements and all other guidelines and procedures for the course and state certification testing eligibility.

TPAM Policy 1439

I. A student marked as 'pass' on the CSDR indicates they have completed at a minimum all state and course requirements as set forth by OEMS, the course coordinator and PCD to include, but not limited to:

1. Didactic components
2. Lab components
3. Clinical components
4. Minimum GPA

II. Upon reaching the course end date all students shall have a disposition selected on the CSDR.

III. The Course Coordinator must indicate student disposition with National Registry under their program director role at the conclusion of the course.

1. ALS Program Directors, with the approval of the Program Medical Director, has the ability to provide students early access to the psychomotor exam when the student has gained entry level competency to access the psychomotor portion of the testing process.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1441	Regulatory Authority: 12VAC5-31-1441
Title: Communications with PCD or OMD	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1441. Communications with PCD or OMD.

A. The EMT instructor, ALS coordinator, or EMS education coordinator shall inform the PCD or OMD of the progress of the training program to include:

1. Any program schedule changes.
2. Individual student performances.
3. Any student or instructor complaints.
4. The general progress of program activities.

B. The EMT instructor, ALS coordinator, or EMS education coordinator will assist the PCD or OMD with fulfillment of their course duties as required by Office of EMS regulations.

TPAM Policy 1441

This communication shall be ongoing throughout the course, at a minimum at the beginning, midterm and to obtain final approval to allow the candidate to sit for certification testing.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1443	Regulatory Authority: 12VAC5-31-1443
Title: Alternative Course Presentation Format	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1443. Alternative course presentation format.

EMS certification courses utilizing an approved alternative course presentation format using two-way video interactive technology shall comply with the following:

1. Use electronic media as real time two-way audio and video transmissions.
2. The EMT instructor, ALS coordinator, or EMS education coordinator must indicate in writing the desire to use such media which shall accompany the Course Approval Request form.
3. Any other requirements established by, but not limited to, the Office of EMS and, if applicable, the Virginia Community College System (VCCS) and the Virginia Department of Education.
4. For sites using one-way video and two-way audio, a proctor who is certified at or above the level of the program shall be present at each remote site during the entire broadcast for all didactic portions of the program.
5. Any lab activities at the remote site shall have direct on-site supervision by a course faculty member at or above the level of instruction. If the faculty member acts as the remote site proctor, he assumes the responsibility of the class roster.
6. In cases where the remote site proctor is absent or when the remote site electronics are not fully operational (transmit and receive audio or video) the students do not receive credit for attending and the session shall be rescheduled.
7. All course tests for the program whether at the origin or remote site must comply with subdivision 4 of this section.
8. The course coordinator must maintain records of student participation in the approved alternative presentation format and submit continuing education records for each involved student for programs used for continuing education purposes.
9. Noncompliance with these regulations shall result in removal of Office of EMS approval and students shall lose eligibility for certification testing at the level of program certification.
10. The Guidelines for Videobroadcasting of EMS Educational Programs document must be signed by the EMT instructor, ALS coordinator, or EMS education coordinator and PCD or OMD and accompany any request for electronic transmission of a program with the Course Approval Request form.
11. Letter of agreement from the remote site or sites confirming and agreeing to the guidelines.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1443	Regulatory Authority: 12VAC5-31-1443
Title: Alternative Course Presentation Format	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

TPAM Policy 1443

I. Web-based Continuing Education Programs

- a. 3rd Party Vendor Approval – For-profit (see 12VAC5-31-1405)
- b. Agency Based Learning Management Systems (LMS) Approval see 12VAC5-31-1405

II. Definitions:

- a. Synchronous e-learning – learning commonly supported by media such as videoconferencing and chat, has the potential to support e-learners in the development of learning communities.
- b. Asynchronous e-learning – learning commonly facilitated by media such as e-mail and discussion boards, supports work relations among learners and with teachers, even when participants cannot be online at the same time.

Non-compliance with these polices shall result in the continuing education credits being considered as invalid.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1445	Regulatory Authority: 12VAC5-31-1445
Title: Course Scheduling	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1445. Course scheduling.

Courses schedules shall reflect the minimum hours for the course of instruction of all required lessons of the program's curriculum prior to the course end date as approved by the Office of EMS.

TPAM Policy 1445

I. Didactic hours shall be determined by the education coordinator in conjunction with the physician course director (PCD) to identify entry level competency.

II. Lab hours shall be determined by the education coordinator in conjunction with the physician course director (PCD) to identify entry level competency.

III. ALS

a. Hospital and Field Clinical component shall comply with the [minimum hour requirements and patient competencies as defined by the Office of EMS.](#)

b. Field team leader component shall comply with the [minimum hour requirements and patient competencies as defined by the Office of EMS.](#)

IV. BLS

a. Field team leader component shall comply with the [minimum patient contacts as defined by the Office of EMS.](#)

b. 50% of the minimum patients contacts can be obtained through scenarios utilizing advanced simulation mannequins or standardized programmed patients.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1447	Regulatory Authority: 12VAC5-31-1447
Title: Maximum BLS or ALS Course Enrollment	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1447. Maximum BLS or ALS course enrollment.

A. Initial and bridge certification course size shall be limited to a maximum of 30 enrolled students.

1. Additional students seeking continuing education credit may be admitted as reasonably allowed by facility size and instructional staff availability.

2. The group size for practical or lab skill sessions shall not exceed six students per instructor aide (6:1 ratio).

B. Office of EMS accredited institutions or organizations may exceed the maximum of 30 enrolled students, with demonstrated resources to meet class size. The group size for practical or lab skill sessions shall not exceed six students per instructor aide (6:1 ratio).

TPAM Policy 1447

Policy references regulation.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1449	Regulatory Authority: 12VAC5-31-1449
Title: Lesson Instructors	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1449. Lesson instructors.

A. In addition to the lead instructor for each lesson, arrangements must be made to provide for instructor aides to assist in all practical skill sessions. Instructor aides shall be providers certified at or above the level of instruction.

B. Course coordinators who are certified EMTs may be used for instruction of basic skill stations in advanced life support programs. Basic skills are those procedures not requiring invasive activities or use of ALS equipment.

TPAM Policy 1449

A. Instructor Selection - Education Coordinators and ALS Coordinators are authorized to instruct any or all portions of the applicable BLS or ALS certification courses at or below their current certification levels. In non-clinical subjects the Course Coordinator may use qualified experts such as law enforcement and communications personnel. Assisting instructors must be familiar with the lesson plans and objectives for the topic in advance of their instruction.

1. For BLS programs leading to initial Emergency Medical Responder or EMT certification, an Education Coordinator must be present to insure that proper and complete instruction is provided for each lesson topic, with the exception of accredited BLS programs.

2. An Education Coordinator is not required to be present for Category 1 BLS Continuing Education classes but they must have an Education Coordinator as the course coordinator unless it is an exempted program- see explanation of 12VAC 5-31-1423.

B. Psychomotor Instructors - In addition to the lead instructor for each lesson, arrangements must be made to provide for sufficient instructor aides to assist in all psychomotor skill sessions of each course. If certified Education Coordinators or ALS Coordinators are not available, providers certified at the level of the program being conducted (EMT, Advanced EMT, Intermediate, and Paramedic) or related healthcare certification/licensure may be utilized as assistants.

1. Certified EMT's who are Education Coordinators may be used for instruction of basic skill stations in advanced life support programs. Basic psychomotor skills are those procedures not requiring invasive activities or use of Advanced Life Support equipment. Basic skills include:

- a. Extremity and spinal Immobilization techniques.
- b. Soft tissue wound care.
- c. Use of Automated External Defibrillators (AED).

PCD Notification - The PCD must be informed of all assisting instructors to be used for the course and has the authority to approve or disapprove any instructor selected for use.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1450	Regulatory Authority: 12VAC5-31-1450
Title: (Repealed)	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1450. (Repealed.)

TPAM Policy 1450



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1451	Regulatory Authority: 12VAC5-31-1451
Title: Course Monitoring	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1451. Course monitoring.

All programs and courses approved for issuance of certification or award of continuing education shall allow unannounced monitoring by the Office of EMS. Failure to comply with such course monitoring may result in the following disciplinary actions to include, but not be limited to:

1. Revocation of the training program's course approval.
2. Suspension or revocation of the training program's authority to award continuing education credits.
3. Revocation of the enrolled student's eligibility for certification testing.
4. Suspension or revocation of the EMS instructor, ALS-coordinator, or EMS educational coordinator.

TPAM Policy Number

Policy reflected in regulation.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1453	Regulatory Authority: 12VAC5-31-1453
Title: EMT Instructor, ALS Coordinator, and EMS Educational Coordinator Responsibilities for Initial Student Testing	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1453. EMT instructor, ALS coordinator, and EMS educational coordinator responsibilities for initial student testing.

A. An EMT instructor or EMS education coordinator for BLS programs shall ensure the following for documentation of eligibility for certification testing:

1. Submit a completed Course Student Disposition Report (CSDR) in a manner as prescribed by the Office of EMS.
2. Maintain with the course materials the completed individual parental permission form for students between 16 and 18 years of age on the beginning date of the course.
3. Maintain with the course materials the original copy of the completed and signed Basic Life Support Individual Age, Clinical and Skill Performance Verification Record.

B. An ALS coordinator or EMS education coordinator coordinating ALS programs shall submit the CSDR for certification testing eligibility.

TPAM Policy 1453

- A. Submission of the CSDR enables the BLS candidate to
 - complete their Psychomotor Testing
 - The Program Director must also indicate successful course completion in the NREMT Portal to allow BLS candidates to receive their Authorization to Test (ATT) letter.
- B. ALS Program Directors:
 - may allow early access to the National Registry Psychomotor Testing, will indicate eligibility for "Early Access" in the NREMT Portal in order for the candidates to receive their Psychomotor Authorization to Test (PATT) Letter.
 - Will need to indicate successful course completion in the NREMT Portal at the end date of the course in order for the ALS candidate to gain access to their ATT letter.
 - by marking successful course completion in the NREMT Portal will provide the candidate access to their PATT and ATT letter.

Course Coordinators shall ensure prior to the end of the course:

- a. Students have logged into their Virginia EMS Portal AND;
- b. Created an Account and Application with the National Registry.



Article 4 Certification Testing



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1454	Regulatory Authority: 12VAC5-31-1454
Title: Admission to Certification Test	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1454. Admission to certification test.

A. The person desiring to take the certification examination must present the following:

1. The Virginia certification eligibility letter.
2. Current government issued photo identification.
3. If a retest, the latest testing results.

B. The person desiring to take the certification examination must be registered for the test site.

TPAM Policy 1454

The complete policy for BLS Testing can be found in the [Psychomotor Examination Guide \(PEG\)sh](#).

Access to any National Registry test site must comply with their policy.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1455	Regulatory Authority: 12VAC5-31-1455
Title: Certification Testing Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1455. Certification testing requirements.

A. An Office of EMS written and practical examination process is required by the following:

1. Any candidate who completes an initial program at the following levels:

- a. First Responder/EMR.
- b. Emergency Medical Technician.
- c. Emergency Medical Technician-Enhanced.
- d. Advanced EMT.
- e. Intermediate provided National Registry no longer tests at this level.

2. Any candidate who is challenging the certification level.

3. Any certified EMS provider who received his current certification through legal recognition.

4. Any candidate who is in reentry for First Responder or Emergency Medical Technician.

B. An Office of EMS written examination only is required for the following:

1. Any provider who recertifies prior to his certification expiration except those who received his current certification through legal recognition.

2. Any candidate who is in reentry for EMT-Enhanced, Advanced EMT, Intermediate and Paramedic.

TPAM Policy 1455

The Office of EMS exam includes:

- a written exam which will be the National Registry Cognitive Certification or Assessment Exam.
Candidates under the age of 18 at the time of BLS certification testing must successfully pass the National Registry assessment exam.
Candidates 18 and older at the time of BLS certification testing must successfully pass the National Registry certification exam.
Virginia ALS providers in reentry must successfully pass the National Registry assessment exam at the applicable level.
- a psychomotor exam which will be:
 - for BLS - an Office of EMS accepted examination
 - for ALS - a National Registry administrated examination



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1457	Regulatory Authority: 12VAC5-31-1457
Title: General Description of Certification Examination	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1457. General description of certification examination.

- A. Office of EMS certification examinations are required by all providers unless otherwise described in these regulations.
- B. Primary certification testing is the first attempt at the certification examination process.
 - 1. This process includes both the written and practical examination for providers seeking a new or higher level of certification.
 - 2. Primary testing must begin within 180 days of the course end date.
- C. Primary retest requires the candidate to retest that portion of the primary test failed within 90 days of the primary test attempt.
- D. Secondary certification testing (written and practical) occurs when a candidate fails the primary attempt and either fails the primary retest or does not retest within 90 days of the primary examination attempt. Secondary certification testing requires the candidate to submit as described in these regulations CE that satisfies the recertification requirements for the level of EMS certification sought.
- E. Secondary retest requires the candidate to retest that portion of the secondary test failed within 90 days of the secondary test attempt.
- F. Successful completion of the certification examination process must be completed within 365 days of the primary test attempt.
- G. The certification examination process requires that certification testing be conducted and proctored in a manner approved by the Office of EMS.

TPAM Policy 1457

I. BLS Initial Certification

- a. BLS initial certification programs are the Emergency Medical Responder and Emergency Medical Technician.
 - i. The Office will pay for the initial attempt at the National Registry Cognitive Exam for EMR and EMT candidates.
 - ii. A scheduled test attempt in which the candidate does not show or cancel in the prescribed time-frame will count as the first paid attempt.
- b. Initial Certification Testing



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1457	Regulatory Authority: 12VAC5-31-1457
Title: General Description of Certification Examination	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

i. Emergency Medical Responder/Emergency Medical Technician

(a.) The candidate must:

- First pass the Virginia psychomotor examination.

(a) Candidates must initiate state psychomotor certification testing within 180 days of the course end date.

- Then pass the National Registry of EMT's (NREMT) cognitive examination.

(a) Access to the National Registry of EMT's (NREMT) cognitive examination will be issued following successful completion of the Virginia psychomotor examination.

c. Reentry Certification Testing

i. Emergency Medical Responder/ Emergency Medical Technician

(a.) Reentry candidates must complete the Virginia psychomotor skills practical and the National Registry cognitive examination.

(b.) The exams may be taken in any order.

(c.) The reentry candidate is responsible for all testing fees.

d. Challenge Testing

i. Challenge candidates must complete the Virginia psychomotor skills practical and the National Registry cognitive examination.

(a.) The exams may be taken in any order.

(b.) The challenge candidate is responsible for all testing fees.

e. Legal Recognition Testing

i. Legal Recognition candidates must complete the Virginia psychomotor skills practical and the National Registry cognitive examination.

(a.) The exams may be taken in any order.

(b.) The challenge candidate is responsible for all testing fees.

f. Maximum Allowed Testing Period – All test attempts must be completed by:



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1457	Regulatory Authority: 12VAC5-31-1457
Title: General Description of Certification Examination	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

- i. All state psychomotor certification testing series must be completed within 365 days from the date of the primary certification test attempt (e.g. first test date). Failure to complete this process within this 365-day period will require the Candidate to repeat an entire initial basic training program before any additional testing may be attempted at this certification level.
- ii. All National Registry cognitive exam attempts must be completed within 2 years of the course end date.

II. ALS Initial Certification

a. ALS initial certification programs are the Advanced Emergency Medical Technician, Intermediate and Paramedic.

b. Advanced Life Support – Students/Candidates

ii. Advanced Emergency Medical Technician (AEMT)

- 1) Students in Virginia Office of EMS accredited AEMT courses shall be required to complete the National Registry of EMT's (NREMT) cognitive and psychomotor examination. See 12VAC5-31-1467 and 12VAC5-31-1469.
- 2) AEMT testing follows the guidelines established by the National Registry of EMT's

iii. Intermediate

- 1) Students in Virginia Office of EMS accredited Intermediate courses shall be required to complete the National Registry of EMT's (NREMT) cognitive and psychomotor examination for Virginia Certification only. See 12VAC5-31-1467 and 12VAC5-31-1469.
- 2) Intermediate testing follows the guidelines established by the National Registry of EMT's

iv. Paramedic

- 1) Students in Virginia Office of EMS accredited Paramedic courses shall be required to complete the National Registry of EMT's (NREMT) cognitive and psychomotor examination. See 12VAC5-31-1467 and 12VAC5-31-1469.
- 2) Paramedic testing follows the guidelines established by the National Registry of EMT's



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1457	Regulatory Authority: 12VAC5-31-1457
Title: General Description of Certification Examination	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

c. Advanced Life Support – Reentry

ii. Advanced Emergency Medical Technician (AEMT) providers whose AEMT is in reentry shall be required to successfully pass the National Registry of EMT's (NREMT) Advanced EMT cognitive assessment examination.

iii. Intermediate Virginia EMS providers in reentry shall be required to successfully pass the National Registry of EMT's (NREMT) Intermediate cognitive assessment examination.

iv. Paramedic Virginia EMS providers in reentry shall be required to successfully pass the National Registry of EMT's (NREMT) Paramedic cognitive assessment examination.

v. Maximum Allowed Testing Period – All certification testing must be successfully passed prior to expiration of their reentry.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1459	Regulatory Authority: 12VAC5-31-1459
Title: Certification Eligibility	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1459. Certification eligibility.

Certification eligibility will be demonstrated by the possession of a valid eligibility letter from the Office of EMS by the candidate.

TPAM Policy 1459

For BLS Testing, access to a test site requires the candidate to present a valid and current Virginia Eligibility Letter and/or a National Registry ATT letter.

For ALS Testing access to a test site requires the candidate to present a valid and current National Registry ATT letter or National Registry PATT letter.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1461	Regulatory Authority: 12VAC5-31-1461
Title: Prohibition of Oral Examinations	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1461. Prohibition of oral examinations.

A certification candidate may not use another person or any electronic or mechanical means to translate written certification examination material into an audible, tactile, or visual format.

TPAM Policy 1461

Cognitive test accommodations shall be sought from the National Registry of EMTs .



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1463	Regulatory Authority: 12VAC5-31-1463
Title: Candidates Requirements for State Recertification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1463. Candidates requirements for state recertification.

A. This section shall apply to individuals requesting state recertification who hold current certification at or below the level requested to be recertified (excluding those who gained their current certification through legal recognition).

B. Students requesting recertification must demonstrate eligibility as evidenced by completion of the continuing education requirements for the corresponding recertification program for the level to be recertified. Evidence of completion for the continuing education requirements shall be received by the Office of EMS in an approved method prior to certification expiration for the provider to be classified in current provider status.

TPAM Policy 1463

A. In order to receive eligibility to recertify in Virginia, an EMS provider must demonstrate completion of the minimum continuing education requirements for the corresponding CE recertification program for the level to be recertified as evidenced by documentation on the provider's Virginia CE Report.

1. Basic Life Support Continuing Education (CE) Requirements

i. [BLS CE Requirements](#) can be found on the OEMS web page.

2. Advanced Life Support Continuing Education (CE) Requirements

i. [ALS CE Requirements](#) can be found on the OEMS web page.

B. Documentation of all Continuing Education requirements to recertify must be received by the Office prior to the provider's expiration date.

a. CE Scan cards must be received in our office by close of business on the last business day of the month.

b. Electronic CE scan data must be received by 11:30 pm on the last day of the month of the provider's certification expiration

c. Any level provider or Education Coordinator, regardless of affiliation status, who receives recertification eligibility prior to their certification expiration, will automatically be recertified during the month of their certification expiration. If the last continuing education (CE) is received in the month of their expiration, the process will automatically recertify the provider. There is no action required by the provider for this to occur, other than to assure their continuing education is received by the office prior to their certification expiration.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1463	Regulatory Authority: 12VAC5-31-1463
Title: Candidates Requirements for State Recertification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

d. ALS –Coordinators and Emergency Operations Instructors will continue to recertify through their normal process.

e. The new process allows the provider to recertify early, should they choose to do so. Once a provider has complied with all recertification criteria prior to their certification expiration date, instead of an eligibility letter, the following will appear in their EMS portal:

By checking the "Recertify Me" box, the provider's certification will be processed in that night's batch process and a new certification card will be issued the next day. This allows providers who wish to forfeit any remaining time on their current certification to do so and to recertify early. We primarily see this as an option for those who wish to keep both their Virginia certification and their National Registry certification continuing education on the same rotation. Remember, as indicated in the first paragraph, this is optional. Regardless of whether or not you check the box, you will automatically be recertified during your certification expiration month if you are eligible.

a. Virginia providers are encouraged to recertify both their National Registry and Virginia Certifications at the same time.

b. This change does not affect re-entry. If a provider's CE is not received in the office prior to the certification expiration date, regardless of when the class was taken, the provider reverts to re-entry status. Upon receiving eligibility to recertify while in re-entry status, the provider will need to pass the certification examination. The new recertification process does not apply. A BLS provider will be required to pass both the Virginia psychomotor exam and the National Registry cognitive examination at their expense. ALS providers will be required to pass the National Registry cognitive assessment examination at their expense.

Providers, who obtained certification by legal recognition or are in the process of challenging Virginia EMT, must successfully complete the Virginia psychomotor exam and the National Registry cognitive examination at their expense after receiving an eligibility notice. The new recertification process does not apply if this is the first Virginia recertification for the provider who obtained their current certification through legal recognition; however, subsequent recertifications will follow the described "new" process.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1467	Regulatory Authority: 12VAC5-31-1467
Title: Basic and Advanced Life Support Written Examinations	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1467. Basic and advanced life support written examinations.

- A. All state written examinations shall be conducted by the Office of EMS.
- B. The Office of EMS standard for successful completion is defined as a minimum score of:
 - 1. 70% on all basic life support certification examinations.
 - 2. 80% on all EMT instructor and EMS education coordinator certification examinations.
 - 3. 85% on all EMT instructor and EMS education coordinator pretest examinations.
 - 4. 80% on all advanced life support certification examinations.

TPAM Policy 1467

A. State Administered Written Examinations –

1. All State written examinations must be conducted in a standardized and consistent manner following guidelines established by the Office in the following documents.

a. [Psychomotor Examination Guide \(PEG\)](#)

2. State Administered written exams include:

Education Coordinator Recertification

3. National Registry Written exams will be administered through Pearson Vue per Registry policy.

B. Cognitive Examination Format

1. Basic Life Support Certification Programs which are based upon the [Virginia EMS Education Standards \(VEMSES\)](#), requires candidates to successfully pass the National Registry of EMT's (NREMT) cognitive examination.

2. Advanced Life Support Certification Programs

b. Students in a Virginia Office of EMS accredited AEMT course shall be required to successfully pass the National Registry of EMT's (NREMT) AEMT cognitive examination.

c. Students in a Virginia Office of EMS accredited Intermediate course shall be required to successfully pass the National Registry of EMT's Intermediate 99 cognitive examination for state certification.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1467	Regulatory Authority: 12VAC5-31-1467
Title: Basic and Advanced Life Support Written Examinations	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

d. Students in a Virginia Office of EMS accredited Paramedic course shall be required to successfully pass the National Registry of EMT's (NREMT) Paramedic cognitive examination.

3. National Registry of EMT's Administered Examinations - Written examinations administered for issuance of certification by the National Registry of Emergency Medical Technicians (NREMT) will be conducted in accordance with the policies and procedures established by that organization. Although Office of EMS may participate in National Registry of EMT's examination administration and utilize the results of these examinations as the basis for issuance of certain state certifications, the Office has no authority to alter, amend or override the decisions of the National Registry of EMT's in regard to its issuance or denial of certification.

4. As of July 1, 2012, the state adopted the National Registry Cognitive examination passing criteria for the following levels:

- a. EMR
- b. EMT
- c. AEMT
- d. Intermediate
- e. Paramedic



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Basic and Advanced Life Support Practical Certification Examinations	
Date of Issue: August 3, 2017	Effective Date: August 3, 2017

12VAC5-31-1469. Basic and advanced life support practical certification examinations.

- A. Practical examinations shall be conducted by the Office of EMS or as approved for accredited training programs.
- B. Candidates taking a practical examination conducted by the Office of EMS shall demonstrate proficiency on all practical stations required for the program level being tested. Grades of unsatisfactory will constitute failure of that station, requiring a retest.
- C. Candidates failing any practical station examination conducted by the Office of EMS will have an opportunity to retest the station or stations failed.
- D. If a primary retest is failed, the candidate examination conducted by the Office of EMS must complete the secondary retest requirements.

TPAM Policy 1469

- A. All psychomotor examinations must be conducted in a standardized and consistent manner following guidelines as established by:
 - 1. State Administered Psychomotor Examinations
 - a. [Psychomotor Examination Guide \(PEG\)](#)
 - 2. State Administered psychomotor exams include:
 - a. EMR
 - b. EMT
 - c. Education Coordinator
 - 3. The National Registry of EMT's (NREMT) Administered Examinations. NREMT ALS psychomotor examinations administered for issuance of certification by the National Registry of Emergency Medical Technicians will be conducted in accordance with the policies and procedures established by that organization. Although Office of EMS may participate in National Registry of EMT's examination administration and utilize the results of these examinations as the basis for issuance of certain state certifications, the Office has no authority to alter, amend or override the decisions of the National Registry of EMT's in regard to its issuance or denial of certification.
 - 4. Accredited BLS Psychomotor Competency Verification Policy
 - a. Purpose – To establish policies for determining the eligibility and awarding permission for accredited BLS programs to evaluate psychomotor competency using criteria approved by the Office of EMS as a substitute for consolidated testing by students.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Basic and Advanced Life Support Practical Certification Examinations	
Date of Issue: August 3, 2017	Effective Date: August 3, 2017

b. Program Eligibility

- 1) The program shall possess BLS accreditation granted by the Office of EMS prior to initiating a program utilizing competencies in place of student capstone psychomotor exam at a Consolidated Test Site (CTS).
- 2) The program must at a minimum comply with the office approved competency list (TR-90).
- 3) The program must be accredited by course start date and remain accredited through the announced course end date as announced on the approved Course Announcement form.
- 4) Courses that do not begin and end within the approved accreditation window are not included within this policy and graduates shall utilize the existing CTS process.
- 5) Any newly accredited program under a letter of review will require all cohorts to test at a CTS until such time that a complete site visit can be conducted and full accreditation granted.
- 6) Any new alternative site will be considered having conditional accreditation and will require all cohorts to test at a CTS until such time that a complete site visit can be conducted and full accreditation granted.
- 7) Programs must be at or above the 16th percentile at the start of the course.

c. Competency Based Education

- 1) Virginia Office of EMS accredited EMT programs must utilize competency based education for all courses announced under an accredited program.
- 2) Dated documentation of the required competencies must be approved by the program director, physician course director and the program's advisory board as evidenced by the signatures of the program director, EMS physician course director and the advisory board's chairperson.
- 3) Accredited programs shall use the most recent version of the competencies published by the Office of EMS, at a minimum (TR-90).
- 4) At the completion of the program, students shall have their program's psychomotor competency summary verified by the signature of the program's director and physician course director to verify entry level competency.

d. Accredited Program Responsibilities

- 1) The program director, physician course director and program advisory board shall create a list of minimum competencies required to become an entry-level competent provider.
- 2) The list shall include the skill and the number of successful iterations to be deemed competent in each skill. This list shall be reviewed annually and such review documented in meeting minutes.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
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- 3) The competency list shall include at a minimum, those competencies and successful attempts as listed by the Virginia OEMS on the published EMT competency Tracking Form (TR-90).
 - 4) Prior to implementation of this policy the program director must submit to the Office:
 - a) A notification of intent with the date of implementation signed by the program director, physician course director and Advisory Board Chair.
 - b) A copy of the program minimum competency list or verification of adoption of the competencies in TR-90.
 - 5) Annually on July 1, the program director shall submit to the Office:
 - a) A letter indicating the program's intent to continue utilizing this policy, signed and dated by the program director, physician course director, and Advisory Board Chair.
 - b) A copy of the current program competency list or verification of the continuing use of the competencies in TR-90.
 - 6) For every class, the program will forward a copy of their course schedule that at a minimum includes: class dates, locations, times and topics being covered to allow for unannounced visits by Virginia OEMS staff for verification of competency education.
 - 7) Upon completion of the program, the program director and physician course director shall review the collected documentation on a per-student basis to verify competency. A student's psychomotor verification shall not be submitted to Virginia OEMS until such review has been completed and documented.
- e. Procedures
- 1) Documenting Student Competency
 - a) Programs shall utilize a standard documentation process to verify student acquisition of required skills and competencies.
 - b) At a minimum, the retained documentation shall demonstrate the required minimum number of successful attempts at a skill to meet the established competency requirements.
 - i. Best practice, but not a requirement, is to keep all attempts by the student.
 - ii. This practice allows for evidence of progress through the program.
 - 2) Reviewing Student competency



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- a) At the conclusion of the course, the program director and physician course director shall review each student's file to verify compliance for all required competencies.
 - b) Each student's folder shall at a minimum have documentation attesting to compliance of the program's minimum competencies as evidenced by the signature of the program director and physician course director on a form designed by the program capturing terminal competencies.
- 3) Verifying Psychomotor Skills
- a) Once the program director and physician course director have reviewed and approved each student as entry-level competent, the program director shall notify the Virginia OEMS for the purpose of sending to National Registry verification of the student's psychomotor skills.
 - b) Such notification shall be performed in a manner described by the Virginia OEMS.
- f. Definitions referring to this TPAM policy
- 1) Competencies: Skills and the minimum number of iterations of such skill, as defined by the Virginia Office of EMS' EMT Competency Tracking Form (TR-90), program director, physician course director, and the program's advisory board.
 - 2) Entry-Level Competent Provider: A provider who has met the minimum required competencies of an accredited education program.
- g. Violations of this policy may result in, but not limited to:
- 1) Removal or suspension of ability to conduct in house verification of skill competency for certification.
 - 2) Removal or suspension of the BLS accreditation.
 - 3) Other enforcement actions that may be discovered during an investigation.

B. Psychomotor Examination Format

1. Students enrolled in a BLS course based upon the [Virginia EMS Education Standards \(VEMSES\)](#), must complete the Virginia psychomotor examination.

2. Advanced Life Support Psychomotor Examinations

b. Students in Virginia Office of EMS accredited AEMT courses shall be required to complete the National Registry of EMT's (NREMT) AEMT psychomotor examination.



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- c. Students in Virginia Office of EMS accredited Intermediate courses shall be required to complete the National Registry of EMT's (NREMT) Intermediate psychomotor examination for state certification only.
- d. Students in Virginia Office of EMS accredited Paramedic courses shall be required to complete the National Registry of EMT's (NREMT) Paramedic psychomotor examination.

3. Evaluation Forms - [Practical station evaluation forms](#) have been developed and are available on the Office of EMS web site. Only forms developed by the Office of EMS or the National Registry of EMT's are allowed for evaluating psychomotor stations.

C. Psychomotor Exams are scored as Pass/Fail - Candidates must demonstrate proficiency on all practical stations required for the program level being tested.

1. Basic Life Support Programs

a. Failure criteria is determined by:

- i. Not complying with identified Critical Criteria for the scenario being evaluated.
- ii. Not obtaining the minimum number of points identified with the station being evaluated.

2. Advanced Life Support Programs

- ii. For AEMT, Intermediate and Paramedic courses, students shall take the National Registry of EMT's (NREMT) administered psychomotor examinations.

D. Psychomotor Retest Policy - Candidates failing any psychomotor station may have an opportunity to retest the station(s) failed.

1. Same day psychomotor retesting may be offered.

2. Candidates attending a test site on a future date to retest must provide the Certification Examiner with all necessary documentation identifying the station(s) of the psychomotor examination needing to be retested. Documents may include, but are not limited to:

- a. for BLS Candidates, the Virginia Retest Eligibility Letter
- b. for ALS Candidates, the National Registry PATT Letter
- c. Government issued photo identification

3. Basic Life Support



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- a. Same day retest may be allowed for failure of two (2) or less stations.
- b. Same day retest is not allowed for failure of all three (3) psychomotor stations.

4. Advanced Life Support

- b. Advanced EMT, Intermediate and Paramedic retest candidates will follow the NREMT retest policy.

In the event a Certification Examiner determines that a technical error occurred in the testing of a station, the Certification Examiner will nullify the results for all affected candidates of the station in question regardless of their scores and allow a repeat of the station by the affected candidates.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1471	Regulatory Authority: 12VAC5-31-1471
Title: Examination Retest	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1471. Examination retest.

- A. Candidates failing to achieve a minimum passing score on any state administered written or practical examinations must retest within 90 days from the original exam date.
- B. BLS and EMT Enhanced candidates failing one or more stations of the practical but passing the written examination are not required to repeat a successful written examination of a testing series. Likewise, a candidate failing the written examination would not be required to repeat a successful practical examination of a testing series.
- C. If any retest is failed or a retest is not taken within the allowed 90-day retest period, the candidate will be considered to have failed the initial testing series and must complete secondary eligibility before secondary certification testing may be attempted.
- D. Secondary certification testing eligibility requires:
1. Satisfaction of all requirements as set forth in the minimum continuing education requirements for the corresponding recertification CE program for the level being tested.
 - a. This training may not include any course or program completed before the initial series of testing.
 - b. This training may include those CE hours completed after the initial certification examination has been attempted.
 - c. This training must be submitted on CE cards or a format as approved by the Office of EMS.
 2. Receipt of written notification from the Office of EMS of eligibility for secondary certification testing.
- E. Upon notification of eligibility to test from the Office of EMS, a candidate who has previously failed a written or practical retest will be allowed one additional series of testing.
1. Candidates attempting a second series of testing are required to successfully complete both the written and practical examinations regardless of the results of the previous testing attempts.
 2. This requirement for successful completion of both the written and practical examinations will apply equally to initial, recertification, and reentry candidates who have failed a previous series of testing.
 3. All appropriate sections of these regulations will apply to the second series of testing.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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F. Failure of any retest during the second series of testing will require the candidate to complete an entire initial basic training program or applicable bridge course before any additional testing may be attempted at this certification level.

G. The requirements of this section including initial and secondary certification testing series must be completed within 365 days from the date of the initial certification test attempt (i.e., first test date) or prior to the enrollment expiration date for students attending an OEMS accredited program. Failure to complete this process within this prescribed period will require the candidate to repeat an entire initial basic training program or applicable bridge course before any additional testing may be attempted at this certification level.

H. Future testing of candidates required to complete an entire initial basic training program under subsections F or G of this section will be processed in the same manner as any candidate completing a similar course for the first time.

TPAM Policy 1471

A. Certification Exams currently include:

a. State Administered retests that must be taken within 90 days include:

1. EMR Psychomotor
2. EMT Psychomotor

b. National Registry administered exams will follow Registry policy for retests.

C. Primary Retest

a. BLS

i. Students failing to achieve a minimum passing score on the state administered psychomotor examination must retest within 90 days from the original examination date.

ii. For Virginia psychomotor examinations, any failed primary retest or a primary retest which is not taken within the allowed 90-day retest period will be considered a failure of the initial testing series and must complete secondary eligibility before secondary certification testing may be attempted.

National Registry Examinations Retest candidates will follow the NREMT retest policy.

b. ALS



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1471	Regulatory Authority: 12VAC5-31-1471
Title: Examination Retest	
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Retests may include a cognitive, psychomotor or both depending on the provider's status at the time of testing.

(b) Advanced EMT, Intermediate and Paramedic retest candidates will follow the NREMT retest policy.

D. Secondary certification testing eligibility

a. This section addresses Virginia BLS Psychomotor exams

E. Secondary certification testing eligibility

a. This section addresses Virginia BLS Psychomotor exams.

F. Secondary Eligibility Retest

a. BLS

i. Students failing to achieve a minimum passing score on the state administered psychomotor examination on their initial secondary attempt must retest within 90 days from the initial secondary examination date or within 365 of the initial primary test date, whichever is less.

ii. For Virginia psychomotor examinations, any failed secondary retest or a secondary retest which is not taken within the allowed 90-day retest period or within 365 of the initial primary test date, whichever is less, will be considered a failure of the secondary testing series and require the completion of an initial certification course before attempting the psychomotor exam again.

iii. National Registry Examinations Retest candidates will follow the NREMT retest policy.

c. ALS

i. Retests may include a cognitive, psychomotor or both depending on the provider's status at the time of testing.

ii. Advanced EMT, Intermediate and Paramedic retest candidates will follow the NREMT retest policy.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1473	Regulatory Authority: 12VAC5-31-1473
Title: Candidate Evidence of Eligibility for Retesting	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1473. Candidate evidence of eligibility for retesting.

Candidates requesting to retest a failed written or practical exam or exams must demonstrate eligibility as evidenced by presentation of the letter of retest eligibility from the Office of EMS and the latest test results.

TPAM Policy 1473

For BLS retesting, the candidate's Retest Eligibility Letter containing the required retest must be presented for psychomotor and NR ATT letter for the cognitive exam.

For ALS retesting, the candidate must present their NR ATT letter and/or PATT letter.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1475	Regulatory Authority: 12VAC5-31-1475
Title: Candidate Evidence of Eligibility for Secondary Testing	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1475. Candidate evidence of eligibility for secondary testing.

Candidates requesting testing a second series of exams after failure of an initial testing series must demonstrate eligibility as evidenced by valid secondary eligibility notice from the Office of EMS.

TPAM Policy 1475

For BLS psychomotor, the candidate's appropriate eligibility letter must be presented.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1477	Regulatory Authority: 12VAC5-31-1477
Title: Examination Security and Review	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1477. Examination security and review.

A. All Virginia examinations are the property of the Office of EMS. Individuals taking an examination may not copy or make recordings or reproduce in any other manner any material from the examination. Failure to return the examination will subject the individual to disqualification for certification.

B. Giving or obtaining information or aid prior to, during, or following any exam as evidenced by direct observation of the state examination administrator or administrators or subsequent analysis of examination results or engaging in other prohibited acts, may be sufficient cause to terminate candidate participation, to invalidate the results of a candidate's examination, to take enforcement action against other involved persons, or to take other appropriate action even if there is no evidence of improper conduct by the candidate. In these cases, the Office of EMS reserves the right to delay processing of examination results until a thorough and complete investigation may be conducted.

1. Unauthorized giving or obtaining information will include but not be limited to:

- a. Giving unauthorized access to secure test questions.
- b. Copying or reproducing all or any portion of any secure test booklet.
- c. Divulging the contents of any portion of a secure test.
- d. Altering candidate's responses in any way.
- e. Making available any answer keys.
- f. Providing a false certification on any test security form required by the Office of EMS.
- g. Retaining a copy of secure test questions.
- h. Falsely taking any examination, or part thereof, on behalf of another individual.
- i. Participating in, directing, aiding, or assisting in any of the acts prohibited by this section.

2. For the purposes of this section the term "secure test" means any item, question, or test that has not been made publicly available by the Office of EMS.

3. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Office of EMS in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities that in the judgment of the Office of EMS are necessary and appropriate.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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Title: Examination Security and Review	
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C. Under no circumstances will written examinations and practical scenarios be provided to EMT instructor, ALS coordinator, EMS education coordinator, PCD or OMD, or candidates for their review at any time.

TPAM Policy 1477

Policy reflected in regulation.

National Registry Examinations are the property of the National Registry of EMT's and security and access follows their policies.



Article 5 BLS Programs



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1501	Regulatory Authority: 12VAC5-31-1501
Title: BLS Certification Course Attendance	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1501. BLS certification course attendance.

- A. Students must complete a minimum of 85% of the didactic and lab aspects of the course.
- B. Students must complete all healthcare facility competency and field internship requirements for the program.
- C. Students must successfully demonstrate competency to perform all required skills as specified by the Office of EMS for the level of the training program attended. Use of training manikin practice may not substitute for performance of skills involving actual patients in a clinical setting except as allowed by the Office of EMS.

TPAM Policy 1501

I. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the Atlantic EMS Council BLS Functional Job Description as published by the Office of EMS.

i. Initial Certification Program - Students must complete a minimum of eighty-five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS and National Registry until they have demonstrated competency in didactic, lab, and completed all clinical (healthcare facility, if required) and field internship requirements.

i). Clinical Behavior/Judgment

a. Attendance Requirements

i. At a minimum, students must successfully complete the clinical/field requirements as outlined by the Office of EMS for the certification level sought AND,

ii. Students must complete 100% of clinical/field requirements as outlined by their program.

b. Hospital/Clinical Experience

i. If a hospital/clinical experience is used, the student must:

(a). All hospital/clinical rotation requirements must be met in a precepted setting as defined by the Office under the supervision of the program's Physician Course Director.



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TPAM Policy Number: T-1501	Regulatory Authority: 12VAC5-31-1501
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(b). have access to and interact with patients in each clinical setting as defined by the Office.

c. Field Experience

i. All field requirements must be met in a precepted field setting as defined by the Office under the supervision of the program’s Physician Course Director.

ii. The student shall:

(a). comply with the minimum number of contact hours for the field setting as defined by the Office.

(b). have access to and interact with patients in each field setting as defined by the Office

(c). comply with the minimum number of patient contacts as defined by the Office.

iii. The field internship must occur following the completion of the didactic and lab phases of the program to assure that the student has achieved the desired didactic and psychomotor competencies defined in Virginia EMS Education Standards.

d. See Educational Infrastructure section of the [VEMSES document](#) for BLS programs

B. Domain Expectations - Students must demonstrate competency in all affective, cognitive and psychomotor domains for successful completion of the program.

a. Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements as outlined in the [Virginia EMS Education Standards](#) for the level being trained. Lesson material can be added to the core curriculum only as approved by the Physician Course Director.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1503	Regulatory Authority: 12VAC5-31-1503
Title: BLS Course Student Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1503. BLS course student requirements.

The enrolled student, certification candidate, or EMS provider must comply with the following:

1. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family, or bystander to determine a chief complaint, nature of illness or, mechanism of injury; assess signs and symptoms; and interpret protocols.
2. Be a minimum of 16 years of age at the beginning date of the certification program. If less than 18 years of age, the student must provide the EMT instructor or the EMS educational coordinator with a completed parental permission form as approved by the Office of EMS with the signature of a parent or guardian supporting enrollment in the course.
3. Have no physical or mental impairment that would render the student or provider unable to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform patient care, physical assessments, and treatments.
4. Hold current certification in an approved course in cardio-pulmonary resuscitation (CPR) at the beginning date of the certification program. This certification must also be current at the time of state testing.
5. If in a bridge certification program, the student must hold current Virginia certification at the EMS First Responder level through completion of the certification examination process.

TPAM Policy 1503

I. The Virginia Office of EMS requires that all individuals hold current certification in CPR as a prerequisite for enrollment in the EMR and EMT Programs (initial full certification courses). Verification of CPR credentials will be maintained by the Education Coordinator on the Individual Skill Performance Record showing successful course completion by attaching a copy of the CPR card to the Individual Skill Performance Record. (Current CPR card or official course rosters are also acceptable to verify CPR certification.)

II. Federal law requires non-U.S. citizens to make declarations as to their purpose in the U.S.

A. This comes with restrictions and is addressed by non-US citizens possessing a valid passport and VISA.

B. Depending upon the "type" of Visa possessed by the applicant, restrictions are placed upon the type of activity the person can participate in while in the U.S.



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III. Virginia Verification of Visa Status – Non-US citizens who do not possess a US Social Security Number (SSN) and wish to enroll in a Virginia EMS certification program must:

A. Submit the Virginia Office of EMS Training Program Enrollment form to the Office of EMS along with:

1. A cover letter.
2. A legible copy of their passport.
3. A legible copy of their Visa.

IV. Other educational institutions and activities – Enrollment in a Virginia EMS certification program does not preclude nor should it be confused with enrollment in public or private institutions of education. Those entities by themselves do not provide access to personal information (financial, medical and property) as does an EMS program. Each educational institution is responsible for deciding what to use as enrollment criteria as they will be held responsible should any adverse issues arise. Simply because an EMS applicant is enrolled in an institution's program does not automatically allow them access to enrollment in EMS programs.

A. EMS program enrollment for high school programs (or any EMS program) does not negate the need to comply with Virginia and/or Federal code nor EMS regulations.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1505	Regulatory Authority: 12VAC5-31-1505
Title: EMS First Responder Certification Program	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1505. EMS First Responder certification program.

The EMS First Responder curriculum will be the current version of the Virginia Standard Curriculum or Virginia education standards for the EMS First Responder as approved by the Office of EMS and will consist of a minimum number of hours of didactic training.

TPAM Policy 1505

With the implementation of the [Virginia EMS Education Standards](#), EMR replaced FR Certification. On July 1, 2012 the Virginia EMS Education Standards replaced the Virginia Standard Curriculum and amendments.

A. Performance Standards - Upon successful completion of the training program, the student will be capable of performing the following functions:

1. Recognize the nature and seriousness of a patient's medical condition or injuries to assess the need for emergency medical care.
2. Administer appropriate emergency medical care to stabilize the patient's condition until the arrival of higher trained individuals.
3. Lift, move, position and otherwise handle the patient in a way as to minimize discomfort and further injury.

B. Course Content - The Emergency Medical Responder course content is detailed in the Virginia EMS Education Standards.

C. Scope of Practice - The Emergency Medical Responder will be trained and proficient in the procedures and medications outlined in the Virginia Scope of Practice.

D. Initial Certification Program

1. Didactic - The Emergency Medical Responder initial certification program designed to document competency across all aspects of the program's domains (see VEMSES for guidance on estimated program length).

Clinical Behavior/Judgment - Clinical rotations are not required of the Emergency Medical Responder student in initial or recertification courses.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1507	Regulatory Authority: 12VAC5-31-1507
Title: First Responder Bridge to EMT	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1507. First Responder bridge to EMT.

The Virginia EMS First Responder Bridge curriculum will be based upon the National Standard Curriculum for the EMT and the bridge program curriculum approved by the Office of EMS.

TPAM Policy 1507

With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT Bridge Program is no longer recognized in Virginia.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1509	Regulatory Authority: 12VAC5-31-1509
Title: EMS First Responder Bridge Length	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1509. EMS First Responder bridge length.

The Virginia EMS First Responder Bridge will consist of a minimum number of hours of didactic training and competency.

TPAM Policy 1509

With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT Bridge Program is no longer recognized in Virginia.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1511	Regulatory Authority: 12VAC5-31-1511
Title: First Responder Bridge to EMT Certification Examinations	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1511. First Responder bridge to EMT certification examinations.

Candidates completing the Virginia EMS First Responder Bridge program must complete the current EMT written and practical examinations administered by the Office of EMS.

TPAM Policy 1511

With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT Bridge Program is no longer recognized in Virginia.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1513	Regulatory Authority: 12VAC5-31-1513
Title: Emergency Medical Technician (EMT) Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1513. Emergency Medical Technician (EMT) certification.

The EMT curriculum will be based upon the current version of the National Standard Curriculum for the EMT or Virginia education standards and any additions, deletions, or other modifications as approved by the Office of EMS and will consist of a minimum number of hours of didactic training and competency.

TPAM Policy 1513

On July 1, 2012 the Virginia EMS Education Standards replaced the 1994 National Standard Curriculum and amendments.

A. Performance Standards - Upon successful completion of the training program, the student will be capable of performing the following functions:

1. Recognize the nature and seriousness of the patient's condition or extent of their injuries to assess requirements for emergency care.
2. Administer appropriate emergency care to stabilize the patient's condition.
3. Lift, move, position and otherwise handle the patient in a way as to minimize discomfort and further injury.

B. Course Content - The Emergency Medical Technician course content is detailed in the [Virginia EMS Education Standards](#).

C. Scope of Practice - The Emergency Medical Technician will be trained and proficient in the procedures and medications outlined in the [Virginia Scope of Practice](#).

D. Initial Certification Program

1. Didactic - The Emergency Medical Technician initial certification program designed to document competency across all aspects of the program's domains (see [VEMSES](#) for guidance on estimated program length).
2. Clinical Behavior/Judgment – Students are required to comply with the [VEMSES](#) standards for this section.
 - a. Students should observe emergency department operations for a period of time sufficient to gain an appreciation for the continuum of care.
 - b. Students must participate in and document patient contacts in a clinical/field experience approved by the Medical Director and Course Coordinator.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1513	Regulatory Authority: 12VAC5-31-1513
Title: Emergency Medical Technician (EMT) Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

i. Students must perform 10 patient contact assessments

(a) A minimum of five (5) patient assessments must be performed on live patients. These should be performed on an ambulance or in an emergency department or may be completed in a clinic, nursing home, doctor's office, etc.

(b) No more than five of the required 10 patient contact assessments may be performed on standardized programmed patients or advanced simulation mannequins.

Standardized Program Patients is defined as:

(i) The use of individuals trained to portray the roles of patients, family members or others to allow students to practice physical exam skills, history taking skills, communication skills and other exercises.

1. Experiential Learning with a Standardized Patient

a. Standardized Patient (SP) is a person carefully recruited and trained to take on the characteristics of a real patient thereby affording the student an opportunity to learn and to be evaluated on learned skills in a simulated clinical environment.

i. During an interaction with a student the SP may:

ii. present case history in response to questioning by the student

iii. undergo a limited physical examination at the student's direction

iv. assist students in developing their communication and clinical skills

v. assist students in working through difficult emotional situations in a safe environment

(d) Advanced Simulation Manikins are defined as:

(i) A realistic interactive training manikin for simulating a wide range of advanced life saving skills in medical emergencies.

(ii) Meeting the following minimum specifications as defines by the Medical Direction Committee on January 19, 2005:

1. 12 pulse points



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2. Advanced IV arm
3. Bilateral Tension Pneumothorax
4. Oral and nasal intubation
5. Tongue edema and laryngospasm
6. Cricothyrotomy
7. 4 lead ECG monitoring and defib
8. CPR with defibrillation
9. Upper teeth break out
10. Inflation of pulses and pneumothorax
11. Bilateral chest tube insertion with simulated fluid discharge
12. IM injection site on deltoid
13. Left and right lungs and stomach that distends
14. Heart and lung sounds selection
15. Variable blood pressures

E. Certified Education Coordinators teaching initial certification courses for Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT) programs may opt to allow certain EMS Operations content to be completed through the following distance education methods. Only the methods/modalities listed (in the referenced document) may substitute for classroom/distributive delivery of this material.

Click here for the [EMS Operations Asynchronous Education](#)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1515	Regulatory Authority: 12VAC5-31-1515
Title: Emergency Medical Technician (EMT) Certification Examination	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1515. Emergency Medical Technician (EMT) certification examination.

Candidates completing the EMT training program must successfully complete the Office of EMS approved EMT written and practical examinations.

TPAM Policy 1515

The Office of EMS approved exam includes:

a written exam which will be the National Registry Cognitive Exam

a psychomotor exam which for:

BLS Certification will be the State psychomotor exam as listed in the [Psychomotor Examination Guide \(PEG\)](#)



Article 6 ALS Programs



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1521	Regulatory Authority: 12VAC5-31-1521
Title: ALS Course Student Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1521. ALS course student requirements.

An enrolled student in an ALS certification program shall comply with the following:

1. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of injury, to assess signs and symptoms, and interpret protocols.
2. Be a minimum of 18 years of age at the beginning date of the certification program.
3. Certification as an EMT or higher EMS certification level.
4. Possess a high school or general equivalency diploma.
5. Have no physical or mental impairment that would render the student or provider unable to perform all practical skill required for that level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments, and treatments.
6. If in a bridge certification program, the student shall be eligible for certification at the prerequisite lower ALS level at the beginning date of the bridge program and shall have obtained certification at the bridge program's prerequisite certification level before certification testing for the bridge level.

TPAM Policy 1521

4. Students who present a Home School HS Diploma equivalent must also present the letter approving their home school curriculum issued by their local school district.

I. Federal law requires non-U.S. citizens to make declarations as to their purpose in the U.S.

A. This comes with restrictions and is addressed by non-US citizens possessing a valid passport and Visa.

B. Depending upon the "type" of Visa possessed by the applicant, restrictions are placed upon the type of activity the person can participate in while in the U.S.

II. Virginia Verification of Visa Status – Non-US citizens who do not possess a US Social Security Number (SSN) and wish to enroll in a Virginia EMS certification program must:

A. Submit the Virginia Office of EMS Training Program Enrollment form to the Office of EMS along with:



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1521	Regulatory Authority: 12VAC5-31-1521
Title: ALS Course Student Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

- i. A cover letter.
- ii. A legible copy of their passport.
- iii. A legible copy of their Visa.

Other educational institutions and activities – Enrollment in a Virginia EMS certification program does not preclude nor should it be confused with enrollment in public or private institutions of education. Those entities by themselves do not provide access to personal information (financial, medical and property) as does an EMS program. Each educational institution is responsible for deciding what to use as enrollment criteria as they will be held responsible should any adverse issues arise. Simply because an EMS applicant is enrolled in an institution's program does not automatically allow them access to enrollment in EMS programs.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1523	Regulatory Authority: 12VAC5-31-1523
Title: EMT-Enhanced Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1523. EMT-Enhanced certification.

- A. The EMT-Enhanced curriculum will be the current Virginia Standard Curriculum for the EMT-Enhanced as approved by the Office of EMS.
- B. Certification for the EMT-Enhanced course will be awarded upon successful completion of written and practical examinations administered by the Office of EMS.
- C. EMT-Enhanced certification practical testing will follow practical testing guidelines as approved by the Office of EMS.

TPAM Policy 1523

With the implementation of the new EMS Education Standards, Virginia will not issue any Enhanced certifications after April 10, 2016.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1524	Regulatory Authority: 12VAC5-31-1524
Title: Advanced EMT Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1524. Advanced EMT certification.

- A. The Advanced EMT curriculum will be the current Virginia Standard Curriculum for the Advanced EMT or Virginia education standards as approved by the Office of EMS.
- B. Certification for the Advanced EMT course will be awarded upon successful completion of written and practical examinations administered by the Office of EMS.
- C. Advanced EMT certification practical testing will follow practical testing guidelines as approved by the Office of EMS.

TPAM Policy 1524

- A. On October 10, 2012 the AEMT level was recognized through the [Virginia EMS Education Standards](#).
- B. The National Registry AEMT Cognitive exam is the approved Office certification examination.
- C. The National Registry AEMT Psychomotor exam is the approved Office certification examination.
- I. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the ALS Functional Job Description as published by the Office of EMS.
- II. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS until they have demonstrated competency in didactic, lab, clinical (healthcare facility, if required) and field internship requirements.
 - i. The Program Director and PCD may allow early access to the NR Psychomotor Exam in accordance with the NR Testing Policies.

III. Clinical Behavior/Judgment

a. Attendance Requirements

- i. At a minimum, students must successfully complete the clinical/field requirements as outlined by the Office of EMS for the certification level sought AND,
- ii. Students must complete 100% of clinical/field requirements as outlined by their program.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1524	Regulatory Authority: 12VAC5-31-1524
Title: Advanced EMT Certification	
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b. Hospital/Clinical Experience

- i. All hospital/clinical rotation requirements must be met in a precepted setting as defined by the Office under the supervision of the program's Physician Course Director.
- ii. The student is expected to comply with the minimum number of contact hours for each clinical setting as defined by the Office.
- iii. The student shall have access to and interact with patients in each clinical setting as defined by the Office.
- iv. Use of training manikin practice may not substitute for performance of skills involving actual patients in a clinical setting except as allowed by the Office.
- v. Use of skill workshops, scenarios, and/or research papers will not substitute for missed clinical rotations.

c. Field Experience

- i. All field internship requirements must be met in a precepted field setting as defined by the Office under the supervision of the program's Physician Course Director.
- ii. The student shall:
 1. comply with the minimum number of contact hours for the field setting as defined by the Office.
 2. have access to and interact with patients in each field setting as defined by the Office.
 3. comply with the minimum number of Field Team Leader (FTL) calls as defined by the Office.
 4. The Field Team Leader (FTL) calls must occur following the completion of the didactic and clinical phases of the program to assure that the student has achieved the desired didactic and clinical competencies of the curriculum.

IV. Domain Expectations - Students must demonstrate competency in all affective, cognitive and psychomotor domains for successful completion of the program.

Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements as outline in the Virginia EMS Education Standards for the level being trained. Lesson material can be added to the core curriculum only as approved by the Physician Course Director.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1525	Regulatory Authority: 12VAC5-31-1525
Title: Intermediate Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1525. Intermediate certification.

- A. The Intermediate curriculum will be the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate 99 or a bridge program curriculum or Virginia education standards as amended and approved by the Office of EMS.
- B. Certification for the Intermediate course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians.
- C. When the National Registry of Emergency Medical Technicians no longer tests EMT-Intermediate 99, the Board of Health will assume testing responsibilities for this level.

TPAM Policy 1525

A. As of July 1, 2012 the Virginia Intermediate program content complies with the Virginia EMS Education Standards.

I. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the ALS Functional Job Description as published by the Office of EMS.

II. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS until they have demonstrated competency in didactic, lab, clinical (healthcare facility, if required) and field internship requirements.

- i. The Program Director and PCD may allow early access to the NR Psychomotor Exam in accordance with the NR Testing Policies.

III. Clinical Behavior/Judgment

a. Attendance Requirements

- i. At a minimum, students must successfully complete the clinical/field requirements as outlined by the Office of EMS for the certification level sought AND,
- ii. Students must complete 100% of clinical/field requirements as outlined by their program.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1525	Regulatory Authority: 12VAC5-31-1525
Title: Intermediate Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

b. Hospital/Clinical Experience

- iii. All hospital/clinical rotation requirements must be met in a precepted setting as defined by the Office under the supervision of the program's Physician Course Director.
- iv. The student is expected to comply with the minimum number of contact hours for each clinical setting as defined by the Office.
- v. The student shall have access to and interact with patients in each clinical setting as defined by the Office.
- vi. Use of skill workshops, scenarios, and/or research papers will not substitute for missed clinical rotations.
- vii. Use of training manikin practice may not substitute for performance of skills involving actual patients in a clinical setting except as allowed by the Office.

c. Field Experience

- i. All field internship requirements must be met in a precepted field setting as defined by the Office under the supervision of the program's Physician Course Director.
- ii. The student shall:
 - 1. comply with the minimum number of contact hours for the field setting as defined by the Office.
 - 2. have access to and interact with patients in each field setting as defined by the Office.
 - 3. comply with the minimum number of Field Team Leader (FTL) calls as defined by the Office.

d. The field internship must occur following the completion of the didactic and clinical phases of the program to assure that the student has achieved the desired didactic and clinical competencies of the curriculum. Some didactic material may be taught concurrent with the field internship.

IV. Domain Expectations - Students must demonstrate competency in all affective, cognitive and psychomotor domains for successful completion of the program.

V. Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements as outline in the Virginia EMS Education Standards for the level being trained. Lesson material can be added to the core curriculum only as approved by the Physician Course Director.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1525	Regulatory Authority: 12VAC5-31-1525
Title: Intermediate Certification	
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VI. The Intermediate certification level allows use of specified ALS knowledge and skills in areas of the state that do not have the capability or desire to provide Paramedic level care or who desire to train personnel to supplement the practice of higher trained personnel. The course provides training for certified EMTs and prepares them to function in an emergency medical situation by providing the basic knowledge and understanding of Advanced Life Support decision making and the appropriate use of ALS skills.

VII. Initial Certification Program

a. Didactic - The Intermediate initial certification program designed to document competency across all aspects of the program's domains (see [VEMSES](#) for guidance on estimated program length).

b. Clinical Behavior/Judgment - The Intermediate initial certification program consists of a minimum of 68 hours of clinical/field rotations.

VIII. Course Content - The Intermediate course must minimally adhere to the Virginia EMS Education Standards ([VEMSES](#)) and any additions, deletions or other modifications approved by the Office.

IX. Certification - Intermediate certification will be awarded as described in 12VAC5-31-1389

Scope of Practice - Intermediates will be trained and proficient in the procedures and medications outlined in the Virginia Scope of Practice.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1527	Regulatory Authority: 12VAC5-31-1527
Title: Paramedic Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1527. Paramedic certification.

- A. The Paramedic curriculum will be the National Standard Curriculum for the Paramedic or a bridge program approved by the Office of EMS.
- B. Certification for the Paramedic course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians.

TPAM Policy 1527

A. As of July 1, 2012 the Virginia Paramedic program content complies with the Virginia EMS Education Standards.

I. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the ALS Functional Job Description as published by the Office of EMS.

I. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS until they have demonstrated competency in didactic, lab, clinical (healthcare facility, if required) and field internship requirements.

- i. The Program Director and PCD may allow early access to the NR Psychomotor Exam in accordance with the NR Testing Policies.

II. Clinical Behavior/Judgment

a. Attendance Requirements

- i. At a minimum, students must successfully complete the clinical/field requirements as outlined by the Office of EMS for the certification level sought AND,
- ii. Students must complete 100% of clinical/field requirements as outlined by their program.

b. Hospital/Clinical Experience

- i. All hospital/clinical rotation requirements must be met in a precepted setting as defined by the Office under the supervision of the program's Physician Course Director.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1527	Regulatory Authority: 12VAC5-31-1527
Title: Paramedic Certification	
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- ii. The student is expected to comply with the minimum number of contact hours for each clinical setting as defined by CoAEMSP and the National Registry Paramedic Portfolio.
- iii. The student shall have access to and interact with patients in each clinical setting as defined by the CoAEMSP and the National Registry Paramedic Portfolio.
- iv. Use of skill workshops, scenarios, and/or research papers will not substitute for missed clinical rotations except as allowed by the CoAEMSP and the National Registry Paramedic Portfolio.
- v. Use of training manikin practice may not substitute for performance of skills involving actual patients in a clinical setting except as allowed by the CoAEMSP and the National Registry Paramedic Portfolio.

c. Field Experience

- i. All field internship requirements must be met in a precepted field setting as defined by the CoAEMSP and the National Registry Paramedic Portfolio under the supervision of the program's Physician Course Director.
- ii. The student shall:
 - 1. comply with the minimum number of contact hours for the field setting as defined by the CoAEMSP and the National Registry Paramedic Portfolio.
 - 2. have access to and interact with patients in each field setting as defined by the CoAEMSP and the National Registry Paramedic Portfolio.
 - 3. comply with the minimum number of Field Team Leader (FTL) calls as defined by the CoAEMSP and the National Registry Paramedic Portfolio.

III. Domain Expectations - Students must demonstrate competency in all affective, cognitive and psychomotor domains for successful completion of the program.

IV. Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements as outline in the [Virginia EMS Education Standards](#) for the level being trained. Lesson material can be added to the core curriculum only as approved by the Physician Course Director.

V. The Paramedic's scope of practice includes basic and advanced skills focused on the acute management and transportation of the broad range of patients who access the emergency medical system. This may occur at an emergency scene until transportation resources arrive, from an emergency



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1527	Regulatory Authority: 12VAC5-31-1527
Title: Paramedic Certification	
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scene to a health care facility, between health care facilities, or in other health care settings. In some communities, Paramedics provide a large portion of the out-of-hospital care and represent the highest level of out-of-hospital care. In communities that use emergency medical dispatch systems, Paramedics may be part of a tiered response system. In all cases, Paramedics work alongside other EMS and health care professionals as an integral part of the emergency care team. The Paramedic's scope of practice includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Emergency care is based on an advanced assessment and the formulation of a field impression. The Paramedic provides care designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility. The Paramedic has knowledge, skills, and abilities developed by appropriate formal education and training. The Paramedic has the knowledge associated with, and is expected to be competent in, all of the skills of the EMR, EMT, AEMT and Intermediate. The Paramedic has the ability to perform a broader range of advanced skills. These skills carry a greater risk for the patient if improperly or inappropriately performed, are more difficult to attain and maintain competency in, and require significant background knowledge in basic and applied sciences. The Paramedic is the minimum certification level for patients requiring the full range of advanced out-of-hospital care. The scope of practice is limited to advanced skills that are effective and can be performed safely in an out-of-hospital setting with medical oversight. The Paramedic transports all emergency patients to an appropriate medical facility. The Paramedic serves as part of an EMS response system, ensuring a progressive increase in the level of assessment and care. The Paramedic may make destination decisions in collaboration with medical oversight. The principal disposition of the patient encounter will result in the direct delivery of the patient to an acute care facility. In addition to emergency response, Paramedics often perform medical transport services of patients requiring care within their scope of practice.

VI. Initial Certification Program

- a. Didactic - The Paramedic initial certification program is designed to document competency across all aspects of the program's domains (see [VEMSES](#) for guidance on estimated program length).
- b. Clinical Behavior/Judgment – is defined by the CoAEMSP and the NR Paramedic Portfolio.

VII. [Virginia EMS Education Standards](#)

- a. For courses ending on or after January 1, 2012, the Paramedic program content will be derived from the Virginia EMS Education Standards ([VEMSES](#)).

VIII. Course Content - The Paramedic course must minimally adhere to the Virginia EMS Education Standards ([VEMSES](#)) and any additions, deletions or other modifications approved by the Office.

IX. Certification - Paramedic certification will be awarded as described in 12VAC5-31-1391



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1527	Regulatory Authority: 12VAC5-31-1527
Title: Paramedic Certification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

Scope of Practice - Paramedics will be trained and proficient in the procedures and medications outlined in the Virginia Scope of Practice.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1533	Regulatory Authority: 12VAC5-31-1533
Title: Registered Nurse to Paramedic Bridge Program Completion Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1529. Advanced life support bridge courses.

A. Bridge courses are designed to allow a candidate to advance from a lower level of ALS certification to a higher level of ALS certification or for a Virginia licensed registered nurse to bridge to the Paramedic certification level:

1. EMT-Enhanced to Intermediate Bridge.
2. Intermediate to Paramedic Bridge.
3. RN to Paramedic Bridge.

B. All bridge programs shall use the training curriculum approved by the Office of EMS for the certification level of the program.

TPAM Policy 1529

A. The program content for all ALS bridge programs is designed by the Accredited program's advanced placement policy and must demonstrate minimum competency to gain eligibility for the level being sought.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1533	Regulatory Authority: 12VAC5-31-1533
Title: Registered Nurse to Paramedic Bridge Program Completion Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1531. Registered nurse to Paramedic bridge prerequisites.

RN to Paramedic students must be able to document compliance with the following prerequisites:

1. The candidate must be currently licensed as an RN in Virginia or as recognized through the Nursing Compact Agreement as approved by the Virginia Board of Nursing.
2. The candidate must currently hold certification as a Virginia EMT or higher certification.
3. The candidate must be currently participating as an EMS field provider or actively working as an RN.

TPAM Policy 1531

The program content for all ALS bridge programs is designed by the Accredited program's advanced placement policy and must demonstrate minimum competency to gain eligibility for the level being sought.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1533	Regulatory Authority: 12VAC5-31-1533
Title: Registered Nurse to Paramedic Bridge Program Completion Requirements	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1533. Registered nurse to Paramedic bridge program completion requirements.

- A. The RN to Paramedic bridge curriculum shall be the National Standard Curriculum for the Paramedic or a bridge program derived from this curriculum approved by the Office of EMS.
- B. The student will receive formal instruction in all the objectives listed in the Paramedic curriculum as recognized by the Office of EMS either through an accredited Paramedic course or through a nursing education program as recognized by the Virginia Board of Nursing.
- C. Certification for the RN to Paramedic bridge course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians.

TPAM Policy 1533

The program content for all ALS bridge programs is designed by the Accredited program's advanced placement policy and must demonstrate minimum competency to gain eligibility for the level being sought.

12VAC5-31-1535. NREMT Paramedic endorsements.

A. Physician assistants (PA) or nurse practitioners (NP) may receive Virginia endorsement to sit for the National Registry of EMT's Paramedic written and practical examinations after providing verification of successful completion of the following criteria:

1. The PA or NP shall be currently Virginia certified as an EMT-Basic or may be allowed, with written permission from the Office of EMS, to complete the 36 hour EMT-Basic continuing education (CE) hours and successfully complete the EMT-Basic written and practical certification examination.
2. The PA or the NP shall receive endorsement from an EMS physician who verifies the candidate satisfies the paramedic competencies by completing a form as prescribed by the Office of EMS.
3. Team leader skills shall be completed and verified on a form as prescribed by the Office of EMS.

B. Third and fourth year medical students, and Virginia licensed dentists or chiropractors may receive Virginia endorsement to sit for the National Registry of EMT-Paramedic written and practical examinations after providing successful completion of the following criteria:

1. Must possess or have possessed pre-hospital ALS certification that must not have expired more than 60 months prior to submission.
2. Must be currently certified as a Virginia EMT-Basic.
3. Third and fourth year medical students shall submit a copy of their official medical school transcripts. Dentists or chiropractors shall submit to the Office of EMS a copy of their license to practice in Virginia.

TPAM Policy 1535

Virginia Accredited EMS Programs have the ability to grant advanced placement. A list of Virginia Accredited Programs is available here:

<https://vdhems.vdh.virginia.gov/emsapps/f?p=200:1>



Article 7 EMT Instructor, ALS Coordinator, and EMS Education Coordinator



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1543	Regulatory Authority: 12VAC5-31-1543
Title: EMT Instructor Recertification	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1543. EMT instructor recertification.

This section will expire on October 10, 2014.

A. The EMT instructor's certification shall be renewed every two years. To fulfill the recertification requirements, the EMT instructor must:

1. Instruct a minimum of 50 hours of EMT or First Responder subject material in approved courses within the two-year certification period. This requirement only may be met through instruction of standard Basic Life Support training courses or other programs approved for Basic Life Support (Category 1) continuing education credit.
2. Successfully complete a minimum of one EMS instructor update within the two-year certification period.
3. Successfully complete the EMT written certification examination with a minimum passing score of 80%. This examination may be completed at any time following attendance of an EMS instructor update. If the EMT instructor is affiliated with a licensed EMS agency, this examination may be waived by the EMS agency's OMD.

B. Have no physical or mental impairment that would render the instructor unable to perform and evaluate all practical skills and tasks required of an EMT.

TPAM Policy 1543

With the implementation of the Regulation on October 10, 2012, Virginia will not issue any EMT Instructor certifications after October 10, 2014. There may be EMT Instructors in the system after this date, but they will not be recertified upon expiration. The Education Coordinator replaced the EMT-Instructor. Instructors must transition to EC to continue announcing and coordinating initial training programs.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1544	Regulatory Authority: 12VAC5-31-1544
Title: EMT Instructor Re-Entry	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1544. EMT instructor reentry.

This section will expire on October 10, 2014.

Individuals whose EMT instructor certification has expired may regain full certification through completion of the reentry program within two years of their previous expiration date provided:

1. If the EMT instructor has completed the teaching requirements but is unable to fulfill one or more of the remaining requirements, the remaining requirements for recertification shall be completed within two years following the expiration date. However, if the required EMT examination was not completed prior to expiration, this examination may not be waived by an EMS Agency OMD.
2. If the EMT instructor has not completed the teaching requirements, the following requirements will be necessary for reentry:
 - a. Successful completion of the EMT instructor written and practical pretest examinations.
 - b. Attendance of the administrative portions of an EMT instructor institute.
3. Upon completion of the applicable requirements for reentry, new EMT instructor credentials will be issued for a two-year period. Thereafter, all of the requirements for recertification under 12VAC5-31-1545 will apply.

TPAM Policy 1544

With the implementation of the Regulation on October 10, 2012, Virginia will not issue any EMT Instructor certifications after October 10, 2014. There may be EMT Instructors in the system after this date, but they will not be recertified and will not gain reentry upon expiration.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1547	Regulatory Authority: 12VAC5-31-1547
Title: Renewal of Advanced Life Support Coordinator	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1547. Renewal of Advanced Life Support coordinator.

- A. An ALS coordinator must maintain current certification as a Virginia ALS provider or licensure as a doctor of medicine, doctor of osteopathy, registered nurse, or physician assistant.
- B. An ALS coordinator must resubmit an ALS coordinator certification application before his expiration month.
- C. Successfully complete a minimum of one EMS instructor update or an ALS coordinator meeting within the two-year certification period.
- D. A individual whose ALS coordinator certification has expired may regain full endorsement through completion of the reentry program within two years of his previous expiration date provided he:
 - 1. Submits a completed ALS coordinator certification application; and
 - 2. Successfully completes a minimum of one EMS instructor update or an ALS coordinator meeting within the two-year certification period.

TPAM Policy 1547

- A. Maintenance of Endorsement/Continuing Education Required - To remain endorsed, an ALS Coordinator must maintain current certification as a Virginia ALS provider, or licensure as a Doctor of Medicine, Doctor of Osteopathy, Registered Nurse, or Physician Assistant.
- B. Application Requirement - An ALS Coordinator must submit an [ALS Course Coordinator application \(TR-31\)](#) in the 60-days prior to their endorsement expiration. A separate ALS Coordinator Application is required for each region in which the applicant desires to continue to coordinate ALS training programs.
- C. Update Seminar Attendance - Attend a minimum of one EMS Educator Update Seminar within the two (2) year endorsement period.
- D. ALS Coordinator Reentry - Individuals whose ALS Coordinator endorsement has expired may regain full endorsement through completion of the Reentry program within two (2) years of their previous expiration date provided:
 - 1. The ALS Coordinator has submitted a completed [ALS Coordinator Application \(TR-31\)](#) and fulfilled the requirements of Sections A, B and C above.

Upon successful completion of the applicable requirements for Reentry, ALS Coordinator credentials will be issued for a two (2) year period. Thereafter, all of the standard requirements for reendorsement under these state EMS regulations will apply.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1548	Regulatory Authority: 12VAC5-31-1548
Title: EMS Education Coordinator	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1548. EMS education coordinator.

A. The EMS education coordinator may announce and teach courses at or below his provider certification level. An EMS education coordinator who certifies at a higher level may not begin announcing or coordinating courses at that level until they have attained one year of field experience at that level.

B. Performance of any medical procedure is not permitted based upon EMS education coordinator certification.

C. Current EMT instructors and ALS coordinators will be transitioned to EMS education coordinator within four years of (the effective date of these regulations).

TPAM Policy 1548

C. The EC transition period ends on October 10, 2016.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1549	Regulatory Authority: 12VAC5-31-1549
Title: EMS Education Coordinator Prerequisites	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1549. EMS education coordinator prerequisites.

Prerequisites for certification as an EMS education coordinator are:

1. Be a minimum of 21 years of age.
2. Possess a high school diploma or equivalent.
3. Hold current Virginia EMS certifications as an EMT or higher level Virginia EMS certification.
4. Have three years medical experience with a minimum of two years verified field experience as an EMS provider at the appropriate EMS level or two years of current Virginia licensure as a registered nurse, physician assistant, doctor of osteopathic medicine, or doctor of medicine.
5. Must not have any EMS compliance enforcement actions within the previous five years.

TPAM Policy 1549

2. Students who present a Home School HS Diploma equivalent must also present the letter approving their home school curriculum issued by their local school district.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1551	Regulatory Authority: 12VAC5-31-1551
Title: EMS Education Coordinator Certification Process	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1551. EMS education coordinator certification process.

A. Eligible EMS education coordinator candidates will submit an application to include endorsement from an EMS physician.

B. Upon receipt and verification of the application, the eligible EMS education coordinator candidate will receive an eligibility to test letter and must complete a written and practical examination.

1. The EMS education coordinator application is valid for a period of two years from either primary test attempt date or 180 days after the application is approved, whichever is less. During this period of time, the candidate cannot submit another EMS education coordinator application.

2. An EMS education coordinator candidate written testing process shall have a primary and secondary attempt.

a. Primary written testing attempt is the first attempt at the EMS education coordinator written testing process.

b. Primary retest requires the candidate to retest the written test within 90 days of the date the primary test was attempted.

c. Secondary written testing occurs when a candidate fails the primary attempt and either fails the primary retest or does not retest within 90 days of the primary written attempt.

d. Secondary written test eligibility is initiated 90 days from the date of the failed primary retest or 180 days after the date of the failed primary test, whichever is less.

e. Secondary written retest requires the candidate to retest the written test within 90 days of the date the secondary test was attempted.

3. An EMS education coordinator candidate practical testing process shall have a primary and secondary attempt which cannot begin before the written primary test.

a. Primary practical testing attempt is the first attempt at the EMS education coordinator practical testing process.

b. Primary retest requires the candidate to retest that portion of the practical test failed. Same day retesting is allowed only if the candidate fails less than 75% of the practical test.

c. Secondary practical testing is initiated after practical primary retest failure and requires the candidate test all practical stations.



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d. Secondary retest requires the candidate to retest that portion of the practical test failed. Same day retesting is allowed only if the candidate fails less than 75% of the secondary attempt on the practical testing.

C. After successfully completing the written and practical examination, the qualified eligible EMS education coordinator candidate shall attend training as required by OEMS.

D. All components of the EMS education coordinator certification process must be completed within two years from the end of the month of the primary test attempt or 180 days after approved and eligibility for testing is initiated, whichever is less.

TPAM Policy 1551

A. Qualified candidates can submit the EC application through their EMS Portal

B. Regarding the application:

1. A candidate's two-year application starts:

(a) from the first test date.

OR

(b) at 180 days after your application is approved

whichever is less.

(c) Incomplete applications will expire 90 days after submission.

(d) A candidate who exhausts all attempts at testing prior to the end of the 2 year application period must wait until the application expiration date before submitting a new application.

2. EC written examinations will be the National Registry cognitive assessment examination at the EMT level.

(a) Candidate must present a valid, unexpired Authorization to Test letter to take the written exam. Details on obtaining the Authorization to Test letter can be found on the website <http://www.vdh.virginia.gov/emergency-medical-services/ems-education-coordinator-requirements/>.

3. EC practical examinations are conducted only at a site approved by the Office of EMS.



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C. See EC process: <http://www.vdh.virginia.gov/emergency-medical-services/ems-education-coordinator-requirements/>

1. Upon successful completion of the psychomotor pretest examination, the EC Candidate will be invited to attend the EC Institute.

a. EC Candidates invited to attend the Institute conducted by the Office must contact the Office to confirm attendance. Failure to notify the Office to confirm or refuse an Instructor Institute invitation may limit the provision of future invitation if space in future courses is at a premium.

b. Attendance of some portions of the EC Institute may be waived for qualified Candidates who present documentation of completion of approved equivalent programs in adult education approved by the Office. Such documentation must be received and reviewed by the Office prior to a scheduled Instructor Institute.

2. Performance Standards - EC Candidates must demonstrate proficiency in application of the knowledge and skills required of an Instructor. During their teaching requirements each Candidate will be evaluated to determine their preparedness for certification and rated as follows:

a. Instructor Candidates who perform:

i. to an acceptable level will be certified as EC's and issued certificates of completion.

ii. at a marginal level may be granted Conditional EC status. (Conditional Instructor Status)

iii. at an unacceptable level will be deemed to have failed the EC Institute. These individuals will be required to repeat the entire EC certification process in order to seek EC certification.

3. Conditional Instructor Status - Individuals who are granted Conditional Education Coordinator (EC) status will be required to fulfill the following requirements before full ECEC certification can be granted:

a. Instruction of 50 hours in approved Emergency Medical Responder or EMT certification program under the supervision of a certified EC. This requirement may be completed through not more than two (2) separate courses.

b. Written notification to the Office of above course(s) must be received before the start of the course(s). Notification will include a course schedule that includes the specific



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classroom location, and lists dates, times and lesson topics that the Conditional EC is to instruct.

c. On-site evaluation of the Conditional EC's performance by Office staff (or designee) at one or more of the course sessions specified above.

d. Satisfactory instructional performance achieved during on-site evaluation(s).

e. Receipt of a written statement(s) from the supervising EC(s) attesting to the Conditional EC's instructional performance and the Conditional EC's ability to conduct future unsupervised instruction.

f. Conditional Performance Standards - Upon completion of the requirements listed above each individual's performance will be reviewed to determine eligibility for full EC certification.

i. Individuals who perform to a fully acceptable level will be certified as ECs and issued a certificate of completion

ii. Individuals who fail to perform to an acceptable level during their Conditional EC period will be required to repeat the entire EC certification process (including pre-testing and EC Institute attendance) in order to again pursue EC certification.



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TPAM Policy Number: T-1552	Regulatory Authority: 12VAC5-31-1552
Title: EMS Education Coordinator Recertification Process	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1552. EMS education coordinator recertification process.

- A. To be eligible to recertify, the EMS education coordinator shall:
1. Maintain his provider certification.
 2. Teach a minimum of 50 hours of initial certification or Category 1 CE and provide documentation of completion submitted in a process established by OEMS.
 3. Complete one EMS education coordinator update in the three-year certification period.
 4. Submit an EMS education coordinator application to include endorsement from an EMS physician.
- B. Upon completion of the recertification requirements, the EMS education coordinator will receive an "Eligibility Notice" and must take and pass the EMS education coordinator recertification examination.
- C. All recertification requirements must be completed and submitted to OEMS prior to the certification expiration date.

TPAM Policy 1552

A. Recertification

1. Teaching Hours must be submitted at Level 'F' and Category '6' either on a ce scancard or via electronic submission. Only teaching hours obtained through face-to-face/synchronous/non-distributive delivery are acceptable.

B. Education Coordinator

1. To be eligible to recertify, the EMS Education Coordinator shall:
 - a. Maintain their provider certification
 - b. Teach a minimum of 50 hours of initial certification or Category 1 CE and provide documentation of completion submitted in a process established by OEMS during the three (3) year certification period.
 - i. This requirement only may be met through instruction of Initial Certification courses or CE courses approved for Category 1 continuing education credit at or below the level of the EC provider's certification.



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ii. Instruction of programs approved for only Approved (Category 2) continuing education credit for basic life support providers may not be used to satisfy this requirement.

iii. Teaching hours must be submitted via regular CE cards at Level "F" Category "6" or by scanning the EC Certification card with a CE Scanner.

iv. Teaching hours can only be obtained when the EC is physically conducting or participating in the instructional delivery. (03-2015)

(a) For non-traditional initial certification programs, an EC can only obtain teaching hours for those components of the lab or for those category 1 topic area taught in a traditional manner.

(b) Online CE or CE conducted in an asynchronous manner is not eligible to award teaching hours.

c. Complete one EMS Education Coordinator update in the three-year certification period.

d. Upon completion of the required Education Coordinator update, the EC will receive an "Eligibility Notice" and must take and pass the EC recertification examination as prescribed by the Office of EMS.

e. Submit an EMS EC endorsement from an EMS physician that is no greater than six (6) months from the desired date of recertification.

3. All recertification requirements must be recorded in the EMS portal prior to the certification expiration date.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1553	Regulatory Authority: 12VAC5-31-1553
Title: EMS Education Coordinator Re-Entry	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1553. EMS education coordinator reentry.

- A. If an EMS education coordinator does not complete or submit all recertification requirements prior to his expiration date, he will go into a two-year reentry period.
- B. During the reentry, the EMS education coordinator will not be allowed to coordinate any certification or CE courses. Any current courses in progress at the time of loss of EMS education coordinator certification will be suspended.
- C. All outstanding recertification requirements shall be completed during the reentry period.
- D. Failure to complete all recertification requirements during the reentry period will require the provider to complete the entire certification process as prescribed in 12VAC5-31-1551.

TPAM Policy 1553

A. EC Reentry

- a. If an EC does not complete or submit all recertification requirements prior to his expiration date, he will go into a two-year reentry period
- b. During the reentry, the EC will not be allowed to coordinate any certification or CE courses. Any current courses in progress at the time of expiration of EC certification will be suspended.
- c. All outstanding recertification requirements shall be completed during the reentry period.
- d. Failure to complete all recertification requirements during the reentry period will require the provider to complete the entire certification process as prescribed in 12VAC5-31-1551.



Article 8 EMS Training Fund



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1561	Regulatory Authority: 12VAC5-31-1561
Title: EMS Training Fund	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1561. EMS training fund.

The Board of Health has established the emergency medical services training fund (EMSTF) to support certification and continuing education for BLS and ALS programs. Funding for various approved training programs will be administered on a contract basis between the EMT instructor, ALS coordinator, or EMS educational coordinator and the Office of EMS.

TPAM Policy 1561

Suspended pending reorganization.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1561	Regulatory Authority: 12VAC5-31-1561
Title: EMS Training Fund	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1563. Contracting through the EMS training fund.

The Board of Health promulgates funding contracts for EMS training programs annually on July 1. Only EMT instructors, ALS coordinators, or EMS educational coordinators are eligible to submit funding contracts. The requirements of the funding contracts supersede these regulations as they are legal documents.

TPAM Policy 1563

Suspended pending reorganization.



Article 9 Accreditation of EMS Programs



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1601	Regulatory Authority: 12VAC5-31-1601
Title: Accreditation of EMS Training Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1601. Accreditation of EMS training programs.

- A. Training programs that lead to eligibility for initial certification at the Advanced EMT, Intermediate and Paramedic level shall hold a valid accreditation issued by the Board of Health before any training programs are offered.
- B. All certification programs seeking accreditation in Virginia shall comply with these regulations and the current version of the Standards and Guidelines for an Accredited Educational Program for the Emergency Medical Services Profession established by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) or an equivalent organization approved by the Board of Health.
- C. The program director for an Advanced EMT, Intermediate, EMT-Enhanced (optional track) or EMT (optional track) program is exempt from the bachelor's degree requirement as specified by CoAEMSP standards.
- D. The medical director required by CoAEMSP standards shall also meet the requirements for an OMD or PCD as required by these regulations.
- E. All accredited programs shall notify the Board of Health immediately upon receiving notice about the following changes:
1. Program personnel to include:
 - a. The program director;
 - b. OMD or PCD; and
 - c. Primary faculty or instructional staff.
 2. Additions or deletions to clinical site contracts and field site contracts.
 3. Location.
 4. Learning or teaching modalities.
 5. Any sentinel event.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1601	Regulatory Authority: 12VAC5-31-1601
Title: Accreditation of EMS Training Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

TPAM Policy 1601

A. CoAEMSP is currently the only accrediting body recognized by the Board of Health.

B. Notifications

1. Locations – An accredited program that has any temporary or permanent change in the location of the approved primary site, alternate sites or addition of new alternate sites require the submission and approval of an application prior to conducting class at that location.

I. Initial training programs leading to certification at the Advanced EMT, Intermediate and Paramedic levels must be conducted at a site which has been accredited by the Office of EMS and/or the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

1. Advanced EMT Program Accreditation

a. For Advanced EMT accreditation, please see the following OEMS Web Page:
<http://www.vdh.virginia.gov/emergency-medical-services/advanced-emt-program-accreditation/>

2. Intermediate Program Accreditation

a. For Intermediate accreditation, please see the following OEMS web page:
<http://www.vdh.virginia.gov/emergency-medical-services/intermediate-program-accreditation/>

b. Paramedic Program Accreditation

(a) Beginning January 1, 2013, paramedic students who are candidates for certification testing through the National Registry of EMT's (NREMT – www.nremt.org) are required to have graduated from a nationally accredited paramedic program. National accreditation is offered through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP – www.coaemsp.org). Accomplishing accreditation at this level will require the following steps:

(i) Any program wanting to conduct paramedic education with any component physically conducted in Virginia will be required to have accreditation from Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). If not already accredited a Letter of Review (LOR) from CoAEMSP must be obtained before



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education can be conducted. Additionally, approval to conduct education in Virginia must be obtained from OEMS.

(ii) The LOR will allow them to complete the initial basic program (a cohort). CoAEMSP requires that each program seeking national accreditation have successfully completed an initial paramedic cohort.

(iii) At the completion of the first cohort, the program shall submit their Institutional Self Study Review (ISSR) within the timelines established by CoAEMSP.

(iv) While waiting for CoAEMSP to complete the review of the ISSR, programs must maintain a valid LOR to announce and conduct additional initial paramedic training programs in Virginia.

(v) The ability for programs to continue offering paramedic training programs requires that the program be granted national accreditation through CoAEMSP/CAAHEP.

Please note: The process outlined above is subject to change by CoAEMSP and/or NREMT.

II. Accredited programs may conduct accredited EMR and EMT certification programs if all other requirements of the state EMS regulations and the competency based EMT accreditation requirements are met.

At this time no equivalent accrediting bodies other than the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) have been approved by the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1603	Regulatory Authority: 12VAC5-31-1603
Title: Sentinel Events	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1603. Sentinel events.

In cases where a sentinel event occurs, the commissioner may:

1. Place a program on probationary accreditation until the sentinel event is satisfactorily resolved; or
2. Revoke accreditation for the program.

TPAM Policy 1603

I. Sentinel Events include (but are not limited to):

- a. Violation of these regulations by the Program Director, the program's course coordinator or physician course director.
- b. Failure to follow CoAEMSP standards:
 - i. Failure to notify CoAEMSP and the Office of a Program Director change within 5 business days of the program director's separation date.
 - ii. Failure to notify CoAEMSP and the Office of a change in physician course director within 5 business days of the physician course director's separation date.
 - iii. Conducting a course at a location that does not have documentation approving the site as an alternative location by the Office.
 - iv. Failure of the program to notify the office of any change in the clinical and/or field agreements.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1605	Regulatory Authority: 12VAC5-31-1605
Title: Initial Accreditation	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1605. Initial accreditation.

- A. The initial accreditation process will begin upon the receipt by the Board of Health of an application for accreditation and a completed institutional self-study.
- B. EMT-Paramedic programs can obtain initial accreditation in one of two ways:
1. State accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.
 2. Programs achieving accreditation issued by CoAEMSP or an equivalent organization approved by the Board of Health shall apply to the Office of EMS for state accreditation. Full accreditation will be issued for a period concurrent with that issued by the CoAEMSP or other approved organization up to a maximum of five years.
- C. Advanced EMT and Intermediate programs can obtain accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.
- D. EMT-Enhanced programs (optional track) can obtain accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.
- E. EMT programs (optional track) can obtain accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.
- F. The commissioner shall grant initial accreditation as follows:
1. The commissioner will issue full accreditation for a period of five years from the accreditation date if the accreditation analysis determines that the training program is in full compliance with the requirements for accreditation outlined in the appropriate section of EMS regulations.
 2. The commissioner will issue provisional accreditation if the accreditation analysis and report identifies deficiencies that are determined to be of concern but do not justify prohibiting the program from starting and completing an initial training program. Before starting any additional certification courses, the program site must receive full accreditation by correcting the deficiencies identified in the accreditation analysis and report.
 3. The commissioner will issue an accreditation denied status to the applicant if the accreditation analysis and report identifies deficiencies that are determined to be sufficient to prohibit the program from starting an initial training program.

TPAM Policy 1605



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Title: Initial Accreditation	
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A. All initial AEMT, Intermediate and Paramedic programs require accreditation prior to course approval by the Office of EMS. Accreditation may be issued for up to five (5) years. Certification programs beginning prior to accreditation will not be eligible for testing.

B. Individuals, agencies, educational institutions or training centers interested in becoming accredited can find the requisite Institutional Self Study on the Office of EMS web site. This document contains necessary background information as well as the application and self-study document.

C. Specifics on developing, organizing and submission of the self-study follows.

I. Initial training programs leading to advanced life support certification must be conducted at a site which has been accredited by the Office of EMS and/or the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

a. Advanced EMT [Accreditation](#)

b. [Intermediate Site Accreditation](#)

c. [Paramedic Site Accreditation](#)

i. Beginning January 1, 2013, paramedic students who are candidates for certification testing through the National Registry of EMT's (NREMT – www.nremt.org) are required to have graduated from a nationally accredited paramedic program – national accreditation is offered through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP – www.coaemsp.org).

Accomplishing accreditation at this level will require the following steps:

a) Currently accredited Virginia Intermediate programs wanting to conduct paramedic education will be required to first obtain a Letter of Review from the CoAEMSP.

b) Any new program wanting to conduct paramedic education will be required to first obtain a Letter of Review from CoAEMSP. The Office of EMS would then conduct a site visit to verify the program meets the requirements established for accreditation by the Office of EMS.

c) At the completion of the first cohort, the program will be required to submit their self-study to CoAEMSP.



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d) The ability for programs to announce and conduct additional initial paramedic training programs in Virginia will require that the program have a valid Letter of Review with CoAEMSP.

e) Please note: The process outlined above is subject to change by CoAEMSP and/or NREMT.

II. Training programs leading to certification at the Emergency Medical Responder and EMT are not required to be conducted at sites which have been accredited. Accredited sites may conduct these programs if all other requirements of the state EMS regulations and this manual are met.

III. At this time no equivalent accrediting bodies other than the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) have been approved by the Office.

E. The accreditation process will begin once three (3) electronic copies of the Institutional Self Study have been received by OEMS.

1. After the application and Self Study has been received it will be reviewed by OEMS staff for completeness. Should additional documentation be required, OEMS staff will request this from the applicant.
2. Once the Self Study document meets the minimum requirements for submission, OEMS will grant a Letter of Review which will allow the program to conduct ONE cohort class following the established guidelines for accredited training programs. The program must submit a detailed course outlines and syllabi indicating dates and times the program will be conducted.
3. OEMS will assign a Site Team and forward a copy of the Self Study to the team for their review. The Site Team will review the Self Study document and prepare for an accreditation site visit toward the end of the initial cohort class.
4. The program will respond back to the Site Team during the initial cohort class providing documentation as requested by the site team in preparation of the site visit. Once the Site Team has received all requested documentation, they will update the Self Study document.
5. A site visit will be scheduled to be conducted prior to the end date of the cohort class.

F. Grant of Accreditation:

1. An initial Letter of Review will be issued that allows the program applying for accreditation to conduct one cohort class. During that class, a site visit will be conducted. Following the site visit, the Site Team will compile and issue a written report about the program. This report will



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include a recommendation, either for or against the program gaining a grant of accreditation. The report will be submitted to OEMS for review.

2. Upon review of the accreditation analysis submitted to the Office by the Site Team, the Office will determine the suitability of the training site for "Program Site Accreditation" and notify the applicant in writing of the results with thirty (30) days.

a. Depending on the outcome, a subsequent accreditation review/site visit may be conducted to review program outcomes, policies, procedures and documents.

b. No additional classes can be offered until a decision is made concerning accreditation.

3. The Medical Direction Committee shall review any appeals by a program concerning the removal or denying of accreditation.

4. Self Study Development

a. Since the accreditation process from initial receipt of the self study to receiving a grant can take from three to six months, a realistic and detailed timetable for the organization and completion of the self study report should be developed. Although the exact organizational plan will vary from institution to institution, the following suggestions may be helpful:

i. Select an appropriate member of the staff to direct the preparation of the self-study.

ii. Involve all members of the faculty, administration, governing board or council in the discussions of the self-study.

iii. Establish subcommittees to prepare specific sections of the self-study.

b. Adopt a reasonable time schedule and enforce it.

5. Self Study Organization

a. The narrative should be prepared in clear and concise language and should respond to each of the questions asked. The format for the narrative report should be as follows:

i. The narrative should be electronically prepared and saved to folders to divide the various sections as defined in the self study.

iv. Exhibits should be clearly marked and logically ordered.



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Applicants should send three electronic copies of the completed self-study (including exhibits) on flash drives. One hard copy of the completed self-study should be available for the team to review during the site visit.

b. Self Study Submission - (3 electronic copies delivered on separate media)

Accreditation Coordinator
Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059

7. The self-study document is reviewed for completeness upon receipt at Office of EMS. The Office will contact the site if the self study does not contain all of the required items.

8. Please do not submit other applications or requests with the self-study.

9. Site Team Members Roles and Responsibilities

a. Program Directors of Virginia accredited EMS training sites from across the state have been trained by the Office of EMS to assist sites in becoming state accredited.

b. Team members will provide guidance, review of self-study, conduct site visits, and make recommendations to the Office of EMS as to a sites' accreditation disposition.

c. Roles and Responsibilities:

i. A team member may be selected to serve as a Team Leader for the site reviews as required.

ii. Team members will serve as mentors.

iii. Team Members will perform the initial review of the applicant's self-study with recommendations for improvements required, if applicable.

iv. Team members will perform site reviews.

v. Team member's attendance before the Medical Direction Committee may be required to support findings of the site review team.

vi. Team members may be required to travel overnight to conduct site visits.

vii. The designated Team Leader has the following responsibilities:

(a) Notify applicant of the receipt of the self-study and supporting documentation.



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- (b) Scheduling of the site review in conjunction with the Program Director and OEMS.
- (c) Provide the Office of EMS with the site team findings and recommendations.
- d. The Office of EMS will require initial and periodic training of team members.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1607	Regulatory Authority: 12VAC5-31-1607
Title: Renewal of Accreditation	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1607. Renewal of accreditation.

A. Paramedic program applicants shall only be renewed by obtaining a valid accreditation from the Committee on Accreditation of Allied Health Education Programs (CAAHEP), CoAEMSP or an equivalent organization approved by the Board of Health.

B. Advanced EMT and Intermediate, or EMT-Enhanced or EMT as optional tracks programs shall apply for renewal of their program accreditation not less than 270 days before the end of their current accreditation cycle. Reaccreditation will require submitting a new application for accreditation and an updated institutional self-study. The institutional self-study will be reviewed by a site review team which will determine the program's performance and provide the commissioner with a recommendation as to whether program accreditation should be renewed.

1. The commissioner will issue full accreditation for a period of five years from the reaccreditation date if the accreditation analysis determines that the training program is in full compliance with the requirements for accreditation outlined in the Virginia EMS regulations.
2. The commissioner will issue provisional reaccreditation if the accreditation analysis and report identifies deficiencies that are determined to be of concern but do not justify prohibiting the program from starting and completing an initial training program. Before starting any additional certification courses, the program site shall receive full accreditation by correcting the deficiencies identified at the reaccreditation date.
3. The commissioner shall issue an accreditation denied status to the applicant if the accreditation analysis identifies deficiencies that are determined to be sufficient to prohibit the program from starting an initial training program.

TPAM Policy 1607

I. The re-accreditation process will begin once three (3) electronic copies on three (3) separate media of the Re-accreditation Self Study have been received by OEMS.

Accreditation Coordinator
Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059

After the Re-Accreditation Self Study has been received it will be reviewed by OEMS staff for completeness. Should additional documentation be required, OEMS staff will request this from the applicant.



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- a. Once the Re-Accreditation Self Study document meets the minimum requirements for submission, OEMS will assign a Site Team and forward a copy of the Self Study to the team for their review.
- b. The Site Team will review the re-accreditation documents and work with program to request further information or clarification.
- c. The program will respond back to Site Team providing documentation for correcting deficiencies. Once the Site Team has received all requested documentation, they will update the Self Study document.
- d. When the Site Team has determined that the program has met the re-accreditation requirements, a site visit will be scheduled. For more on the site team timeline, see below.

II. Accreditation Timeline

The following timeline has been established to provide guidance to individuals/entities seeking re-accreditation.

III. Grant of Accreditation:

- a. Following the site visit, the Site Team will compile and issue a written report about the program. This report will include a recommendation, either for or against the program gaining a grant of re-accreditation. The report will be submitted to OEMS for review.
- b. Upon review of the re-accreditation analysis submitted to the Office by the Site Team, the Office will determine the suitability of the training site for "Program Site Re-Accreditation" and notify the applicant in writing of the results with thirty (30) days.
- c. Depending on the outcome, a subsequent re-accreditation review/site visit may be conducted to review program outcomes, policies, procedures and documents.
- d. The Medical Direction Committee shall review any appeals by a program concerning the removal or denying of accreditation.
- e. Re-Accreditation Self Study Development
 - i. Select an appropriate member of the staff to direct the preparation of the re-accreditation self-study.
 - ii. Involve all members of the faculty, administration, governing board or council in the discussions of the re-accreditation.
 - iii. Adopt a reasonable time schedule and enforce it.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1607	Regulatory Authority: 12VAC5-31-1607
Title: Renewal of Accreditation	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

f. Self Study Organization

i. The narrative should be prepared in clear and concise language and should respond to each of the questions asked. The format for the narrative report should be as follows:

(a) The narrative should be prepared in clear and concise language and should respond to each of the questions asked. The format for the narrative report should be as follows:

(b) The narrative should be electronically prepared and saved to folders to divide the various sections as defined in the self-study.

(c) Required attachments and any exhibits should be included at the end of the narrative report and should be provided only if they are essential to the team's review and preparation prior to the visit.

(d) Exhibits should be clearly marked and logically ordered.

Applicants should send three hard copies of the completed self-study (including exhibits) and one copy on CD-ROM or a flash drive. One hard copy of the completed self-study should be available for the team to review during the site visit.

ii. Self Study Submission - (3 electronic copies delivered on separate media)

Accreditation Coordinator
Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059

f. The re-accreditation self-study document is reviewed for completeness upon receipt at Office of EMS. The Office will contact the site if the self-study does not contain all of the required items.

g. Please do not submit other applications or requests with the self-study.

h. Site Team Members Roles and Responsibilities

i. Program Directors of Virginia accredited EMS training sites from across the state have been trained by the Office of EMS to assist sites in becoming state accredited.

ii. Team members will provide guidance, review of self-study, conduct site visits, and make recommendations to the Office of EMS as to a site's accreditation disposition.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1609	Regulatory Authority: 12VAC5-31-1609
Title: Accreditation of Alternative Locations and Learning Sites	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1609. Accreditation of alternative locations and learning sites.

- A. Accredited training programs in Virginia shall contact the Board of Health for accreditation of alternative training sites which differ from the site receiving initial accreditation.
- B. Institutions that intend to operate entire programs or parts of programs at a different location or learning site shall prepare and submit on a form prescribed by the Board of Health for each additional location.

TPAM Policy 1609

An accredited program that has any temporary or permanent change in the location of the approved primary site, alternate sites or addition of new alternate sites require the submission and approval of an application prior to conducting class at that location.

The Office of EMS contacted the Commission on Accreditation of Allied Health Programs (CAAHEP) to clarify if accredited EMS training programs can conduct training in alternative training sites (learning sites) which differ from the site receiving initial accreditation. This policy is derived from that discussion.

A. CAAHEP requires that an accredited training center contact CoAEMSP if an alternative training site is to be utilized. Additionally, the training center must contact OEMS of the alternative site location. Approval to conduct training at these sites is dependent upon the sponsoring organization demonstrating that all program components and evaluation tools are essentially the same as those approved for the original training site.

B. To accommodate institutions seeking to offer accredited programs, the Office is not requiring that the entire accreditation process be repeated a second time. The Office has put in place a policy for those alternative sites.

1. Institutions that intend to operate entire programs or parts of programs at a different location or learning site must prepare and submit a separate Alternative Site Application for EMS Programs in Virginia for each additional location. This application can be obtained from the Office of EMS web page at <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/AlternativeSiteApplication-1.docx>

C. All accredited programs are required to submit in writing any changes that occur within the program to the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1611	Regulatory Authority: 12VAC5-31-1611
Title: Appeal of Site Accreditation Application Results	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1611. Appeal of site accreditation application results.

Appeals by a program concerning the (i) denial of initial or renewal of accreditation or (ii) issuance of probationary accreditation shall be submitted in writing within 10 days to the Office of EMS pursuant to § 2.2-4019 of the Virginia Administrative Process Act.

TPAM Policy 1611

A. Should a program be recommended for probationary status or denial or accreditation, they shall submit in writing within 10 days to the Office of EMS their desire to appeal the decision.

B. The Medical Direction Committee shall review any appeals by a program concerning the removal or denying of accreditation. This review will be conducted at the next scheduled quarterly meeting of the Medical Direction Committee.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1613	Regulatory Authority: 12VAC5-31-1613
Title: Accreditation of Paramedic Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1613. Accreditation of Paramedic programs.

A. Paramedic programs with state accreditation shall be limited to one initial grant of state accreditation for a five year period.

B. Renewal of accreditation at the Paramedic level will be issued only upon verification of accreditation issued by CoAEMSP, CAAHEP, or another approved equivalent accreditation organization as specified in this chapter.

TPAM Policy 1613

A. Beginning January 1, 2013, paramedic students who are candidates for certification testing through the National Registry of EMT's (NREMT – www.nremt.org) are required to have graduated from a nationally accredited paramedic program – national accreditation is offered through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP – www.coaemsp.org).

B. Paramedic programs can begin their initial cohort class by obtaining a Letter of Review from CoAEMSP. Programs achieving accreditation issued by CoAEMSP or an equivalent organization approved by the Board of Health shall apply to the Office of EMS for state accreditation. Full accreditation will be issued for a period concurrent with that issued by the CoAEMSP or other approved organization up to a maximum of five years. If the program is new to Virginia, the Office of EMS may conduct a site visit to verify the program meets the requirements established for accreditation.

C. Renewal of accreditation at the Paramedic level requires verification of continued accreditation issued by CoAEMSP/CAAHEP. Should the program lose their accreditation through CoAEMSP, their accreditation status at all levels will expire with the completion of the current cohort classes being conducted.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1615	Regulatory Authority: 12VAC5-31-1615
Title: Equivalent Accreditation of EMS Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

12VAC5-31-1615. Equivalent accreditation of EMS programs.

A. The commissioner may issue an equivalent accreditation to programs obtaining a valid accreditation from the CAAHEP, CoAEMSP, or an equivalent organization approved by the Board of Health.

B. As a condition for equivalent accreditation, a representative from the Board of Health must be included with each visit by the CoAEMSP or any other approved accreditation organization.

1. Programs with equivalent accreditation shall notify the Board of Health immediately upon receiving notice about the following changes:

a. Scheduling of site team visits to include:

- (1) Dates;
- (2) Times; and
- (3) The agenda or schedule of events.

b. Changes in program personnel to include:

- (1) The program director; and
- (2) OMD or PCD.

c. Changes or additions to, or deletions from clinical site contracts and field site contracts.

d. Notice of revocation, removal, or expiration of accreditation issued by CoAEMSP.

e. Any sentinel event.

2. Accreditation issued by CoAEMSP or other organization approved by the Board of Health shall remain current during any certification training program that requires accreditation by the Board of Health. Revocation, removal, or expiration of accreditation issued by CoAEMSP or other another organization approved by the Board of Health shall invalidate the corresponding state accreditation of the training program.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1615	Regulatory Authority: 12VAC5-31-1615
Title: Equivalent Accreditation of EMS Programs	
Date of Issue: July 1, 2017	Effective Date: July 1, 2017

TPAM Policy 1615

- A. Equivalent accreditation is offered to programs who have obtained valid accreditation from CoAEMSP/CAAHEP.
- B. Upon the scheduling of a CoAEMSP visit, the Program Director must contact the Accreditation Specialist for the Office of EMS with information concerning their accreditation visit. This information should include:
1. Date of accreditation site visit
 2. Times of accreditation sit visit
 3. Agenda and schedule of events
- C. The Office of EMS must be notified of changes in program personnel to include:
1. Program Director
 2. OMD/PCD
 3. Changes to clinical site and field site contracts
 4. Removal, revocation or expiration of accreditation issued by CoAEMSP
 5. Any sentinel event
- D. Should a program lose their CoAEMSP/CAAHEP accreditation, their Virginia accreditation at all levels will expire with the completion of the current cohort classes being conducted.