



EMS Training Program Administration Manual

EMS Training Program Administration Manual - Table of Contents

INITIAL PRINTING DATE: December 2002

LATEST REVISION: June 1, 2009

Release Notes

December 2002

March 2005

July 2005

July 2008

June 2009

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. (The primary committees involved with the policy areas addressed by this manual are the Human Resources & Training Committee and the Medical Direction Committee.) 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.

Requests for revisions or updates may be initiated by Office of EMS staff, EMS educators, EMS providers, EMS agencies or the general public at any time. Upon receipt of a request or when an identified need for revision or update occurs, the Office of EMS staff will develop an initial DRAFT of any relevant revision or update and present these to the appropriate committee of the State EMS Advisory Board for review and comment. After presentation of the revision or update the Office of EMS staff will review the committee comments received and revise, delete or add the necessary policy(ies) as warranted.

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March 2005

This is the first major revision of the Training Program Administration Manual in well over two years. The follow 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

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July 2005

This was an incremental change to the Training Program Administration Manual. The follow 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.

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July 2008

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

1. Updates were made to the following polices in Section 1 of the manual to reflect current Office practice. The polices 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 polices in Section 2 of the manual to reflect current Office practice. The polices 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 polices in Section 5 of the manual to reflect current Office practice. The polices that changed are: 505, 550, and 565.
5. Updates were made to the following polices in Section 6 of the manual to reflect current Office practice. The polices that changed are: 620 and 660.

6. Updates were made to the following polices in Section 7 of the manual to reflect current Office practice. The polices that changed are: 705 and 710.

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June 2009

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

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

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Policy Section 1

COURSE COORDINATION AND GENERAL TRAINING PROGRAMS

Policy #	Title	Last Revision Date
T-005	Course Coordinator Requirements	07/01/08
T-010	Nationally Recognized Continuing Education Programs	07/01/08
T-015	Course Coordinator Responsibilities as Employee or Contractor	01/01/03
T-020	Course Approval Request Submission	01/01/03
T-025	Course Approval Request Changes	01/01/05
T-030	Student Course Enrollment	01/01/05
T-035	Approved Courses in Cardio-Pulmonary Resuscitation (CPR)	07/01/08
T-040	Instructor Participation Records	01/01/05
T-045	Student Records for Certification Courses	07/01/08
T-050	Continuing Education Record Submission	01/01/05
T-055	Verification of Student Course Completion	07/01/08
T-060	Physician Course Director Relations	01/01/03
T-065	Course Site Selection	07/01/08
T-070	Alternative Course Presentation Format	07/01/08
T-075	Approved Alternative Course Presentations	07/01/08
T-080	Course Scheduling	01/01/03
T-085	Maximum BLS or ALS Course Enrollment	01/01/05
T-090	Lesson Instructors	01/01/05
T-095	Course Monitoring	01/01/03
T-100	Course Curriculum	01/01/03
T-105	Teaching Materials/Approved Texts	01/01/03
T-110	Course Coordinator Responsibilities for Student Testing	07/01/08
T-115	Scheduling and Coordination of State Test Sites	01/01/03
T-120	Reserved for future use	07/01/08
T-125	Reserved for future use	07/01/08
T-130	Reserved for future use	07/01/08

T-135	Reserved for future use	07/01/08
T-140	Reserved for future use	07/01/08
T-145	Emergency Medical Services Training Grant Program	07/01/08
T-150	Program Site Accreditation – Required Levels	01/01/05
T-155	Site Accreditation Application Processing	01/01/05
T-160	Intermediate Accreditation Self Study Development, Organization and Submission Requirements	01/01/05
T-165	Intermediate Accreditation of Additional Locations/Learning Sites	01/01/05
T-170	Intermediate Accreditation Site Team Members Roles and Responsibilities	01/01/05
T-175	Intermediate Accreditation Site Team Composition	01/01/05
T-180	Intermediate Accreditation Approval Time Line	01/01/05



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 005	Page: 1	of: 2
Title: Course Coordinator Requirements		
Regulatory Authority: 12 VAC 5-31-1310 and 12 VAC 5-31-1320		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. **Course Coordinator** - Every basic or advanced life support training program leading to the award of certification or continuing education (CE) credit from the Office must have a designated Course Coordinator.
1. A certified EMT-Instructor must serve as the Course Coordinator for all BLS training courses and continuing education programs that award "Required" (Category 1) continuing education credits.
 - a) This requirement for a certified EMT Instructor 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, which fulfill this requirement.
 - b) This requirement for a certified EMT Instructor 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.
 2. A certified ALS Coordinator must serve as the Course Coordinator for all ALS training courses and continuing education programs that award "Required" (Category 1) continuing education credits.
 - a) This requirement for a certified ALS 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, which fulfill this requirement.
 - b) This requirement for a certified ALS Coordinator does not apply to awarding "Required" (Category 1) continuing education credits for specified topics in BLS programs that the Office has recognized as identical in content to the equivalent ALS program.
 3. Other training programs that include award of 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.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 010	Page: 1	of: 3
Title: Nationally Recognized Continuing Education Programs		
Regulatory Authority: 12 VAC 5-31-1310 and 12 VAC 5-31-1320		
Date of Issue: December 1, 2002	Effective Date: July 01, 2008	

- A. The continuing education programs listed below have been identified by the Office as having a nationally recognized parent organization that provides oversight for program administration. The Course Coordinator for these programs is exempt from the requirements of **T-005** for the award of Category 1 (Required) continuing education credits. All other applicable sections of this manual and state EMS regulations will apply to these programs.
- B. If a program listed below is eligible for funding under the Emergency Medical Services Training Fund (EMSTF), then its eligibility and level of funding will be noted as a sub-bullet under the program.
- C. Recognized programs grouped by Sponsoring Organization (Recognition includes both Initial and Refresher continuing education programs.):
1. Virginia Office of EMS
 - Mass Casualty Incident Management - Module 0
 - Mass Casualty Incident Management - Module I
 - Mass Casualty Incident Management - Module II
 - Mass Casualty Incident Management - Module IV
 - Mass Casualty Incident Management - Module V
 - Mass Casualty Incident Management – Instructor Programs
 - HMERT Member Course
 - HMERT Leader/Commander Course
 - EMS Coordination Team Member
 2. Virginia Department of Emergency Management
 - Public Safety Response to Terrorism – Awareness
 - Public Safety Response to Terrorism – Tactical Considerations
 - Public Safety Response to Terrorism – Hazmat Team Operations
 - Public Safety Response to Terrorism – Management Considerations
 - Hazardous Materials First Responder - Awareness

- Hazardous Materials First Responder – Operations
- Hazardous Materials First Responder – Operations for the EMS Provider
- Hazardous Materials Incident Planning & Management
- Hazardous Materials Tactical Command & Safety
- Hazardous Materials Technician

3. American Heart Association (AHA)

- Advanced Cardiac Life Support
 - Eligible for EMSTF funding at the ALS level only
- Pediatric Advanced Life Support
 - Eligible for EMSTF funding at the ALS level only
- Pediatric Emergency Assessment, Recognition and Stabilization
 - Eligible for EMSTF funding at the ALS level only

4. American College of Emergency Physicians (ACEP)

- International Trauma Life Support – Advanced Course
 - Eligible for EMSTF funding at the ALS level only
- International Trauma Life Support – Basic Course
 - Eligible for EMSTF funding at the BLS level only
- Pediatric International Trauma Life Support – Advanced Course
 - Eligible for EMSTF funding at the ALS level only
- Pediatric International Trauma Life Support – Basic Course
 - Eligible for EMSTF funding at the BLS level only

5. National Association of EMTs (NAEMT)

- Prehospital Trauma Life Support - Advanced Course
 - Eligible for EMSTF funding at the ALS level only
- Prehospital Trauma Life Support - Basic Course
 - Eligible for EMSTF funding at the BLS level only
- Prehospital Pediatric Care - Advanced Course
 - Eligible for EMSTF funding at the ALS level only
- Prehospital Pediatric Care - Basic Course
 - Eligible for EMSTF funding at the BLS level only
- Advanced Medical Life Support- Advanced Course
 - Eligible for EMSTF funding at the ALS level only

6. American College of Pediatrics (AAP)

- Pediatric Education for Prehospital Providers – Advanced Course
 - Eligible for EMSTF funding at the ALS level only

- Pediatric Education for Prehospital Providers – Basic Course
 - Eligible for EMSTF funding at the BLS level only
 - Neonatal Resuscitation Program
 - Eligible for EMSTF funding at the ALS level only
7. American College of Surgeons (ACS)
- Advanced Trauma Life Support
 - Eligible for EMSTF funding at the ALS level only
8. Emergency Nurses Association (ENA)
- Trauma Nursing Core Curriculum
9. Virginia Department of Fire Programs
- Emergency Vehicle Operator Course
 - Hazardous Materials First Responder - Awareness
 - Hazardous Materials First Responder – Operations
 - National Fire Academy – Incident Command System
 - Vehicle Rescue
10. Virginia Association of Volunteer Rescue Squads
- Emergency Vehicle Operator Course
 - Hazardous Materials First Responder – Awareness
 - Vehicle Rescue 2000
 - Farm Machinery
11. American Geriatrics Society
- Geriatric Education for Emergency Medical Services (GEMS)
 - Eligible for EMSTF funding at the ALS and BLS levels



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-015	Page: 1	of: 1
Title: Course Coordinator Responsibilities as Employee or Contractor		
Regulatory Authority: 12VAC5-31-1310 and 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. When a Course Coordinator is conducting a training program as an employee or contractor for any other "Person"; whether or not for profit; the Course Coordinator retains full responsibility for compliance with the state EMS regulations, this EMS Training Program Administration Manual and the Code of Virginia in all matters relating to the conduct of the training program not specifically delegated to the Physician Course Director.
- B. Any other "Person" who operates an organization for the purpose of providing EMS training programs that employs or contracts with an EMT-Instructor or ALS Coordinator to conduct a training program may not vary from, nor direct the Course Coordinator to vary from, compliance with the state EMS regulations, this EMS Training Program Administration Manual and the Code of Virginia in any matters relating to the conduct of the training program.

Per **12VAC5-31-10**: "Person" means (as defined in the Code of Virginia) any person, firm, partnership, association, corporation, company, or group of individuals acting together for a common purpose or organization of any kind, including any government agency other than an agency of the United States government.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T -020	Page: 1	of: 1
Title: Course Approval Request Submission		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. A Course Coordinator must submit to the Office a complete Course
- B. Approval Request form (OEMS-TR-1 or approved equivalent) thirty (30) days before the beginning date of a certification or continuing education course that includes the following:
 - 1. The signature of the Course Coordinator.
 - 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 [T-005 1 a. or 2 a.](#)
- C. 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.
- D. 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 for accuracy and must use only those topics assigned for the particular course when completing student CE records/cards.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-025	Page: 1	of: 1
Title: Course Approval Request Changes		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 31, 2003	Effective Date: January 1, 2005	

- A. The Course Coordinator will be responsible for submitting to the Office in writing any request to make changes in the information submitted on the "Course Approval Request" form to include; but not limited to; the:
1. Course BEGIN and/or END dates.
 2. Course content (didactic or skills subject matter).
 3. Contact hours per subject topic.
 4. Course Coordinator.
 - a. Must include justification for change and signatures of both the old and new Course Coordinators.
 5. Physician Course Director.
 - a. Must include justification for change and signatures of both the old and new Physician Course Directors.
- B. Instances where the current Course Coordinator or Physician Course Director is not available will be addressed on a case-by-case basis.
- C. 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.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-030	Page: 1	of: 1
Title: Student Course Enrollment		
Regulatory Authority: 12VAC5-31-1440 and 12VAC5-31-1450 and 12VAC5-31-1460		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. For all courses leading to certification at a new or higher level, the Course Coordinator must have each student complete a “Virginia EMS Training Program Enrollment” form. These forms must be reviewed by the Course Coordinator and submitted to the Office no later than fifteen (15) days following instruction of the third lesson of the training program and no later than fifteen (15) days prior to the course’s End Date. (Earlier submission is allowed and encouraged.)
1. Upon receipt of the “Virginia EMS Training Program Enrollment” forms from the Course Coordinator, the Office must review the eligibility of each enrolling student. The Office will notify both the involved student and the Course Coordinator of any ineligibility discovered during this review.
 2. The Office will provide the Course Coordinator a listing of each enrolled student and assign a Certification Number for each student.
 - a. Certification 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. (A student may use their Social Security number as an identifier at their own option however all Office of EMS correspondence will use the individual’s EMS Certification Number.)
 - i. If the student has previously enrolled in an EMS Training Program or is currently certified at any certification level in Virginia, the Certification Number previously assigned by the Office must be used.
 - b. Upon receipt of the listing of enrolled students, the Course Coordinator must review this listing for completeness and notify each enrolled student of their assigned Certification Number and notify the Office of any discrepancies.
- B. 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.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-035	Page: 1	of: 2
Title: Approved Courses in Cardio-Pulmonary Resuscitation (CPR)		
Regulatory Authority: 12VAC5-31-1450		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. The requirements for certification in Cardio-Pulmonary Resuscitation (C.P.R.) 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 C.P.R. on a national basis.
- B. The Virginia Office of EMS requires that all individuals hold current certification in **C.P.R. as a prerequisite** for enrollment in the **EMT-Basic and EMS First Responder Programs** (initial full certification courses). Additionally, those students who eventually request to be tested to gain an initial Basic Life Support certification level must show proof of current training in C.P.R. by presentation at the test site of an EMT-Instructor verified **Individual Skill Performance Record** showing successful course completion. (Current CPR card or official course rosters are also acceptable to verify CPR certification.) As specified in the curricula listed above, completion of an approved course which tests the following skills is required:
1. One and Two Rescuer C.P.R. – ADULT, CHILD, INFANT Resuscitation
 2. Complete Airway Obstruction - Unconscious Victim
 3. Complete Airway Obstruction - Conscious Victim
 4. Complete Airway Obstruction - Unconscious Infant
 5. Complete Airway Obstruction - Conscious/Choking Infant

The current courses which are accepted by the Virginia Office of E.M.S. to meet these standards may be found on our website:

<http://www.vdh.virginia.gov/OEMS/Training/CPRRequirements.htm>



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-040	Page: 1	of: 1
Title: Instructor Participation Records		
Regulatory Authority: 12VAC5-31-1650		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

The Course Coordinator must maintain records of attendance and participation of each certified EMT Instructor, ALS Course Coordinator or other individual who instructs in the program.

- A. For approved BLS courses, a continuing education scancard must be submitted to the Office to document the participation of each EMT Instructor for awarding of teaching credit hours. This information must be submitted directly to the Office.
1. CE Scancards to record an EMT-Instructor's instruction of an approved BLS 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.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-045	Page: 1	of: 2
Title: Student Records for Certification Courses		
Regulatory Authority: 12VAC5-31-1470		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. The Course Coordinator must maintain records of class dates, topics instructed, and attendance and performance records for all students attending a certification course. Student records must be maintained according to the Virginia Public Records Act Va. Code §42.1-76, to include:
1. Signed student acknowledgment forms collected upon completion of review of the appropriate BLS or ALS enrollment requirements.
 2. Scores on all course quizzes, exams and other didactic knowledge and/or practical skill evaluations.
 3. Skill proficiency as recorded on the applicable "Basic Life Support Individual Age, Clinical and Skill Performance Verification Record" form (EMS-TR-33 Revised 07/2002).
 4. All Hospital and/or Field Internship activities including dates and locations, activities performed, student evaluations and preceptor name and certification level; as applicable.
 5. 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.
 6. Copy of the Course Student Disposition Report (CSDR) form.
 7. All other records requested to be maintained by the Physician Course Director for the program.
- 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. The Office has developed a sample ***Student Record and Transcript*** which can be used to meet this definition. If the EMT-Instructor/ALS-C chooses not to use the form provided by the Office, then at a minimum, the following documentation must be maintained indefinitely:
1. Required summary completion records for BLS 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, 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 EMT Instructor and the program's PCD
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)
 - i. Copy of the Course approval with verified printed names and signatures of the ALS Coordinator and the program's PCD



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-050	Page: 1	of: 1
Title: Continuing Education Record Submission		
Regulatory Authority: 12VAC5-31-1680		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. The Course Coordinator will be responsible for submission of continuing education (CE) data in an Office approved format for students attending either individual lessons or an entire continuing education training program within fifteen (15) days of the student's participation (CE record submission may be held until course completion only upon student request).
1. The Course Coordinator must submit CE data for all providers attending the training program for awarding continuing education credit. Students may not use the assigned Course Number for recertification testing using a "Virginia EMS Certification Application".
 2. The Course Coordinator is not expected to submit CE data for students enrolled in a certification program unless specifically requested by the student for purposes of maintaining their current prerequisite certification level as required for program enrollment.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-055	Page: 1	of: 1
Title: Verification of Student Course Completion		
Regulatory Authority: 12VAC5-31-1470		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. The Course Coordinator must verify that each student successfully completing any certification program has met the eligibility, competency and performance requirements contained within the applicable course curriculum and all other guidelines and procedures for state certification testing eligibility.
- B. Verification of student eligibility certification testing at all levels requires submission of the web based Course Student Disposition Report (CSDR) form.
- C. The Office may adopt an alternative process for Course Coordinators to verify student course completion.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-060	Page: 1	of: 1
Title: Physician Course Director Relations		
Regulatory Authority: 12VAC5-31-1410		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. The Course Coordinator must insure that the PCD is kept informed 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. Additionally, the Course Coordinator will assist the PCD with fulfillment of their course duties as required by state EMS regulations.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-065	Page: 1	of: 1
Title: Course Site Selection		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. **Location** - Courses must be conducted in central community locations with suitable facilities and resources for instruction, such as regional training centers, hospitals, community colleges, religious institutions, and schools. Selection of classrooms must consider whether the room size can comfortably and safely (the Statewide Fire Prevention Code) accommodate the scheduled number of students allowing them an unobstructed view of audio-visual teaching aids and with limited interruptions. The Course Coordinator must have access to the climate and lighting controls of the room. A facility must allow sufficient space for required practical skill activities. Rooms used for written testing must be large enough to allow no more than three students to a standard conference table or no closer than two seats apart in a theater style room. Every effort must be made to conduct courses away from facilities that are subject to frequent interruptions (Fire stations, rescue squads, etc.)
- B. **Public Access** - Facilities selected for public courses must comply with the provisions of federal, state and local laws regarding building access for persons with disabilities. At a minimum, the initial session of all certification courses must be held in a location that is fully accessible to all interested parties. (Ability to access the classroom must not present a barrier for individuals seeking enrollment in the training program.)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-070	Page: 1	of: 1
Title: Alternative Course Presentation Format		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. EMS certification courses using an approved alternative course presentation format other than the presence of a "live" instructor must comply with the following:
1. The training facility is an accredited program site as applicable for the certification level of the course.
 2. If "Real-time" interactive technology is used, psychomotor skills or verification of clinical skill competency must be conducted in a skills lab setting with direct on-site instructor supervision.
 - a. All offerings of EMS certification courses through "real-time" interactive technology must be overseen and approved by the Office and PCD to assure program quality management.
- B. The Course Coordinator for a training program using an Approved Alternative Presentation Format must submit a Course Approval Request for the program per **T-020**.
1. The Course Coordinator must submit a completed *TR-52 Guidelines for Video Broadcast of EMS Education Programs* form with the Course Approval Form
- C. 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.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-075	Page: 1	of: 1
Title: Approved Alternative Course Presentations		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. The following programs have been approved for use of an Alternative Presentation Format for the instruction of the specified training program:
1. American Heart Association – “Heart Code” Self-Learning Advanced Cardiac Life Support simulator is approved for award of 8 hours of ALS Category 1 continuing education credit in the following continuing education areas:
 - a. Area 71 – 2 hours
 - b. Area 72 – 2 hours
 - c. Area 73 - 2 hours
 - d. Area 74 – 2 hours

 2. eACLS Programs - The Virginia Office of EMS requires the following to receive Virginia course approval and continuing education credit for EMS providers who successfully complete an “eACLS” program:
 - a. The National Parent Organization (ACEP, AHA, ASHI, etc.) must generate a letter on their official letterhead indicating that the specified education center has been approved to offer eACLS programs. This letter must identify the education center and the center’s coordinator by name. The letter must identify a date of expiration for the education center.
 - b. A Virginia Course Approval Request form (EMS TR-01) must be signed by the education center coordinator that has been identified for the education center. OMD/PCD signature is not required on the course approval request (attach a copy of the approval letter).
 - c. Course approval requests for an eACLS program can be requested for not more than twelve months.
 - d. Upon the completion of the eACLS didactic portion the student is required to present to the education center a certificate of completion and then must successfully complete the required practical portion of the program. Once the student has successfully completed the didactic and practical portions then the education center coordinator may submit to the Virginia Office of EMS a completed Virginia EMS scan card to award continuing education credit.
 - e. The education center is to maintain the student’s successful completion records for a period of five years.
 - f. In the event the student does not successfully complete the eACLS program then the awarding of Virginia Office of EMS continuing education credit is not allowed.
 - g. Loss or renewal of the education center status must be copied to the Virginia Office of EMS.
 - h. These requirements do not apply to the standard classroom style ACLS programs and there is no change in the requirements for obtaining Virginia course approval.

- B. For listed programs that are approved for award of Category 1 continuing education credit, providers holding any certification level may also receive Category 2 (Approved) CE credit for participation in the program.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-080	Page: 1	of: 1
Title: Course Scheduling		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Schedule** - Courses must be scheduled to allow sufficient time for instruction of all required lessons of the program curriculum prior to the course End Date approved by the Office. Additional course meeting dates must be planned to allow for unexpected interruptions in instruction (Severe weather, power failures, etc.)
1. Courses must be scheduled to end within 30 days of pre-announced Consolidated Test Site dates in order to maximize the testing and retest periods provided to students as specified in Section 12VAC5-31-1530 of the state EMS regulations.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-085	Page: 1	of: 1
Title: Maximum BLS or ALS Course Enrollment		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. **Maximum Enrollment** - Certification course size must be limited to a maximum of 30 fully enrolled students.
1. Additional students seeking continuing education credit may be admitted as reasonably allowed by facility size and instructional staff availability.
 2. This policy does not apply to state accredited secondary institutions and regionally/nationally accredited post-secondary educational institutions.
 - a. Courses which fall into this exemption must be:
 - i. Announced by an EMT Instructor or ALS Coordinator who is employed by the institution.
 - ii. Enrolled students must be paying tuition to the institution.
- B. **Student: Instructor Ratio** - The group size for practical skill sessions must not exceed six students per instructor aide (6:1 ratio).



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-090	Page: 1	of: 1
Title: Lesson Instructors		
Regulatory Authority: 12VAC5-31-1420, 12VAC5-31-1670 and 12VAC5-31-1920		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. **Instructor Selection** - Although EMT Instructors 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/licensure levels, the Office encourages maximum utilization of physicians, nurses, and other medical specialists to assist with these programs. 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 EMS First Responder or EMT certification, a certified EMT Instructor must be present to insure that proper and complete instruction is provided for each lesson topic.
 2. An EMT instructor is not required to be present for Category 1 BLS Continuing Education classes but they must have an EMT instructor as the course coordinator unless it is an exempted program per **T-005**.
- B. **Instructor Aides** - In addition to the lead instructor for each lesson, arrangements must be made to provide for sufficient instructor aides to assist in all practical skill sessions of each course. If certified EMT Instructors or ALS Coordinators are not available, providers certified at the level of instruction (EMT, EMT-Enhanced, EMT-Intermediate, and EMT-Paramedic) or related healthcare certification/licensure may be utilized as assistants.
1. Certified EMT-Instructors 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 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).
- C. **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

Policy Number: T-095	Page: 1	of: 1
Title: Course Monitoring		
Regulatory Authority: 12VAC5-31-1420		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Course Monitoring** - All programs and courses approved for issuance of certification or award of continuing education must allow unannounced monitoring by the Office or its designee for quality assurance purposes and regulatory compliance. Failure to allow admission of a properly identified Course Monitor may result in the Office taking disciplinary action to include, but not 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.
- B. Any action taken by the Office in response to this policy may be in addition to any other disciplinary action taken in response to other violations of regulation or policy.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-100	Page: 1	of: 1
Title: Course Curriculum		
Regulatory Authority: 12VAC5-31-1310, 12VAC5-1320, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Course Curriculum** - Standardized curricula are available for each of the approved basic, refresher, and bridge programs leading to certification by the Office. Course Coordinators must use only those curricula authorized and approved by the Office when conducting certification programs.
- B. **Continuing Education** - Lesson outlines for continuing education programs must be submitted with the Course Approval Request form to allow Office review for assignment of appropriate CE topic hours.
- C. In all cases, the content and scope of all continuing education courses must conform to the applicable national standard or state curricula and regional/local patient care protocols. 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 and EMS agency Operational Medical Director.
 - 1. All medical skills and procedures instructed within a course must comply with the "Emergency Medical Services Procedure and Medication Schedule" for the certification level of the program and students involved, as applicable. **(See T-200)**



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-105	Page: 1	of: 1
Title: Teaching Materials/Approved Texts		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. Recognizing the variety of teaching materials and textbooks available for each of the training levels, the Office does not require that specific materials or textbooks be used as long as the materials reflect the current state of EMS practice
- B. All textbooks and teaching materials to be used in a program are subject to review and approval by the program PCD, if applicable.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-110	Page: 1	of: 1
Title: Course Coordinator Responsibilities for Initial Student Testing		
Regulatory Authority: 12VAC5-31-1470		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. For BLS programs the Course Coordinator will be responsible to insure that all students successfully completing their courses have been provided the necessary documentation of eligibility for certification testing, to include the following:
1. A **Primary Eligibility Notice** issued by the Office of EMS after submission of the web based Course Student Disposition Report (CSDR) form.
 2. **Parental Approval** – The Course Coordinator must insure that each student enrolled in a BLS program who was less than eighteen (18) years of age on the beginning date of the course has an individual parental permission form available for review at the state test site.
 3. The **Letter of Accommodation** issued from the Office, if applicable
 4. **Virginia EMS Certification Application** – To streamline the process at the Consolidated Test Site, the Course Coordinator should provide the First Responder or EMT-Basic Candidate with a Virginia EMS Certification Application, which should be completed prior to arrival at the test site.
- B. For ALS programs the Course Coordinator will be responsible to insure that all students successfully completing their course have the necessary documentation of eligibility for certification testing, that includes:
1. A **Primary Eligibility Notice** issued by the Office of EMS after submission of the web based Course Student Disposition Report (CSDR) form.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-115	Page: 1	of: 2
Title: Scheduling and Coordination of State Test Sites		
Regulatory Authority: 12VAC5-31-1430		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Standardized Examinations** - All state certification examinations must be conducted in a standardized and consistent manner following guidelines established for Test Site Coordinators by the Office. All parts of required written and/or practical examinations must be taken at a single test site. Any part of the required examinations that is not completed at the test site will be scored as incomplete, and will be recorded the same as an exam failure.
- B. **Examination Administration** - State written and/or practical certification examinations are administered by an Office Certification Examiner.
- C. **Test Site Location** - Approved Test Site Coordinators must arrange for a location suitable for test administration (Proper lighting, large enough room to separate students, table or arm boards for writing, minimal interruptions such as sirens, telephones, etc.).
 - 1. Certification Examiners arriving at an unsuitable location for testing are authorized to cancel the exams until the Test Site Coordinator locates adequate facilities.
- D. **Station Evaluators** - Qualified evaluators must be used for the assessment of all practical examinations.
 - 1. All persons utilized as station evaluators must be at least 18 years of age.
 - 2. All persons utilized as station evaluators must hold current certification at, or above, the level being tested, and must have completed all other training requirements established by the Office for examination evaluators.
 - 3. Reasonable effort must be made to minimize any conflicts of interest between evaluators and students at the test site. Under no circumstance will a Course Coordinator be allowed to act as an evaluator for his or her own students.
 - 4. If the Certification Examiner finds that one or more of the evaluators are not familiar with the examination or unable to conduct a proper evaluation, the involved station may be closed. If more than one station evaluator is incapable of fairly administering the exam, the Certification Examiner is authorized to cancel the entire exam.

E. **Station Victims** - The Test Site Coordinator must arrange for sufficient numbers of persons to serve as patient actors ("victims") for the Practical examination. These individuals must be selected using the following criteria:

1. Patient actors must be at least 16 years of age and of sufficient maturity and physical size to simulate a typical teenage to adult age patient. This requirement is necessary to insure:
 - a. That the patient care equipment used at the test site can be applied properly and safely.
 - b. That the "victim" is capable of realistically acting the role of the simulated patient suffering the conditions or injuries involved in a realistic manner.
2. Patient actors must be fully informed of the nature and extent of the physical exam and injury simulation (moulage) procedures that will be performed during the examination.
 - a. If a patient actor is less than 18 years of age, written parental permission to participate in the exam is required.
3. Patient actors must be instructed to wear appropriate attire (shorts, tee shirt, etc.), or they must be provided with suitable garments for the examination by the Test Site Coordinator.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-120	Page: 1	of: 1
Title: Basic Life Support Training Reimbursement Processing		
Regulatory Authority: 12VAC5-31-1560		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

Repealed, July 1, 2008



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-125	Page: 1	of: 1
Title: Small Course Approvals for BLS Reimbursement Processing		
Regulatory Authority: 12VAC5-31-1560		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

REPEALED, July 1, 2008



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-130	Page: 1	of: 1
Title: Basic Life Support Training Reimbursement Supplemental Payments		
Regulatory Authority: 12VAC5-31-1560		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

REPEALED, July 1, 2008



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-135	Page: 1	of: 1
Title: Basic Life Support Training Reimbursement Approval		
Regulatory Authority: 12VAC5-31-1560		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

REPEALED, July 1, 2008



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-140	Page: 1	of: 1
Title: Basic Life Support Training Reimbursement Payment		
Regulatory Authority: 12VAC5-31-1560		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

A. REPEALED, July 1, 2008



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-145	Page: 1	of: 1
Title: EMS Training Grant Program		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

A. Course Coordinators are eligible to apply for funding for approved EMS training courses including Continuing Education Programs which award Category 1 (Required) credit through the Emergency Medical Services Training Fund which is a part of the "Virginia Rescue Squad Assistance Fund" grant program.

B. Course Status - On the original Course Approval request form submitted to announce their training program The Course Coordinator must mark the "Program Information" section for an "OPEN" course and mark the Reimbursement section "YES".

1. NOTE: The course of instruction must be "OPEN" to any qualified student up to the maximum of 30 allowed in a single program. No requirement for specific agency or employment affiliation may be imposed to limit or exclude enrollment by any individual in reimbursed courses.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-150	Page: 1	of: 1
Title: Program Site Accreditation – Required Levels		
Regulatory Authority: 12VAC5-31-1340		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. Training programs leading to certification at the EMT-Intermediate and EMT-Paramedic levels must be conducted at a site which has been accredited by the Office and/or the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
- B. Training programs leading to certification at the EMS-First Responder, EMT-Basic and EMT-Enhanced levels 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.
- C. 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

Policy Number: T-155	Page: 1	of: 2
Title: Intermediate Site Accreditation Application Processing		
Regulatory Authority: 12VAC5-31-1350		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. All initial EMT - Intermediate programs will require accreditation prior to Intermediate course approval by the Office of EMS. Accreditation may be issued up to five (5) years. Programs beginning prior to accreditation will not be eligible for testing.
- B. B: Persons making written requests for training program site accreditation will be provided a copy of the Institutional Self Study for Intermediate Programs in Virginia which contains information and forms for completion.
- C. Specifics on developing, organizing and submission of the self study can be found in Policy T-160.
- D. The accreditation process will begin once three (3) copies of an EMT – Intermediate Self Study has been received by OEMS.
 - 1. After the EMT – Intermediate application 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. Once the Self Study document meets the minimum requirements for submission, OEMS staff will forward a copy of the Self Study to the program’s mentor and Regional Council.
 - 2. The program’s mentor will respond that the Self Study has been received. The mentor will review the Self Study document and work with program to correct deficiencies.
 - 3. The program will respond back to mentor providing documentation for correcting deficiencies. Once the mentor has received all requested documentation, the mentor will updated the Self Study document and send copies of the updated Self Study to OEMS and the program’s Regional Council.
- E. When the team leader has determined that the program warrants consideration for state accreditation, a site visit will be scheduled.

1. A Site visit will be performed. Composition of the site team can be found in policy number T-175.
- F. 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 accreditation. The report will be submitted to OEMS for review.
1. Based upon the recommendation of the site team, the OEMS will issue a final ruling on the bid for accreditation.
- G. Upon review of the accreditation analysis submitted to the Office by the Independent Site Reviewer, 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.
1. If accreditation was approved, OEMS will notify the site team and send a certificate of accreditation to the program.
 2. Subsequent accreditation review may be conducted by reviewing program documents. Actual site visits may be performed at the discretion of the site review team. The Medical Direction Committee shall review any appeals by a program concerning the removal or denying of accreditation.
- H. A duplicate copy of the Institutional Self Study for Intermediate Programs in Virginia will be forwarded to the applicable Regional EMS Council or Local EMS Resource for review. The Regional EMS Council or Local EMS Resource must submit to the Site Reviewer an evaluation indicating its position toward the applicant program's accreditation request.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 160	Page: 1	of: 2
Title: EMT – Intermediate Accreditation Self Study Development, Organization and Submission Requirements		
Regulatory Authority: 12 VAC 5-31-1350		
Date of Issue: January 1, 2005	Effective Date: January 1, 2005	

A. Self Study Development

1. 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:
 - a. Select an appropriate member of the staff to direct the preparation of the self-study.
 - b. Involve all members of the faculty, administration, governing board or council in the discussions of the self-study.
 - c. Establish subcommittees to prepare specific sections of the self-study.
 - d. Adopt a reasonable time schedule and enforce it.

B. Self Study Organization

1. 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 contained in a 3-ring binder and all materials must be typewritten or prepared using a computer, collated, tabbed to divide the various sections.
 - b. Individual pages of the self-study **should not** be submitted in plastic page holders.
 - 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.
 - e. The following information should be provided on the front cover and spine of the 3-ring binder and the binder of exhibits accompanying the disk: Site/School name, City, State.

C. Self Study Submission

1. Institutions should send three hard copies of the completed self-study (including exhibits) and one copy of the narrative on diskette or CD-ROM with exhibits in an accompanying binder to:

Chad Blosser
Office of Emergency Medical Services
109 Governor Street, Suite UB-55
Richmond, VA 23219

- D. The institution should keep at least one copy for the institution's files.
- E. The self-study document is reviewed for completeness upon receipt at OEMS. OEMS will contact the site if the self study does not contain all of the required items.
- F. Please do not submit other applications or requests with the self-study.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 165	Page: 1	of: 1
Title: EMT – Intermediate Accreditation of Additional Locations/Learning Sites		
Regulatory Authority: 12 VAC 5-31-1350		
Date of Issue: January 1, 2005	Effective Date: January 1, 2005	

- A. On occasion, accredited training programs in Virginia contact the Office of EMS regarding offering additional training in alternative training sites which differ from the site receiving initial accreditation. As a result, OEMS training staff has contacted the “Commission on Accreditation of Allied Health Programs” for clarification.
- B. OEMS has determined that additional programs can be offered under the original accreditation, dependant upon the program sponsoring the training demonstrate that all program components and evaluation tools are essentially the same as the original.
- C. To accommodate institutions offering accredited programs, the Office is not requiring that the entire accreditation process be repeated a second time. The Office of EMS is putting 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 Self Study for each additional location. This application can be obtained from the Office of EMS.
 - 2. The questions which make up the Alternative Site Self Study must be addressed for each alternative site to assure OEMS that the two programs are essentially the same.
 - 3. A site different from the original accredited site can be approved upon receipt of written verification of site details.
- D. All accredited programs are required to submit in writing any changes that occur within the program to the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 170	Page: 1	of: 1
Title: EMT – Intermediate Accreditation Site Team Members Roles and Responsibilities		
Regulatory Authority: 12VAC5-31-1350		
Date of Issue: June 1, 2004	Effective Date: January 1, 2005	

- A. Providers from across the state have been trained by the Office of EMS to assist sites in becoming state accredited intermediate program training centers. Team members will provide guidance, review of *Intermediate Self Study*, conduct site visits, and make recommendations to the Office of EMS as to a sites' accreditation disposition.
- B. Roles and Responsibilities:
1. Team members may serve as a team leader for the site reviews as required.
 2. Team members will serve as mentors.
 3. Mentors will notify applicant of the receipt of the *Intermediate Self Study* and supporting documentation.
 4. Team members will perform the initial review of the applicant's *Intermediate Self Study* with recommendations for improvements required, if applicable.
 5. The designated Team leader schedules site review with program coordinator/director.
 6. Team members will perform site reviews.
 7. The Team leader will provide the Office of EMS with the site team findings and recommendations.
 8. Team member's attendance before the Medical Direction Committee may be required to support findings of the site review team.
 9. Team members may be required to travel overnight to conduct site visits.
- C. The Office of EMS will require initial and periodic training of team members



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 175	Page: 1	of: 1
Title: EMT – Intermediate Accreditation Site Team Composition		
Regulatory Authority: 12VAC5-31-1350		
Date of Issue: January 1, 2005	Effective Date: January 1, 2005	

- A. Providers from across the Commonwealth have been trained by the Office of Emergency Medical Services to assist candidate sites in becoming state accredited training centers.
- B. Team members will provide guidance and leadership to candidate sites and may act as team leaders for site visits.
- C. At a minimum, the evaluation teams will be composed of three members: one representative from the Office of Emergency Medical Services and two members from the Virginia EMS Community. Additional team members may be required and will be assigned where necessary for the evaluation of the institution and its programs.
- D. Team members will be assigned to sites based upon their proximity to the candidate site so long as no conflict of interest exists.
- E. Prior to the site visit, the Team Leader will schedule a date for a site review with the program coordinator. If available, the names of the team members will also be conveyed to the site.
- F. Team members will review a complete copy of the application materials, to include the Self Study and any updates in advance so that the time spent at the institution will be as productive as possible.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 180	Page: 1	of: 1
Title: EMT – Intermediate Accreditation Approval Time Line		
Regulatory Authority: 12VAC5-31-1380		
Date of Issue: January 1, 2005	Effective Date: January 1, 2005	

- A. The following timeline has been established to monitor the progress of those program’s requesting accreditation at the EMT - Intermediate level. This timeline was established by the Intermediate Accreditation Committee:

TIME LINE SCHEDULE		
TASK	ANTICIPATED	ELAPSED TIME
Self Study document to OEMS for log-in, OEMS submits document to Mentor and Regional Council	7-10 days	7-10 days
Mentor responds that it has been received	1 week	2 weeks
Mentor reviews for completeness	4 weeks	6 weeks
Program responds back to Mentor of their intentions to complete required areas of concern or withdraw from the application process (if required)	2 weeks	8 weeks
Updated copy of Self Study to OEMS	1 week	1 week
OEMS sends document to Mentors	7-10 days	2 weeks
Mentors establish date for site visit	60 days	10 weeks
Site team makes recommendation	2 weeks	12 weeks
OEMS to send out certificate of accreditation	2 weeks	14 weeks

**The anticipated time line for these activities is twenty-two weeks (22) or approximately six months to complete the accreditation process.

Policy Section 2

STUDENT ENROLLMENT, TESTING AND CERTIFICATION

Policy #	Title	Last Revision Date
T-200	EMS Procedure and Medication Schedule	01/01/03
T-202	Candidate Requirements for Full State Certification Testing	07/01/08
T-204	Required Evidence of Eligibility for Full Testing	07/01/08
T-206	Candidate Requirements for State Recertification	01/01/03
T-208	Recertification Examination Requirement	01/01/03
T-210	Basic and Advanced Life Support Written Examinations	07/01/08
T-212	Basic and Advanced Life Support Practical Examinations	07/01/08
T-214	General Examination Retest Policy Guidelines	01/01/05
T-216	Candidate Evidence of Eligibility for Retesting	07/01/08
T-218	Candidate Evidence of Eligibility for Recertification Testing	07/01/08
T-220	Examination Security and Review	01/01/03
T-222	Certificates of Completion	01/01/03
T-224	Certification Expiration Dates	01/01/05
T-226	Privilege of Certification and Field Practice Authority	01/01/03
T-228	Non-EMS Agency Practice	01/01/03
T-230	Falsifying Information	01/01/03
T-232	Certification Periods	01/01/03
T-234	Formal Reciprocity Certification	01/01/05
T-236	Legal Recognition Certification	01/01/03
T-238	Equivalency Challenge Certification	01/01/05
T-240	Provider Certification Reentry Program	07/01/08
T-242	Voluntary Inactivation of Certification	01/01/03
T-244	Reinstatement of Inactive Certification	01/01/03



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-200	Page: 1	of: 2
Title: Emergency Medical Services Procedure and Medication Schedule		
Regulatory Authority: 12VAC5-31-1040, 12VAC5-31-1310, 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. The Office will publish and maintain an "Emergency Medical Services Procedure and Medication Schedule" that specifies the medical procedures and medications recommended for use by each EMS certification level issued by the Office. (Medical procedures or medications not included on the "Emergency Medical Services Procedure and Medication Schedule" are not recommended to be performed by EMS personnel except as provided in 12VAC5-31-1070 of state EMS regulations.) This schedule will be formatted to provide two listings of recommended medical procedures and medications for each certification level, as follows:
1. Essential - Those medical procedures and medications that are the minimum knowledge and skill proficiencies required to obtain state EMS certification at the specified certification level. Instruction in these essential items is included as mandatory content in the corresponding training program curricula.
 2. Optional – Those medical procedures and medications that are authorized for instruction and practice at the specified certification level which may be instructed and performed based upon the authority of the applicable Physician Course Director and/or EMS agency Operational Medical Director. These medical procedures and medications are not required to maintain state EMS certification and are not included as mandatory content in the corresponding training program curricula.
- B. For state certification and recertification purposes only those skills and medications listed as "Essential" will be evaluated. Training programs which include instruction of "Optional" skills and/or medications should evaluate student knowledge of these items independently.
- C. Although listings for the Transitional ALS Certification levels of EMT-Shock Trauma and EMT-Cardiac are not included in the "Emergency Medical Services Procedure and Medication Schedule", EMS Physicians should refer to the corresponding listing for the EMT-Enhanced and EMT-Intermediate levels when authorizing the practice and instruction of EMT-Shock Trauma and EMT-Cardiac level providers. Upon completion of transition to certification at the EMT-Enhanced and EMT-Intermediate the involved providers previously

certified at the EMT-Shock Trauma and EMT-Cardiac levels the will be limited to those recommended by the "Emergency Medical Services Procedure and Medication Schedule" for the current certification level held.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-202	Page: 1	of: 2
Title: Candidate Requirements for Full State Certification Testing		
Regulatory Authority: 12VAC5-31-1480		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

A. **Candidate Categories** - Candidates seeking full state certification will fall into one or more of the following status categories:

1. **Initial Status** - Candidates completing a certification program for the first time through attendance of an entire initial course or an entire bridge course from a lower certification level to a higher certification level must initiate certification testing within 180 days of the course end date.
 - a. Candidates completing a full certification program will be considered as testing in Initial Status.
 - b. Candidates completing an initial or bridge certification program that results in eligibility for the Intermediate '99 or Paramedic testing must successfully complete the National Registry examination process for the appropriate level and apply to Virginia for reciprocity.
2. **Re-Entry Status** - Candidates completing the CE requirements for the level to be tested will be eligible to regain expired certification under the Re-Entry program.
3. **Equivalency Challenge Status** - Candidates completing the requirements as set forth in **Section T-295**. Who have completed the minimum training requirements for the corresponding level to be tested.
4. **Legal Recognition Status** - Candidates who were initially issued one-year (or less) certifications through Legal Recognition who are completing the CE requirements to gain full certification.

B. **Examinations Required** –

1. Candidates falling into the Initial Status must successfully complete both the state written and practical examinations to be granted full certification. State administered practical examinations are conducted at initial state certification levels for EMS-First Responder, EMT-Basic and EMT-Enhanced.
 - a. For the EMT-Shock Trauma and EMT-Cardiac levels a state practical examination is not administered. Each Candidate in an initial or bridge EMT-Shock Trauma or EMT-

Cardiac program must present evidence of successful completion of a training program administered final comprehensive practical skills examination.

2. Candidates in the Reentry, Equivalency Challenge or Legal Recognition Status categories at the EMS First Responder and EMT-Basic levels must successfully complete both the state written and practical examinations to be granted full certification.
3. Candidates falling into the Reentry, Equivalency Challenge or Legal Recognition Status categories at Advanced Life Support levels must successfully complete the state written examination to be granted full certification.

C. **Course Completion** - Candidates requesting to test must demonstrate eligibility for full certification as evidenced by fulfillment of the following requirements:

1. Satisfaction of all requirements as set forth in the minimum training requirements for the corresponding curriculum or CE program for the level to be tested.
2. Satisfaction of all reasonable course requirements established by the Course Coordinator.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-204	Page: 1	of: 2
Title: Required Evidence of Eligibility for Full Testing		
Regulatory Authority: 12VAC5-31-1480		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. Candidates in **Initial Status** requesting certification testing must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:
1. Proof of positive identification in the form of a government or school issued photo identification card.
 2. A Primary Eligibility Notice letter.
 3. Parental Approval: Each Candidate who was less than eighteen (18) years of age on the Begin Date of a Basic Life Support course must have an individual parental permission form available for review at the test site.
 4. If Applicable: An Accommodation Letter issued from the Office of EMS
- B. Candidates in **Re-Entry or Legal Recognition Status** must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:
1. Recertification Eligibility Notice letter from the Office of EMS.
 2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.
 3. If Applicable: An Accommodation Letter issued from the Office of EMS
- C. Candidates in **Equivalency Challenge Status** must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:
1. Certification Eligibility Notice letter from the Office of EMS.
 2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.
 3. If Applicable: An Accommodation Letter issued from the Office of EMS



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-206	Page: 1	of: 1
Title: Candidate Requirements for State Recertification		
Regulatory Authority: 12VAC5-31-1490 and 12VAC5-31-1640		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Current Provider Status** - This section will apply to individuals requesting state recertification who hold current (not expired) certification at or above the level requested to be recertified. (Excluding those who gained their current certification through Legal Recognition.)
- B. **Recertification Course Completion** - Students requesting recertification must demonstrate eligibility as evidenced by fulfillment of the following requirements:
1. Completion of the minimum continuing education requirements for the corresponding refresher curriculum or CE recertification program for the level to be recertified. Evidence of completion of the continuing education requirements must be received by the Office prior to certification expiration for the provider to be classified in **Current Provider Status**.
 2. Satisfaction of all reasonable course requirements established by the Course Coordinator.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-208	Page: 1	of: 2
Title: Recertification Examination Requirement		
Regulatory Authority: 12VAC5-31-1640		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. Individuals requesting to recertify who hold current (not expired) certifications are required to successfully complete the state written examination process based upon the following guidelines:
1. All individuals who are not affiliated with a licensed EMS agency must take the state written examination to recertify.
 2. Individuals affiliated with a licensed EMS agency may be granted an Exam Waiver from the state written recertification examination by the Operational Medical Director (OMD) of the EMS agency, provided:
 - a. The individual has met all agency based recertification requirements established by the OMD.
 - b. A completed "Virginia EMS Certification Application" signed by the OMD and the individual is submitted to the Office documenting the Exam Waiver.
 - c. A "Virginia EMS Certification Application" form submitted as an Exam Waiver must be received by the Office no later than thirty (30) days following the expiration of the individual's certification at the level being "Waived".
 - i. "Virginia EMS Certification Application" forms received by the Office during the thirty (30) days after the individual's certification expiration date will be considered valid for recertification purposes. However, during this period following expiration, the individual may not practice at the expired certification level.
 - ii. "Virginia EMS Certification Application" forms received by the Office more than thirty (30) days after the individual's certification expiration date will be considered as invalid and the individual will be deemed in **Re-Entry Status** and required to test to regain current certification under Section **T-205**.
 3. Note: In all cases, an individual holding current (not expired) certification may choose to complete recertification by successful completion of the state written recertification

examination, regardless of licensed EMS agency affiliation or agency OMD willingness to approve an Exam Waiver.

B. Candidates in **Current Provider Status** required or choosing to take the state recertification examination must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

1. Recertification Eligibility Notice letter from the Office of EMS.
2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-210	Page: 1	of: 1
Title: Basic and Advanced Life Support Written Examinations		
Regulatory Authority: 12VAC5-31-1510		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. **State Administered Written Examinations** - All State written examinations must be conducted in a standardized and consistent manner following guidelines established by the Office in the following documents.
1. BLS Consolidated Test Site Manual
 2. Virginia EMT Enhanced Certification Examination Policy Manual
- B. **Exam Score Required** - The Office standard for successful completion is the achievement of a minimum score of:
1. Seventy percent (70%) on all basic life support certification examinations.
 2. Eighty percent (80%) on all EMT-Instructor recertification examinations.
 3. Eighty-five percent (85%) on all EMT-Instructor pretest examinations.
 4. Eighty percent (80%) on all advanced life support certification examinations.
- C. **National Registry of EMTs Administered Examinations** - Written examinations administered for issuance of certification by the National Registry of Emergency Medical Technicians (National Registry of EMTs) will be conducted in accordance with the policies and procedures established by that organization. Although Office of EMS may participate in National Registry of EMTs 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 EMTs in regard to its issuance or denial of certification.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-212	Page: 1	of: 2
Title: Basic and Advanced Life Support Practical Examinations		
Regulatory Authority: 12VAC5-31-1520		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. **State Administered Basic and Advanced Life Support Practical Examinations** - All state administered Practical examinations will be conducted in a standardized and consistent manner following guidelines established by the Office In the following documents:
1. BLS Consolidated Test Site Manual
 2. Virginia EMT Enhanced Certification Examination Policy Manual
- B. **Evaluation Forms** - Practical station evaluation forms have been developed and are available for review upon request from the Office. All evaluation forms required for testing are provided by the Office and are available from the Certification Examiner administering the exam.
- C. **Pass/Fail Scoring** - Candidates must demonstrate proficiency on all practical stations required for the program level being tested.
1. Grades of UNSATISFACTORY will constitute failure of that station, requiring a retest.
 - a. Grades of UNSATISFACTORY on any critical criteria within a single practical station tested on a PASS/FAIL basis.
 - b. Grades of UNSATISFACTORY on any practical station of an examination that uses numeric scoring will include failure to obtain the minimum required points.
- D. **Practical Retest Policy** - Candidates failing any practical station will have an opportunity to retest the station(s) failed.
1. Same day BLS retesting will not be offered. Retesting must follow the guidelines of the BLS Consolidated Test Site Manual.
 2. Same day EMT-Enhanced retesting must follow the Virginia EMT Enhanced Certification Examination Policy Manual
 3. Candidates attending a test site on a future date to retest must provide the Certification Examiner with all necessary documents provided by the Office identifying the station(s) of the practical needing to be retested.
 4. If a retest is failed, the Candidate must complete the retest requirements of Section **T-235**.

- E. In the event a Certification Examiner determines that a technical error may have occurred in the testing of any Candidate and that further testing is necessary to evaluate a Candidate's proficiency on a given station rather than issuing a failure for the station, the Certification Examiner may permit or direct the retesting of the Candidate on a specific station at the same test site. In this case, the original station test will be considered invalid, and the Candidate must test the station again. If the Candidate fails the station, retesting will be required at a test site on a future date.
- F. **National Registry of EMT Administered Examinations** - Practical examinations administered for issuance of certification by the National Registry of Emergency Medical Technicians (National Registry of EMTs) will be conducted in accordance with the policies and procedures established by that organization. Although the Office of EMS may participate in National Registry of EMTs 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 EMTs in regard to its issuance or denial of certification.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-214	Page: 1	of: 2
Title: General Examination Retest Policy Guidelines		
Regulatory Authority: 12VAC5-31-1530		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. **Retest Period Allowed** - Candidates failing to achieve a minimum passing score on any state administered written and/or practical examinations must retest within 90 days from the original exam date to avoid any additional required training per Section C below.
- B. **Retest of Failed Exam(s)** - 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. **Failure of Retest** - 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. May include those CE hours completed after the initial certification examination has been attempted.
 - c. This training must be submitted on CE cards.
 - 2. Receive written notification from the Office of eligibility for secondary certification testing.
- E. **Secondary Certification Testing** - Upon notification of eligibility to test from the Office, a Candidate who has previously failed a written and/or practical retest will be allowed one (1) 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 requirements of Sections **T-205**, **T-230**, **T-235** and **T-240** will apply to the second series of testing.
- F. **Secondary Certification Retest Failure** - 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. **Maximum Allowed Testing Period** - The requirements of this section including initial and secondary certification testing series must be completed within twelve (12) months from the date of the initial certification test attempt (i.e.: first test date). Failure to complete this process within this twelve (12) month 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 Training Course Attendance** – Future testing of Candidates required to complete an entire initial basic training program under Sections F or G above, will be processed in the same manner as any Candidate completing a similar course for the first time.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-216	Page: 1	of: 1
Title: Candidate Evidence of Eligibility for Retesting		
Regulatory Authority: 12VAC5-31-1530		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. Candidates requesting to retest a failed written and/or practical exam(s) must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:
1. A valid state "Test Report" showing the results of the initial examination.
 2. A letter of Retest Eligibility
 3. Presentation of proof of positive identification in the form of a government or school issued photo identification card.
 4. Presentation of a Letter of Accommodation issued from the Office of EMS, if applicable.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-218	Page: 1	of: 1
Title: Candidate Evidence of Eligibility for Secondary Testing		
Regulatory Authority: 12VAC5-31-1530		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. Candidates requesting testing a second series of exams after failure of an initial testing series must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:
1. A valid "Secondary Eligibility Notice" from the Office.
 2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.
 3. Presentation of a Letter of Accommodation issued from the Office of EMS, if applicable.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-220	Page: 1	of: 2
Title: Examination Security and Review		
Regulatory Authority: 12VAC5-31-1550		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Examination Security** - All examination booklets are the property of the Office of Emergency Medical Services. Individuals taking an examination may not copy or make recordings of any material from the examination. Failure to return an exam booklet will subject the individual to disqualification for certification.
- B. **Giving or Obtaining Information Prohibited** - Giving or obtaining information or aid prior to, during or following any exam, as evidenced by direct observation of the state examination administrator(s), subsequent analysis of examination results or 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 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.
 - 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 Department or the Office.
 3. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Office in test development or selection, test form construction,

standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Office, are necessary and appropriate.

- C. **Examination Review Prohibited** - Under no circumstances will written examination materials be provided to course coordinators/instructors, physician course directors or candidates for their review.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-222	Page: 1	of: 2
Title: Certificates of Completion		
Regulatory Authority: 12VAC5-31-1580		
Date of Issue: December 1, 2002	Effective Date: May 1, 2009	

- A. Candidates successfully completing all requirements for state certification will be mailed a certificate with attached pocket card. This initial certificate will be free of charge and include the following:
1. Individual's full name.
 2. Individual's current mailing address.
 3. Individual's EMS Certification Number.
 4. Level of certification issued.
 5. Expiration date of the certification issued.
- B. Certified Virginia EMS personnel requesting a reprint and/or a duplicate copy of their certification card, to include but not limited to any change in personal data, will be assessed the following charges:
1. Paper-based certification cards:
 - a. Each reprint will incur a charge of US \$5.00.
 - i. Reprints must be requested in writing and purchased from the Virginia Office of EMS.
 - (i) Payment must be in the form of a personal check or cashier's check, or money order.
 - (ii) Same day service (in person) will only be available with a cashier's check or money order.
 - (iii) Payment by personal check will require verification of funds BEFORE certification cards are printed and mailed.
 2. Durable First Responder Authentication Card certification cards
 - a. Each reprint will incur a charge of US \$15.00.
 - i. Reprints must be requested in writing and purchased from the Virginia Office of EMS.
 - (i) Payment must be in the form of a personal check or cashier's check or money order.

(ii) Same day service (in person) will only be available with a cashier's check or money order.

(iii) Payment by personal check will require verification of funds BEFORE certification cards are printed and mailed.

C. Fees collected from the reprint of certification cards will be used to offset the cost of supplies, printing, processing and mailing.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-224	Page: 1	of: 1
Title: Certification Expiration Dates		
Regulatory Authority: 12VAC5-31-1580		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. For providers successfully completing testing or recertification, certification expiration dates will be established based upon the month of testing or submission of the completed "Virginia EMS Certification Application" form as a result of either successful testing, or the granting of an OMD "Exam Waiver" of recertification testing.
 - 1. Submission of a "Virginia EMS Certification Application" documenting an OMD "Exam Waiver" will not automatically result in issuance of a new certification unless the requirements set forth in Section **T-210** have been completed and documented to the Office through prior submission of required CE records/cards.
- B. For providers receiving certification through Reciprocity, certification will be issued as follows:
 - 1. For Basic Life Support levels, the month and year of expiration of the individual's certification from an approved state or recognized EMS certifying body will be used to assign a matching Virginia certification expiration date not to exceed four (4) years.
 - 2. For Advanced Life Support levels, the month of expiration of the individual's certification from a recognized EMS certifying body will be used to assign a Virginia certification expiration month, plus one additional year of state certification will be provided to a maximum of three years of certification.
- C. For providers receiving certification through Legal Recognition, the month and year of expiration of the individual's certification from an approved state or recognized EMS certifying body and the date of the Legal Recognition request will be used to assign a Virginia certification expiration date. Certification issued through Legal Recognition will expire one year from the date of the request or the expiration date of the individual's certification from an approved state or recognized EMS certifying body if less than one year remains of such certification.
- D. The Office will not issue EMT-Shock Trauma and EMT-Cardiac Technician certification after December 31, 2005, therefore EMT-Shock Trauma and EMT-Cardiac Technician certifications will expire no later than December 31, 2008.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-226	Page: 1	of: 1
Title: Privilege of Certification and Field Practice Authority		
Regulatory Authority: 12VAC5-31-1040 and 12VAC5-31-1160		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. 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.
- B. Performance of any invasive medical procedure in the field; including but not limited to: intravenous cannulation, medication administration, automated or manual cardiac defibrillation, intubation and or surgical airway procedures; by any individual 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 for that agency.
 - 1. The practice of prehospital care requires the individual to have the approval of their EMS agency's Operational Medical Director while actively participating as a provider with that EMS agency. Extensions of 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.
 - 2. An individual's EMS agency OMD authorization to practice is valid only when the individual has a current certificate issued by the Office or a license issued by the appropriate Board of the Department of Health Professions as required for the EMS Vehicle personnel position requirement being performed. 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 or licensure expiration.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-228	Page: 1	of: 1
Title: Non-EMS Agency Practice		
Regulatory Authority: 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

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 or a registered Early Defibrillation Service are limited to the provision of basic "first-aid" techniques. The Office considers non-affiliated certificate holders to be in INACTIVE status.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-230	Page: 1	of: 1
Title: Falsifying Information		
Regulatory Authority: 12VAC5-31-1000		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

Falsification of information submitted to the Office dealing with any application for certification, certification testing and/or continuing education program attendance may result in civil and/or criminal enforcement action as prescribed in the State EMS regulations and the *Code of Virginia*.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-232	Page: 1	of: 1
Title: Certification Periods		
Regulatory Authority: 12VAC5-31-1580		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. Except as otherwise noted in Section **T-305** and unless revoked or suspended by the Office, EMS certifications are issued for the following certification periods:
1. Basic Life Support certifications are valid for four (4) years from the month of issuance.
 2. Advanced Life Support (ALS) certifications are valid for three (3) years from the month of issuance.
 - a. Issuance of ALS certifications includes the simultaneous issuance of certification as an Emergency Medical Technician (EMT) for an additional period of two (2) years.
 - b. Upon failure to renew an ALS certification, the individual will automatically revert to certification at the EMT level.
 3. EMT Instructor certifications are valid for two (2) years from the month of issuance.
 - a. Issuance of EMT-Instructor certifications includes the simultaneous issuance of certification as an Emergency Medical Technician (EMT) for an additional period of two (2) years.
 - b. Upon failure to renew an EMT-Instructor certification, the individual will automatically revert to certification at the EMT level or to any ALS certification held.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-234	Page: 1	of: 2
Title: Formal Reciprocity Certification		
Regulatory Authority: 12VAC5-31-1590		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. **Formal Reciprocity** - Formal recognition will be granted to applicants holding valid certification from any other state or a recognized EMS certifying body with which Virginia has a formal written agreement of reciprocity. Full certification will be issued to persons for a period not less than the expiration date displayed on the applicable certificate of training and no longer than the certification period issued at this certification level in Virginia, upon:
1. Demonstration that the applicant meets the requirements of Sections **12VAC5-31-1450** and **12VAC5-3310-1460** as applicable for the certification level requested.
 2. Demonstration of a need for certification in Virginia.
 3. Submission to the Office of copies of certificates or other documentation of courses of training completed.
 4. Submission of a completed "Virginia EMS Training Program Enrollment" form. This completed form must accompany the certificate of training issued by the other state when forwarded to the Office.
 5. Reciprocity may be used only to gain a certification level when the individual does not hold current Virginia certification at that level and the individual is no longer eligible for Re-Entry.
- B. Reciprocity is currently available for issuance of equivalent Virginia certification based upon the following certifications:
1. EMT-Basic certification issued by the District of Columbia and Pennsylvania.
 2. EMT-Intermediate/99 certification issued by the National Registry of EMTs.
 - a. National Registry Certification obtained by completing a program not accredited by the state of Virginia will require the applicant to demonstrate eligibility to obtain that states certification at the level for which is applied for in Virginia by completing the appropriate form.
 - b. Virginia certification eligibility will qualify the applicant through reciprocity only if the applicant is eligible for state certification equivalent to the level applied for in Virginia.
 3. EMT-Paramedic certification issued by the National Registry of EMTs.

- a. National Registry Certification obtained by completing a program not accredited by the state of Virginia will require the applicant to demonstrate eligibility to obtain that states certification at the level for which is applied for in Virginia by completing the appropriate form.
 - b. Virginia certification eligibility will qualify the applicant through reciprocity only if the applicant is eligible for state certification equivalent to the level applied for in Virginia.
- C. Reciprocity is not currently offered at the EMS First Responder, EMT-Enhanced, EMT-Shock Trauma or EMT-Cardiac certification levels.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-236	Page: 1	of: 2
Title: Legal Recognition Certification		
Regulatory Authority: 12VAC5-31-1600		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. In the absence of a formal reciprocity agreement between Virginia and the state or EMS certifying body concerned, a person having completed a training program equally in compliance with the minimum training standards established by the National Standard Curriculum for the level requested, may request Legal Recognition. Persons will be issued certification for a period of one (1) year or the duration of their current certification; whichever is shorter; upon:
1. Demonstration that the applicant meets the requirements of Sections **12VAC5-31-1450** and **12VAC5-3310-1460** as applicable for the certification level requested.
 2. Demonstration of a need for certification in Virginia.
 3. Submission of copies of certificates issued by the National Registry of EMTs, the respective state or other evidence of the course of training completed to the Office.
 4. Submission of a completed "Virginia EMS Training Program Enrollment" form. This completed form must accompany the certificate of training issued by the other state when forwarded to the Office.
 5. In order to gain full certification, persons must complete the requirements of Section **T-205** and all applicable subsequent sections.
 6. Legal Recognition may be used only to gain a certification level for which the individual does not hold current Virginia certification and for which the individual is no longer eligible for Reentry.
- B. Legal Recognition is currently available for issuance of Virginia **EMT-Basic certification** based upon the following certifications:
1. EMT-Basic certification issued by the National Registry of EMTs.
 2. EMT-Basic certification issued by any other state or U.S. territory except the District of Columbia and Pennsylvania. (See T-305)
 3. EMT-Intermediate/85 certification issued by the National Registry of EMTs.
 4. Any Advanced Life Support certification issued by any other state or U.S. territory.

C. Legal Recognition is not currently offered at the EMS First Responder or any Advanced Life Support level.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-238	Page: 1	of: 2
Title: Equivalency Challenge Certification - Revised		
Regulatory Authority: 12VAC5-31-1610		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. Virginia Licensed Registered Nurses, Nurse Practitioners, Practical Nurses, Physician Assistants, Military Corpsmen, Dentists, Chiropractors and 3rd or 4th year Medical Students may request to challenge for full certification based on their previous training and experience upon completion of the following:
1. Demonstration that the applicant meets the requirements of Sections **12VAC5-31-1450** and **12VAC5-3310-1460** as applicable for the certification level requested.
 2. Demonstration of residency or a need for certification in Virginia.
 3. Submission of copies of licensure/certificates issued by the Virginia Department of Health Professions, the respective military branch or other evidence of the course of training completed to the Office.
 4. Submission of a completed "Virginia EMS Training Program Enrollment" form. This completed form must accompany the certificate of training issued by the other agency when forwarded to the Office.
 5. Completion of the requirements of Section **T-205** and all applicable subsequent sections.
 6. Equivalency may be used only to gain a certification level when an individual does not hold current Virginia certification and the individual is no longer eligible for Reentry.
- B. Applicants for Equivalency Challenge at the EMT-Basic level must:
1. Complete the required 36-hour Recertification requirements as verified by submission of Continuing Education to the Office
 2. Receive Letter of Eligibility to Test from the Office
 3. Successful completion of the written and practical exams.
- C. Physician Assistants, Nurse Practitioners, Dentists, Chiropractors and 3rd or 4th year Medical Students, based on prior education and experience may receive Virginia endorsement to sit for the National Registry written and practical Paramedic exams upon completion of the requirements of T-640 or T-660 as applicable.

D. The Office may also authorize other individuals holding licensure at a level deemed equivalent to those listed above to seek certification through equivalency.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-240	Page: 1	of: 1
Title: Provider Certification Reentry Program		
Regulatory Authority: 12VAC5-31-1620		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. **Reentry Period Allowed** - Individuals whose provider level certification has expired may regain full certification through completion of the Reentry program within two (2) years of their previous expiration date. To Re-Enter the person must fulfill the requirements of Section **T-205** including all required testing within the two (2) year Reentry period.
- B. **Reentry Period Expiration** - Individuals failing to complete the Reentry process by the end of the two (2) year period following expiration will be required to complete a full basic training program before certification may be regained at this level.
1. Individuals who have relocated outside Virginia for a minimum of two (2) years during which time their eligibility to seek recertification through Reentry has expired, and have maintained certification from another certifying body, may seek certification through Sections **T-234** or **T-236**, as applicable.
- C. **Future Training Course Attendance** - Students required to complete a full basic training program under Section B. above will be handled in the same manner as any student completing a similar course for the first time.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-242	Page: 1	of: 2
Title: Voluntary Inactivation of Certification		
Regulatory Authority: 12VAC5-31-1630		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

A. **Inactivation of Certification** - Requests from providers desiring to permanently surrender or downgrade their current certification on a voluntary basis will not be processed except upon verification of their ineligibility for continued certification under these state EMS regulations (e.g.: criminal conviction, permanent disability, etc.).

1. Any provider holding a current EMS certification who is affiliated with a licensed EMS agency and no longer wishes to practice at their current level of certification; may request to have their certification placed in INACTIVE status by the Office.
 - a. Requests for INACTIVE status will require a minimum INACTIVE period of one hundred eighty (180) days during which time requests for reinstatement to ACTIVE status will not be allowed.
2. A form provided by the Office must be used to make written notice to; and verify acknowledgment by; the provider's EMS agency OMD(s) of the provider's intent to seek INACTIVE status. OMD acknowledgment is required for all EMS agency affiliations.
 - a. OMD acknowledgment is required only to verify that the EMS agency's OMD has been informed of the provider's request and does not represent the OMDs agreement or disagreement with the provider's decision to seek INACTIVE status.
3. Upon approval of the acknowledged requests, the provider will no longer be authorized to perform any procedure that requires EMS certification at the INACTIVE level under state EMS regulations. INACTIVE status does not however prohibit the provider from participation in continuing education programs for award of CE credit at an INACTIVE level.
 - a. If the certification placed into INACTIVE status is an advanced life support or instructor level, the provider's certification will revert to the EMT-Basic level for the remainder of the INACTIVE certification period plus the two (2) additional years routinely provided with ALS certifications. Requests for transfer to a lower level of advanced life support certification will not be accepted; however a provider may

choose to certify at a lower level upon completion of the recertification requirements for the level.

- b. If the certification placed into INACTIVE status is a basic life support level, the provider will be considered as holding no current state EMS certification. Requests for transfer down from EMT certification to the EMS First Responder level will not be accepted, however an provider may choose to certify down to that level upon completion of the recertification requirements for EMS First Responder.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-244	Page: 1	of: 2
Title: Reinstatement of Inactive Certification		
Regulatory Authority: 12VAC5-31-1630		
Date of Issue: December 1, 2002	Effective Date: May 1, 2009	

- A. Any provider whose certification has been placed in INACTIVE status by the Office may request REINSTATEMENT of the INACTIVE certification using a form provided for this purpose after a minimum period of one hundred eighty (180) days.
1. Reinstatement of certification to ACTIVE status will require the approval of the OMD of the provider's licensed EMS agency before being processed by the Office. OMD approval is required for all EMS agency affiliations.
 2. Approval for reinstatement of the provider's certification to ACTIVE status; will not obligate any EMS agency to authorize the provider to practice at the reinstated level.
 3. Reinstatement of an INACTIVE certification will not be processed if the involved provider is not currently affiliated with a licensed EMS agency unless evidence is presented in writing from a licensed EMS agency demonstrating a need for current EMS certification as a condition of future employment or membership.
- B. Certified Virginia EMS personnel requesting reactivation of their certification will be assessed the following charges:
1. Paper-based certification cards:
 - a. Each reprint will incur a charge of US \$5.00.
 - i. Reprints must be requested in writing and purchased from the Virginia Office of EMS.
 - (i) Payment must be in the form of a personal check or cashier's check or money order.
 - (ii) Same day service (in person) will only be available with a cashier's check or money order.
 - (iii) Payment by personal check will require verification of funds BEFORE certification cards are printed and mailed.
 2. Durable First Responder Authentication Card certification cards
 - a. Each reprint will incur a charge of US \$15.00.
 - i. Reprints must be requested in writing and purchased from the Virginia Office of

EMS.

- (i) Payment must be in the form of a personal check or cashier's check or money order.
- (ii) Same day service (in person) will only be available with a cashier's check or money order.
- (iii) Payment by personal check will require verification of funds BEFORE certification cards are printed and mailed.

C. Fees collected from the reprint of certification cards will be used to offset the cost of supplies, printing, processing and mailing.

Policy Section 3

EMS TRAINING FUND ADMINISTRATION

Policy #	Title	Last Revision Date
T-300	EMS Training Fund Overview	07/01/08
T-305	Individual Tuition Reimbursement Requirements	07/01/08
T-310	Organizational Tuition Reimbursement Requirements	07/01/08
T-315	Reserved for future use.	NA
T-320	Initial Certification Course Funding	07/01/08
T-330	Standard CE (CAT 1) Program Requirements	07/01/08
T-335	Reserved for future use	NA
T-340	Auxiliary Program Requirements	07/01/08
T-345	Reserved for future use	NA
T-350	Program Site Accreditation Funding	07/01/08



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 300	Page: 1	of: 1
Title: EMS Training Fund Overview		
Regulatory Authority: 12 VAC 5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. The Virginia Office of EMS Emergency Medical Services Training Funds are designed to provide financial assistance for Virginia Certified EMS providers and Virginia Office of EMS (OEMS) approved training courses. These funds shall supplement local support for EMS training courses.
- B. The Emergency Medical Services Training Funds are monies available for student expenses related to attending EMS Certification programs and continuing education programs whose lessons are based upon or resemble the learning objectives in the United States Department of Transportation's curricula and the Virginia curricula as defined in 12VAC5-31. These funds are designed for non-profit entities and individuals participating in Virginia's EMS System.
- C. The Emergency Medical Services Training Funds (EMSTF) have been broken down into five (5) broad categories: tuition reimbursement, basic courses, auxiliary programs, CAT 1 CE programs and accreditation.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 305	Page: 1	of: 2
Title: Individual Tuition Reimbursement Requirements		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. Both BLS and ALS students are eligible for this funding.
- B. Individual reimbursement is provided for expenses incurred by students who attend initial certification programs.
- C. Reimbursement will be awarded based upon tuition expenses incurred by the student (minus grants and scholarships) up to the maximum amount defined in EMSTF program.
 - 1. Funding for individual tuition reimbursement is determined by OEMS based upon the EMSTF tuition award formula:
 - a. There are two different funding levels:
 - i. Non-ALSTF funded initial programs
 - ii. ALSTF funded initial programs
 - 2. All awards are subject to funding availability and are evaluated in the order received.
- D. Individual requests for tuition reimbursement require that the applicant:
 - a. be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
 - b. determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
 - c. submit a completed Emergency Medical Services Training Fund Individual Tuition Reimbursement Application. Incomplete applications will be returned.
 - d. be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a Letter confirming agency affiliation on agency letterhead signed by the Agency's Chief Operations Officer (COO) including the COO's printed name and the agency's EMS License number. The letter must be dated.

- e. ensure the submitted application is postmarked to the Virginia Office of EMS within 180 days of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.
- E. If the applicant is found to have submitted falsified records or to have distorted, forged or misrepresented information to the Office, the Office will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.
- F. The tuition reimbursement program is designed to provide financial assistance in the form of partial tuition reimbursement for Virginia EMS providers who attend EMS certification programs. Tuition reimbursement is awarded only for tuition expenses incurred by the applicant for which no other source of financial assistance is received. The applicant must request tuition reimbursement using forms designed by and submitted to the Virginia Office of EMS.
- G. Reimbursement will be awarded based upon tuition expenses incurred by the student up to the maximum amount defined in EMSTF program.
- H. Individual Tuition Reimbursement from an EMSTF supported program.
 - a. The applicant must be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
 - b. The applicant must determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
 - c. The applicant must submit a completed Emergency Medical Services Training Fund Individual Tuition Reimbursement Application.
 - i. Incomplete applications will be returned.
 - ii. Applicants must supply documentation verifying that there were tuition expenses incurred on their part. Acceptable forms of documentation may include:
 - (a) An invoice/bill from the college, training institution or instructor, or
 - (b) Copies of any cancelled checks paid to the college, training institution or instructor, or
 - (c) Credit card receipt of funds paid to the college, training institution or instructor.

- d. The applicant must be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a letter confirming agency affiliation on agency letterhead signed by the agency's Chief Operations Officer (COO) including the COO's printed name and the agency's EMS License number. The letter must be dated.
- e. The application must be mailed to the Virginia Office of EMS and postmarked within 180 days of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.
- f. The funding level for tuition reimbursement for programs that also received EMSTF dollars is determined by OEMS based upon the EMSTF tuition award formula for course sponsored programs.
- g. All awards are subject to funding availability and are evaluated in the order received.
- I. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years OEMS has the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 310	Page: 1	of: 2
Title: Organizational Tuition Reimbursement Requirements		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. The tuition reimbursement program is designed to provide financial assistance in the form of partial tuition reimbursement for Virginia EMS providers who attend EMS certification programs that have not received funding from the Emergency Medical Services Training Fund (EMSTF) program. Tuition reimbursement is awarded only for tuition expenses incurred by the applicant or their agent for which no other source of financial assistance is received. The applicant must request tuition reimbursement using forms designed by and submitted to the Virginia Office of EMS.
- B. Reimbursement will be awarded based upon tuition expenses up to the maximum amount defined in EMSTF program.
- C. Organizational request for tuition reimbursement for EMSTF supported programs
 1. The EMS Agency must have provided financial support for a Virginia Certified EMS provider to attend the training program for which tuition is requested.
 - a. Applicants must supply documentation verifying that there were expenses incurred on their part. Acceptable forms of documentation may include:
 - i An invoice/bill from the college, training institution or instructor, or
 - ii Copies of any cancelled checks paid to the college, training institution or instructor, or
 - iii Interdepartmental/organization transfer documentation
 2. The applicant must determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
 3. The EMS Agency can only submit for providers who are actively involved with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the EMS Agency is seeking tuition reimbursement.
 4. The EMS agency must submit a completed Emergency Medical Services Training Fund Organizational Tuition Reimbursement Application. Incomplete applications will be returned.

5. The application must be received by the Virginia Office of EMS within 180 days of the provider(s) receiving Virginia Certification at the level for which the tuition reimbursement is sought. Applications not received within six-months will be returned and the request for reimbursement will be denied. Documents must be postmarked before the deadline in order to be accepted.
 6. A separate application is required for each type of program tuition that is being requested. For example, do not group Paramedic and Intermediate students together on one application.
 7. The funding level for tuition reimbursement for programs that also received EMSTF dollars is determined by OEMS based upon the EMSTF tuition award formula for course sponsored programs.
 8. All awards are subject to funding availability and are evaluated in the order received.
- D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition re-imbusement is awarded will require return of any awards and the possibility of appropriate legal action.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 315	Page: 1	of: 1
Title: Individual Tuition Reimbursement Requirements for non-ALSTF Funded Programs		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2005	

A. This policy has been rescinded.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 320	Page: 1	of: 2
Title: Initial Certification Course Funding		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. Funding is made available for any not-for-profit organizations. Non-profit organizations include but are not limited to:
1. Community Colleges
 2. 501 (c) (3) organizations
 3. Governmental Organizations
 4. Individuals who are not considered for profit entities.
- B. Initial Certification Course Funding requirements include:
1. The program must satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.
 2. The Contractor must:
 - a. Submit a completed Virginia Office of Emergency Medical Services Training Fund (EMSTF) Course Funding Contract for the appropriate type of course with the "Course Approval Request Form".
 - b. Submit appropriately, enrollment forms as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - c. Electronically submit the web based "Course Student Disposition Report" to the Office of EMS within 10 days after the Course End Date but not before the program is completed.
 - d. Assure students marked as passed on the "Course Student Disposition Report" have

completed all course requirements and are eligible for certification examination.

C. Payment is processed upon:

1. First half funding payments will be made following receipt of enrollment forms for the funded course. First half funding is determined by OEMS based upon the EMSTF course funding formula.
2. Second half funding is based upon the number of students marked as “pass” or “incomplete” on the “Course Student Disposition Report” at the completion of the course and who certify through the OEMS. Second half funding is determined by OEMS based upon the EMSTF course funding formula.

D. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 330	Page: 1	of: 3
Title: Standard CE (CAT 1) Program Requirements		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. Both BLS and ALS continuing education (CE) courses are eligible for this funding.
- B. This funding is to support Category 1 CE conducted in each Planning District.
 - 1. Funding shall be allocated by Planning District based upon the EMSTF program formula.
 - 2. Funding can only be used in the Planning District for which it is awarded.
 - a. Funding is on a first come, first served basis
 - b. Payments for completed Category 1 CE courses will be made until the allocated funds in each Planning District are exhausted.
 - c. Invoices which are not paid due to insufficient funds in a Planning District will be held until the June 1 of the fiscal year. If, as of this date, there are unspent monies remaining in any one or more the 22 Planning Districts, these funds will be pooled together and outstanding invoices for Category 1 CE will be paid as funds are available.
- C. Funding is made available to any not for profit organization. Non profit organizations include but are not limited to:
 - 1. Community Colleges
 - 2. 501 (c) (3) organizations
 - 3. Governmental Organizations
 - 4. Individuals who are not considered for profit entities.
- D. Standard CE (CAT 1) Funding is for programs that:
 - 1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.
 - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the Training Program Administration Manual and the

criteria specified for the course of instruction.

2. The Contractor must:
 - a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Standard CE Funding Contract with the "Course Approval Request Form".
 - b. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
 - c. Submit an invoice that includes the course number, a signed Summary CE Roster(s), and CE cards (in the same order as the roster), tri-folded for payment by one of the following modes:
 - i. on the 20th day of each month when CE is taught; or
 - ii. quarterly where payment requests must be received by September 30, December 31, March 31, and June 15 during the fiscal year.
3. This funding program is to support Category 1 CE but does not include auxiliary programs or CE obtained by attending a "basic" course. Examples of programs for which CE funds should not be used are:
 - a. ACLS;
 - b. ITLS;
 - c. PHTLS;
 - d. PALS;
 - e. ITLS – Pediatric;
 - f. PPEP;
 - g. PPC;
 - h. ATLS;
 - i. NALS; and
 - j. APLS

E. Payment is processed upon:

1. Receipt of an invoice, CE scancards, and a Summary CE Roster as stated above in Section C, subsection 2. Funding is determined by OEMS based upon the EMSTF CE course funding formula.

F. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue

appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 335	Page: 1	of: 1
Title: Transition Program Requirements ALS Training Funds		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

A. This policy has been rescinded.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 340	Page: 1	of: 2
Title: Auxiliary Program Funding		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. This funding is to support Auxiliary Programs conducted in the Commonwealth. Please see T-010 for a list of approved programs and whether the program is eligible for funding through the EMSTF.
1. Funding will be initiated upon completion and submission of a Summary Auxiliary Roster, CE scancards for the auxiliary program (in the same order as the roster), and an invoice.
 2. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:
 - a. ACLS
 - b. ITLS
 - c. PHTLS
 - d. PALS
 - e. ITLS – Pediatric
 - f. PPEP
 - g. PPC
 - h. ATLS
 - i. NALS
 - j. APLS
- B. Auxiliary program funding is for programs where:
1. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
 - b. The contracted course is conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.

C. The Contractor shall:

1. Submit a completed Virginia Office of EMS Emergency Medical Services Training Fund Auxiliary Program Funding Contract with the "Course Approval Request Form".
2. Indicate on the Course Approval Request Form that funding is requested.
3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual and the EMSTF Administrative Manual.
4. Submit an invoice that includes the course number, a signed Summary Auxiliary Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.

D. Funding shall be based upon submission of:

1. The number of Virginia Certified providers completing the program as evidenced by the submission of a "Virginia Office of EMS Auxiliary Program Attendance Roster";
 - a. CE cards must be submitted with the roster. **Note:** Instructors may receive CE credit for an auxiliary course they teach/instruct, however they may not receive ALS Training Funds by submitting their name on the "Virginia Office of EMS Auxiliary Program Attendance Roster"; and
2. Payment is processed upon receipt of an invoice, CE scancards and the Summary Auxiliary Roster for each completed program.
3. Any course fee shall be reduced by the amount in which the course is being funded by the Office as demonstrated forming the funding contract.

E. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 345	Page: 1	of: 2
Title: Auxiliary Refresher Program Funding Requirements		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

A. This policy has been rescinded.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 350	Page: 1	of: 2
Title: Program Site Accreditation Funding		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. The funding is restricted to initial accreditation of training sites at the EMT-Intermediate and EMT-Basic levels.
- B. Request for Accreditation funding will be administered based upon a contract between the training site candidate and the Office of EMS.
- C. Funding through this program is to support programs working toward state accreditation at the EMT-Intermediate and EMT-Basic levels.
- D. Candidate sites for accreditation will be funded as follows:
 1. There will be no more than one funded program supported at the same time per Planning District in the state.
 2. Multiple programs requesting funding at the same time will be resolved by the USPS postmark date or tracking number date on the contract envelope.
 3. Funds will be provided as defined by the EMSTF worksheet for accreditation. Each payment will be made upon receipt of the documentation detailed in the contract which demonstrates that that aspect of the Self Study has been completed.
 4. Programs trying to establish accreditation shall be considered active for a period of five (5) years. During such time no other funding for the Planning District for a different site through the EMSTF will be permitted unless the original site completes the accreditation process and is awarded state accreditation.
 5. These are seed monies only and are not intended for ongoing program support.
 6. Funding will be initiated upon receipt from the candidate site to the Office of EMS the Application for Accreditation and the Accredited Training Site funding contract.
 7. All awards are subject to funding availability and are evaluated in the order received.

E. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

Policy Section 4

PROVIDER CONTINUING EDUCATION AND RECERTIFICATION

Policy #	Title	Last Revision Date
T-400	EMS Provider Recertification Required	01/01/03
T-405	Recertification Eligibility Notice	01/01/03
T-410	Documentation of Continuing Education	01/01/05



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-400	Page: 1	of: 1
Title: EMS Provider Recertification Required		
Regulatory Authority: 12VAC5-31-1490 and 12VAC5-31-1640		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

A. **Recertification Required** - Each individual holding EMS certification must recertify their credentials in order to continue to practice as an EMS provider in Virginia. Recertification of EMS credentials requires each individual to complete Continuing Education Program(s) approved by the Office and fulfill the recertification process specified in Section **T-220**. Continuing Education 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 requirements of Section **T-220** 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 attendance 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 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

Policy Number: T-405	Page: 1	of: 2
Title: Recertification Eligibility Notice		
Regulatory Authority: 12VAC5-31-1690		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Recertification Eligibility Notice** - Upon accumulation of the required continuing education credit hours for a specified certification level, the Office will send a "Recertification Eligibility Notice" to the eligible provider that specifies the provider's current certification status and applicable expiration dates. This notice will be sent to the provider's last known address contained in the records of the Office.
1. If this "Recertification Eligibility Notice" is returned to the Office due to an incorrect or invalid address, the Office is not obligated to locate a provider seeking recertification.
 2. Unless the recertification requirements specified by the Office are revised, a "Recertification Eligibility Notice", will remain valid until expiration of the full current certification period for the level indicated and/or the applicable two-year "Reentry" period as specified in Section **T-300**.
- B. "Recertification Eligibility Notice" Status - There will be three versions of "Recertification Eligibility Notice" letters issued by the Office based upon the provider's recertification status as follows:
1. "Current Provider Status" - Issued to providers who have completed all continuing education requirements for recertification prior to the expiration of their certification at the involved training level who did not obtain Virginia certification based upon certification issued by another state or certifying organization that does not have a reciprocity agreement with Virginia.
 2. "Reentry Provider Status" - Issued to providers whose certification has expired at the involved training level and who have completed all continuing education requirements for recertification either before or after the expiration of their certification but less than two-years following expiration.
 3. "Legal Recognition Provider Status" - Issued to providers who obtained Virginia certification based upon certification issued by another state or certifying organization that does not have a reciprocity agreement with Virginia.

- a. A “Recertification Eligibility Notice” of this type is issued to providers who have completed all continuing education requirements for recertification before or less than two-years after, the expiration of their certification at that training level.
- 4 . All providers receiving a “Recertification Eligibility Notice” are required to satisfy the testing requirements of **T-210** or **T-220**, as applicable, to complete recertification.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-410	Page: 1	of: 2
Title: Documentation of Continuing Education		
Regulatory Authority: 12VAC5-31-1680		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. Credited Course - Continuing education credit is only awarded to courses announced to the Office on "Course Approval Request Forms" prior to the course being conducted per Section **T-020** and other programs approved by the Office for award of CE through Category 3.
1. 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 Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS – www.cecbems.org), other states and national EMS organizations.
 - a. Approval of "other" programs will follow guidelines established by the Office through consultation with the State EMS Advisory Board.
- B. Continuing Education Credit - Award of credit for attendance of a continuing education program will require that continuing education data be submitted in an Office approved format.
- C. Continuing Education Documentation - The Office maintains a computerized system 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.
1. The Office is not responsible for information contained in this database caused by inaccurate or incomplete submission of continuing education program attendance records, nor for the failure of the provider or any Course Coordinator to submit the records as required by state EMS regulations.
- D. Continuing Education Reports - The Office will provide "Continuing Education Reports" to providers:
1. The Office makes available to licensed EMS agencies a subscription program for their purchase of duplicate "Continuing Education Reports" for providers who are affiliated with the EMS agency.

2. The Office makes provider "Continuing Education Reports" available via the Internet at the Office of EMS web site (www.vdh.virginia.gov/oems). The database for "Continuing Education Reports" printed from the web site may be up to seventy-two (72) hours delayed from the Office of EMS primary records system. "Continuing Education Reports" printed from the web site do not include a "Recertification Eligibility Notice".
3. Once all continuing education requirements have been fulfilled, the provider will receive a cumulative "Continuing Education Report" along with their "Recertification Eligibility Notice" per **T-405**.

Policy Section 5

BASIC LIFE SUPPORT TRAINING PROGRAMS

Policy #	Title	Last Revision Date
T-500	BLS Certification Course Attendance Requirements	01/01/03
T-505	EMS First Responder Certification Program Description	07/01/08
T-510	EMS First Responder Program Length	01/01/03
T-515	EMS First Responder Certification Examinations	01/01/03
T-520	EMS First Responder Bridge Process Description	01/01/03
T-525	EMS First Responder Bridge Process Length	01/01/03
T-530	EMS First Responder Bridge Attendance Requirements	01/01/03
T-535	Prerequisites for Enrollment in EMS First Responder Bridge	01/01/03
T-540	EMS First Responder Bridge Certification Examinations	01/01/03
T-545	EMS First Responder Bridge Final Certification	01/01/03
T-550	Emergency Medical Technician Certification Program Description	07/01/08
T-555	Emergency Medical Technician Program Length	01/01/05
T-560	Emergency Medical Technician Program Certification Examinations	01/01/03
T-565	Emergency Medical Technician Advanced Clinical Skills Programs	07/01/08



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-500	Page: 1	of: 1
Title: Basic Life Support Certification Course Attendance Requirements		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Minimum Classroom Attendance Requirements** - Students must be present for a minimum of eighty five percent (85%) of the didactic and practical aspects of the course. However, failure to be present and successfully fulfill all skill and knowledge evaluations may still prohibit a student from course completion.
- B. **Recertification Program** – Each student must complete all continuing education hour requirements as specified by the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-505	Page: 1	of: 2
Title: EMS First Responder Certification Program Description		
Regulatory Authority: 12VAC5-31-1310, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

The EMS First Responder Training Program was developed to provide training in the provision of emergency care for those who are likely to be the first medical personnel responding to the scene of an accident, fire, or medical emergency. In defining the course scope and emphasis, it was determined that the individual needs to possess much of the same knowledge of patient care as the Emergency Medical Technician, but not the same equipment skill proficiency.

While patient care is not typically the EMS First Responder's primary responsibility, this training is appropriate for professionals such as firefighters, law enforcement officers, school bus drivers, postal employees, and large segments of industry such as miners or factory workers.

Since the EMS First Responder will not be routinely involved in patient transports, the course emphasizes development of skills in patient assessment and emergency medical care procedures while minimizing instruction in the use of equipment and medical supplies. Certified EMS First Responders may serve as the attendant-in-charge of a Non-Transport EMS Response Vehicle as required in **12VAC5-31 Part II** of state EMS regulations.

- 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 Topics** - The EMS First Responder curriculum will be the Virginia Standard Curriculum for the EMS First Responder (1998 Revision) as approved by the Office.
- C. **Skills Proficiency** - With regard to equipment and material the EMS First Responder will be

trained and be proficient in all skills described in the Virginia Standard Curriculum for the EMS First Responder (1998 Revision) approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-510	Page: 1	of: 1
Title: EMS First Responder Program Length		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. Didactic - The EMS First Responder basic training program consists of a minimum of 40 hours of classroom training (lecture and practical skills instruction). The EMS First Responder recertification training program will consist of a minimum number of hours of didactic training or an equivalent, as approved by the Office.
- B. Clinical Rotations - Clinical rotations are not required of the EMS First Responder student in initial or recertification courses.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-515	Page: 1	of: 1
Title: EMS First Responder Certification Examinations		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Practical Examination Stations** - Candidates taking the EMS First Responder practical examination will complete the following Practical stations:
1. Trauma Emergencies
- B. **Written Examination Description** - Candidates taking the EMS First Responder written examination must complete a standardized examination created and administered by the Office.
1. This exam will consist of all multiple-choice questions.
 2. Candidates will be allowed a maximum of one hour for each fifty questions to complete this examination unless the Office has granted an accommodation.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-520	Page: 1	of: 1
Title: EMS First Responder Bridge Process Description		
Regulatory Authority: 12VAC5-31-1310, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

The EMS First Responder Bridge training process is not a separate course of instruction but rather a method for a currently certified EMS First Responder to gain certification at the Emergency Medical Technician level through completion of selected components of the full EMT training curriculum.

- A. **Course Topics** - The EMS First Responder Bridge curriculum will be based upon the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic and the bridge program curriculum approved by the Office.
- B. **Skills Proficiency** - With regard to equipment and materials, the student completing the EMS First Responder Bridge training program will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-525	Page: 1	of: 1
Title: EMS First Responder Bridge Process Length		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. The EMS First Responder Bridge curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Basic (1994 edition) or a bridge program derived from this curriculum approved by the Office.
- B. The EMS First Responder Bridge program must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Basic (1994 edition) and any additions, deletions or other modifications approved by the Office.
- C. Didactic - The EMS First Responder Bridge program will involve a minimum of 80 hours of classroom instruction (lecture and practical skills instruction).
- D. Clinical/Field Rotations - The EMS First Responder Bridge program will involve a Clinical/Field Rotation as outlined in Section **T-555** for all EMT students.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-530	Page: 1	of: 1
Title: EMS First Responder Bridge Attendance Requirements		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Attendance** - EMS First Responders attending an EMT-Basic course must be present for a minimum of eighty five percent (85%) of the required didactic and practical aspects of the Bridge program. However, failure to be present and successfully fulfill all skill and knowledge evaluations may still prohibit a student from course completion.
- B. **Program Length** - EMS First Responders attending an EMT-Basic course may be required to attend more class hours than the minimum number listed in the program outline due to variation in individual EMT course scheduling and order of presentations.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-535	Page: 1	of: 1
Title: Prerequisites for Enrollment in EMS First Responder Bridge		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Prerequisites** - Students must meet all requirements set forth in **12VAC5-31-1450**.
- B. **Current Certification Required** – Hold current certification as an EMS First Responder issued by the Office.
- C. **Course Enrollment** - Acceptance into an Emergency Medical Technician course by the Course Coordinator.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-540	Page: 1	of: 1
Title: EMS First Responder Bridge Certification Examinations		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Practical Examination** - Candidates completing the EMS First Responder Bridge program must complete the current Emergency Medical Technician practical examination created and administered by the Office.
- B. **Written Examinations** - Candidates completing the EMS First Responder Bridge program must complete all sections of the current Emergency Medical Technician written examination created and administered by the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-545	Page: 1	of: 1
Title: EMS First Responder Bridge Final Certification		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

Following successful completion of testing, certification as an Emergency Medical Technician will be issued for a period of four years from the month of issuance. Upon certification, all standards and recertification requirements for Candidates completing the full initial Emergency Medical Technician training program will apply.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-550	Page: 1	of: 2
Title: Emergency Medical Technician Certification Program Description		
Regulatory Authority: 12VAC5-31-1310, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

The Emergency Medical Technician (EMT) course was developed in an effort to provide training to prepare an individual to function independently in an emergency. It is also designed to provide the basic knowledge and understanding needed to progress to more advanced levels of prehospital patient care.

The course is designed to train individuals to the level of Emergency Medical Technician (EMT) to serve as a vital link in the chain of the health care team. It is recognized that the majority of prehospital emergency care will be provided by the Emergency Medical Technician. This includes all skills necessary for the individual to provide emergency medical care as an attendant-in-charge with a basic life support level ambulance service or other specialized rescue service.

- 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 Topics** - The EMT curriculum will be based upon the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic (1994 edition), 2002 Supplemental Airway Modules for the 1994 EMT Basic: NSC and the Virginia MCIM Module 1 and any additions, deletions or other modifications approved by the Office.
- C. **Skills Proficiency** - With regard to equipment and materials, the EMT will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional

skills for this certification level, if applicable.) **(See T-200)**

- D. **Medication Administration** - EMTs affiliated with a licensed EMS agency are authorized to perform Assisted Medication Administration or other Advanced Skills only under the direction of a licensed physician serving as their EMS agency's OMD.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-555	Page: 1	of: 2
Title: Emergency Medical Technician Program Length		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. Didactic - The Emergency Medical Technician basic training program consists of a minimum of 111 hours of classroom instruction (lecture and practical skills instruction).
- B. Clinical/Field Rotations - Ten hours of clinical training brings the total course time to a minimum of 121 hours.
1. **Rotation Requirements** - Each student completing the Emergency Medical Technician basic training program must complete ten (10) hours of clinical or field rotations. The Course Coordinator must have individual student records evidencing completion of the clinical rotations available for review by the Certification Examiner at the examination test site. The "Clinical Training Record" form found in the Appendix must be utilized for this purpose by the Course Coordinator.
 2. **Rotation Procedures** - Clinical/Field rotations may be completed through supervised observation or participation in one; or a combination of; the three options described below:
 - a. Observation in an approved hospital emergency department or other hospital department that treats emergency conditions. If hospital regulations allow students to observe in areas such as Surgery, Obstetrics, Psychiatry, etc., time spent these departments may be included in the ten (10) hour requirement.
 - b. Observation with a licensed EMS agency on a fully staffed ambulance. This observation period must include response to a minimum of two (2) incidents involving patient contact and may require greater than ten (10) hours to accomplish.
 - c. Participation in simulated emergency scenarios that demonstrate the types of situations likely to be encountered by the student in their work environment. Use of this option will require prior written approval from the Office.
 - i. Requests for use of simulated emergency scenarios must be submitted in writing along with the initial Course Approval Request. Request must include a detailed description of the scenarios proposed, schedule for conducting the reviews and

specific justification of why options a. and b. above are not reasonably available or practical for this course.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-560	Page: 1	of: 1
Title: Emergency Medical Technician Program Certification Examinations		
Regulatory Authority: 12VAC5-31-1310		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Practical Examination Stations** - Candidates completing the Emergency Medical Technician Training Program must successfully complete the following practical stations for the assessment and management of:
1. Trauma Emergencies
 2. Medical Emergencies
- B. **Written Examinations** - Candidates taking the EMT written examination must complete a standardized exam prepared by the Office.
1. This exam will consist of all multiple-choice questions.
 2. Candidates will be allowed a maximum of one hour for each fifty questions to complete this examination unless the Office has granted special accommodations.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-565	Page: 1	of: 1
Title: Emergency Medical Technician Advanced Clinical Skills Programs		
Regulatory Authority: 12VAC5-31-1310, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

Certified Emergency Medical Technicians may complete training in certain advanced clinical skills with the approval of their Operational Medical Director. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

- A. **Allowed Skills** – optional advanced clinical skills training that may be available at the EMT level can be found in the Emergency Medical Services Procedure and Medication Schedule.
- B. **Agency Affiliation Requirement** - EMTs not affiliated with a licensed EMS agency are not eligible for enrollment in these advanced clinical skills training programs.
- C. **Multiple Agency Affiliation** - EMTs trained in any advanced clinical skill and are affiliated with multiple licensed EMS agencies may only perform the advanced skills when practicing with those agencies whose Operational Medical Director has authorized the practice with that agency.
 - 1. The approval of one Operational Medical Director to allow performance of any advanced clinical skill(s) with one agency does not authorize the individual to perform these skill(s) when practicing with another agency. Likewise, refusal to authorize any advanced clinical skill(s) by one agency's Operational Medical Director will not limit the authority of another agency's Operational Medical Director to permit these skill(s) with the other agency.
- D. **Loss of Agency Affiliation** - EMTs who are no longer affiliated with a licensed EMS agency may not continue to perform Assisted Medication Administration or any other advanced skill(s). (See also Section **T-550 D.**)

Policy Section 6

ADVANCED LIFE SUPPORT TRAINING PROGRAMS

Policy #	Title	Last Revision Date
T-600	Authorized Advanced Life Support Certification Courses	01/01/03
T-605	Advanced Life Support Course Attendance Requirements	01/01/05
T-610	Authorized Transitional ALS Certification Courses	01/01/05
T-615	Authorized Transitional ALS Certification Course Descriptions	01/01/03
T-620	EMT-Enhanced Certification Program Description	07/01/08
T-625	EMT-Intermediate Certification Program Description	01/01/03
T-630	EMT-Paramedic Certification Program Description	01/01/03
T-635	Authorized Advanced Life Support Bridge Courses	01/01/03
T-640	Registered Nurse to EMT-Paramedic Bridge Prerequisites	01/01/05
T-645	Registered Nurse to EMT-Paramedic Bridge Curriculum	01/01/03
T-650	Advanced Life Support Course Standards	01/01/03
T-655	Advanced Life Support Program Length	01/01/03
T-660	NREMT Paramedic Endorsements	07/01/08



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-600	Page: 1	of: 1
Title: Authorized Advanced Life Support Certification Courses		
Regulatory Authority: 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. There will be three (3) Advanced Life Support training programs authorized for issuance of certification in Virginia. These training programs are:
1. EMT-Enhanced
 2. EMT-Intermediate
 3. EMT-Paramedic
- B. Effective July 1, 2004 all training programs leading to initial Advanced Life Support certification approved for instruction by the Office must utilize the approved curricula for the EMT-Enhanced, EMT-Intermediate or EMT-Paramedic certification levels.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-605	Page: 1	of: 2
Title: Advanced Life Support Course Attendance Requirements		
Regulatory Authority: 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. **Minimum Classroom Attendance Requirements** - Students must be present for a minimum of eighty five percent (85%) of the didactic and practical aspects of the course. However, failure to be present and successfully fulfill all skill and knowledge evaluations may still prohibit a student from course completion.
- B. **Clinical Attendance Requirements (Competencies)**- Students must complete all healthcare facility clinical requirements for the program. All clinical requirements must be met in the appropriate precepted clinical setting.
1. Clinical rotations must be aimed at developing entry-level competence in psychomotor skills, application of skills and knowledge to actual patient situations, experience of adequate patient contacts to serve as a base for clinical decision making, and role modeling of the professional attitudes and behaviors exhibited by practicing healthcare providers.
 2. Clinical instruction must begin early enough in the program to allow for maximum application of other subjects and provide for sufficient practice to develop competence in clinical skills.
 3. Use of skill workshops, scenarios, and/or research papers will not substitute for missed clinical rotations.
- C. **Skills Competency Requirements** – Students must successfully demonstrate competency to perform all required skills in the quantities specified by the Office 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.
- D. **Field Internship Attendance Requirements** - Students must complete all field internship requirements for the program. 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.
1. The field internship will verify that the student has achieved entry level competence, and

is able to serve as team leader in a variety of prehospital advanced life support emergency medical situations.

2. Enough of 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.
3. Use of skill workshops, scenarios, and/or research papers will not substitute for missed field internship rotations.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-610	Page: 1	of: 2
Title: Authorized Transitional ALS Certification Courses		
Regulatory Authority: 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. There are two (2) Transitional Advanced Life Support Training Programs authorized for issuance of certification in Virginia until all current providers at these training levels have transitioned to the replacement training levels listed. These training programs are:
1. EMT-Shock Trauma (Transitions to EMT-Enhanced)
 2. EMT-Cardiac (Transitions to EMT-Intermediate)
- B. Effective January 1, 2003, all providers currently certified at the EMT-Shock Trauma or EMT-Cardiac training levels will be allowed to recertify until December 31, 2005 at their current certification level. Following completion of recertification, all EMT-Shock Trauma or EMT-Cardiac level providers desiring to maintain advanced life support certification will be required to complete the designated "Transition" continuing education program to gain certification at the corresponding replacement training program level listed above. If any EMT-Shock Trauma or EMT-Cardiac level provider has not completed a Transition program by December 31, 2008 their certification at the EMT-Shock Trauma or EMT-Cardiac level will expire and they will revert to EMT-Basic certification.
- C. Currently certified Shock Trauma Technicians taking an initial EMT-Enhanced Program or currently certified Cardiac Technicians taking an initial EMT-Intermediate Program who have successfully completed the entire initial program as indicated on the Course Student Disposition Report (CSDR) form, may use this initial training program completion in lieu of a transition program provided they make this request in writing to the ALS Training Specialist.
- D. Effective December 31, 2003, no initial EMT-Shock Trauma or EMT-Cardiac training programs may be started.
- E. Effective June 30, 2004, all didactic instruction of training programs leading to certification at the EMT-Shock Trauma or EMT-Cardiac training levels must have been completed by this date.
- F. Effective December 31, 2004 all providers currently enrolled in a training program leading to certification at the EMT-Shock Trauma or EMT-Cardiac training levels must have begun the

certification testing process. Students in these programs must have completed all clinical requirements for certification testing eligibility as of this date.

- G. Effective December 31, 2005 all providers currently enrolled in a training program leading to certification at the EMT-Shock Trauma or EMT-Cardiac training levels or attempting to recertify at these levels must have completed all allowed attempts at certification testing. As of this date EMT-Shock Trauma or EMT-Cardiac certification exams will no longer be offered at any state test sites.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-615	Page: 1	of: 1
Title: Authorized Transitional ALS Certification Course Descriptions		
Regulatory Authority: 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. The two (2) Transitional Advanced Life Support Training Programs authorized for issuance of certification in Virginia are described as follows:
1. The EMT-Shock Trauma 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 EMT-Cardiac, EMT-Intermediate or EMT-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 limited ALS skills. This program does not include the full range of didactic knowledge and skills of an EMT-Enhanced.
 2. The EMT-Cardiac 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 EMT-Paramedic level care. This program does not include the full range of didactic knowledge and skills of an EMT-Intermediate.
- B. The EMT-Shock Trauma curriculum will be the Virginia Advanced Life Support Curriculum for Shock Trauma and Cardiac(1990 edition) as approved by the Office.
- C. The EMT- Cardiac curriculum will be the Virginia Advanced Life Support Curriculum for Shock Trauma and Cardiac(1990 edition) as approved by the Office.
- D. Successful completion of the EMT-Shock Trauma and EMT-Cardiac courses will require the successful completion of in-course skills assessment examination created and administered by the Course Coordinator with approval by the program's Physician Course Director. The program's Physician Course Director will make final decisions on each student's final course completion.
- E. Final certification for the EMT-Shock Trauma and EMT-Cardiac courses will be awarded upon successful completion of written examinations created and administered by the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-620	Page: 1	of: 1
Title: EMT-Enhanced Certification Program Description		
Regulatory Authority: 12VAC5-31-1320, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

The EMT-Enhanced 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 EMT-Intermediate or EMT-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 limited ALS skills.

- A. The EMT-Enhanced curriculum will be the Virginia Standard Curriculum for the EMT-Enhanced (2001 edition) as approved by the Office.
- B. The EMT-Enhanced course will be based upon lessons and objectives derived from the U. S. Department of Transportation National Standard Curriculum for the EMT-Intermediate (1999 edition) and any additions, deletions or other modifications approved by the Office.
- C. Certification for the EMT-Enhanced course will be awarded upon successful completion of written and practical examinations created and administered by the Office.
- D. **Skills Proficiency** - With regard to equipment and materials, the EMT-Enhanced will be trained and proficient in all skills described in the Virginia Standard Curriculum for the EMT-Enhanced (2001 edition) approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**
- E. EMT-Enhanced certification practical testing will follow the NREMT practical testing guidelines and will included the following practical stations:
 - 1. Patient Assessment - Trauma
 - 2. Patient Assessment – Medical
 - 3. Dual Lumen Airway Device (Combitube® or PTL®)
 - 4. Intravenous and IV Bolus Medication Therapy



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-625	Page: 1	of: 1
Title: EMT-Intermediate Certification Program Description		
Regulatory Authority: 12VAC5-31-1320, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

The EMT-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 EMT-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.

- A. The EMT-Intermediate curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Intermediate (1999 edition) or a bridge program curriculum approved by the Office.
- B. **Course Topics** - The EMT-Intermediate course must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Intermediate (1999 edition) and any additions, deletions or other modifications approved by the Office.
- C. Certification for the EMT-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. **(See T-285)**
- D. **Skills Proficiency** - With regard to equipment and materials, the EMT-Intermediate will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-630	Page: 1	of: 1
Title: EMT-Paramedic Certification Program Description		
Regulatory Authority: 12VAC5-31-1320, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

The EMT-Paramedic certification level prepares providers to deliver the highest level of prehospital emergency care using basic and advanced life support techniques.

- A. The EMT-Paramedic curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998 edition) or a bridge program curriculum approved by the Office.
- B. **Course Topics** - The EMT-Paramedic course must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1999 edition) and any additions, deletions or other modifications approved by the Office.
- C. Certification for the EMT-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. **(See T-285)**
- D. **Skills Proficiency** - With regard to equipment and materials, the EMT-Paramedic will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-635	Page: 1	of: 1
Title: Authorized Advanced Life Support Bridge Courses		
Regulatory Authority: 12VAC5-31-1320, 12VAC5-31-1050		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- 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 EMT-Paramedic certification level. The bridge curriculum recognizes current certification or licensure by allowing previous training to meet specified learning objectives in the training program level, thereby shortening the length of the curriculum.
1. EMT-Enhanced to EMT-Intermediate Bridge
 2. EMT-Intermediate to EMT-Paramedic Bridge
 3. Registered Nurse to EMT-Paramedic Bridge
 4. EMT-Shock Trauma to EMT-Cardiac (**See T-710**)
- B. All Bridge programs must use the minimum training curriculum approved by the Office for the certification level of the program.
- C. All other matters dealing with bridge courses will follow sections **T-640, T-650 and T-655**.
- D. **Skills Proficiency** - With regard to equipment and materials, the bridge program student will be trained and proficient in all skills described in the corresponding curricula approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) (**See T-200**)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-640	Page: 1	of: 1
Title: Registered Nurse to EMT-Paramedic Bridge Prerequisites		
Regulatory Authority: 12VAC5-31-1460		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. In addition to the general prerequisites for ALS course enrollment listed in Section **12VAC5-1460**, to be eligible to attend a Registered Nurse to EMT-Paramedic Bridge training program leading to EMT-Paramedic certification, prospective students who are Registered Nurses must be able to document compliance with and/or demonstrate their ability to perform the following prerequisites:
1. The candidate must be currently licensed as a Registered Nurse (RN) in Virginia.
 - a. Registered Nurses licensed only by another state must seek approval for enrollment from the Office.
 - B. The candidate must currently hold certification as a Virginia EMT-Basic or higher certification.
 - C. The candidate must be currently participating as an active EMS field provider or actively working as an RN.
 - D. The term "active" as used above for both the field provider and RN is defined as a minimum average of eight (8) hours a week over the two previous years or a total of eight hundred thirty-two (832) hours within the previous two years (8 hours / week X 2 years = 832 hours).



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-645	Page: 1	of: 1
Title: Registered Nurse to EMT-Paramedic Bridge Curriculum		
Regulatory Authority: 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. The R.N. to EMT-Paramedic Bridge curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998 edition) or a bridge program derived from this curriculum approved by the Office.
- B. The R.N. to EMT-Paramedic Bridge program must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998 edition) and any additions, deletions or other modifications approved by the Office.
- C. The student will receive formal instruction in all the objectives listed in the EMT-Paramedic curriculum as recognized by the Office either through an accredited EMT-Paramedic course or through a recognized nursing education program.
- D. All learning objectives will be provided to each R.N. - EMT-Paramedic student with the understanding that although all the objectives will not be reviewed in the bridge course, the student is responsible for all knowledge and skills included in the EMT-Paramedic curriculum at the time of certification testing.
- E. Certification for the R.N. to EMT-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. **(See T-285)**
- F. Program Length - The R.N. to EMT-Paramedic Bridge candidate must meet all requirements as established in Section C above. Hours of instruction required to satisfy the didactic and clinical requirements of this program will be based upon those of the U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998).
- G. Attendance Requirements - The R.N. to EMT-Paramedic Bridge candidate must meet all requirements as established in Section **T-650**.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-650	Page: 1	of: 1
Title: Advanced Life Support Course Standards		
Regulatory Authority: 12VAC5-31-1320, 12VAC5-31-1040		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Performance Standards** - Upon successful completion of an advanced life support training program, the student will be capable of performing the following functions:
1. Assess and recognize the nature and seriousness of the patient's condition or extent of their injuries and determine their immediate medical needs.
 2. Initiating and continuing emergency medical care under medical control, including the recognition of presenting conditions and initiation of appropriate invasive and noninvasive therapies and assessing the response of the patient to that therapy.
 3. Exercise personal judgment to follow prearranged medical protocols in case of interruptions in medical direction caused by communications failure or in cases of immediate life-threatening conditions.
 4. Lift, move, position and otherwise handle the patient in a way as to minimize discomfort and further injury.
 5. The student will be proficient in all basic skill requirements established for the EMT certification level.
 6. The student will be proficient in all additional advanced skill requirements established for the program.
- B. **Skills Proficiency** - The Advanced Life Support provider will be trained and proficient in all skills described in the applicable curriculum approved by the Office and in all skills required of a certified EMT. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level.) **(See T-200)**
- C. **Didactic Additions to the Curriculum** - Lesson material can be added to the core curriculum only as approved by the Physician Course Director.
- D. **Skill and Medication Additions to the Curriculum** - Only those medical procedures and medications included in the "Emergency Medical Services Procedure and Medication Schedule" may be instructed in any advanced life support training program, if applicable.

Additions to the program curricula may only be included that are authorized by the Office and deemed necessary by the Physician Course Director.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-655	Page: 1	of: 1
Title: Advanced Life Support Program Length		
Regulatory Authority: 12VAC5-31-1320		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Didactic** - All advanced life support training programs must satisfy all learning objectives and adhere to all minimum hourly requirements included in the basic curriculum approved by the Office.
- B. **Clinical** - All advanced life support training programs must meet the minimum number of skill proficiencies and clinical contact hours as established by the Office.
- C. **Field Internship** - All advanced life support training programs must meet the minimum number of skill proficiencies and field contact hours as established by the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-660	Page: 1	of: 2
Title: NREMT PARAMEDIC ENDORSEMENTS		
Regulatory Authority: 12VAC5-31-1320		
Date of Issue: June 1, 2004	Effective Date: July 1, 2008	

- A. Physician Assistants (P.A.) and/or Nurse Practitioners (N.P.), based on prior education and experience, may receive Virginia endorsement to sit for the National Registry of EMTs Paramedic written and practical examinations after providing verification of successful completion of the following criteria:
1. The P.A. and/or N.P. may be allowed, with written permission from the Office, to complete the thirty-six (36) hour EMT-Basic continuing education (CE) hours and successfully complete the EMT-Basic written and practical certification examination (See T-295) or currently be Virginia certified as an EMT-Basic.
 2. The P.A. and/or the N.P. must receive endorsement from an EMS physician who verifies the candidate satisfies the *Paramedic Competencies* by completing the *Physician Assistant and Nurse Practitioner Paramedic Program Competency Summary and Team Leader* form #EMS-TR-37.
 3. Team Leader Skills must be completed and the candidate verified as competent per form #EMS-TR-37.
 4. The completed form #EMS-TR-37 and a copy of licensure issued by the Virginia Department of Health Professions must be forwarded to the Office of EMS to the attention of the ALS Training Specialist.
 5. Upon receipt of form #EMS-TR-37 by the ALS Training Specialist the candidate will be instructed to enter an ALS application via the web at www.nremt.org marking "Virginia OEMS Site 76000" as the academic institution.
 - 6.
 7. When the candidate receives from the NREMT an Authorization To Test (ATT) letter it must be forwarded to the ALS Training Specialist who will return via e-mail a Virginia Eligibility to Test letter so that they can register for the NREMT practical examination at a Virginia ALS test site.

B. Third (3rd) and fourth (4th) year Medical Students, 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 24 months prior to submission.
2. Must be currently certified as a Virginia EMT-Basic. (Refer to T-295 if not currently certified as an EMT-Basic in Virginia.)
3. Third and fourth year Medical Students must submit a copy of their official medical school transcripts. Dentists or Chiropractors must submit to the Office a copy of their license to practice in Virginia.
4. Upon submission of the form #EMS-TR-37, the Office upon receipt of form #EMS-TR-37 by the ALS Training Specialist the candidate will be instructed to enter an ALS application via the web at www.nremt.org marking "Virginia OEMS Site 76000" as the academic institution.
5. When the candidate receives from the NREMT an Authorization To Test (ATT) letter it must be forwarded to the ALS Training Specialist who will return via e-mail a Virginia Eligibility to Test letter so that they can register for the NREMT practical examination at a Virginia ALS test site.

Policy Section 7

EMT-INSTRUCTOR AND ADVANCED LIFE SUPPORT COORDINATOR PROGRAMS

Policy #	Title	Last Revision Date
T-700	EMT-Instructor Program Process	01/01/03
T-705	Conditional EMT-Instructor Program	07/01/08
T-710	EMT-Instructor Recertification Requirements	07/01/08
T-715	EMT Instructor Teaching Credits	01/01/05
T-720	Advanced Life Support Coordinator Program Description	01/01/03
T-725	Advanced Life Support Coordinator Endorsement Process	01/01/03
T-730	Renewal of Advanced Life Support Coordinator Endorsement	01/01/03



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-700	Page: 1	of: 2
Title: EMT-Instructor Program Process		
Regulatory Authority: 12VAC5-31-1500		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. Individuals who meet the prerequisites for EMT-Instructor Candidates may take the written pretest examination at any scheduled state Consolidated Test Site upon presentation of current EMS certification at the EMT-Basic level or above.
- B. Upon successful completion of the written pretest examination but before proceeding to the practical pretest examination stage an Instructor Candidate must (on a form provided for this purpose by the Office) provide the Office with the following:
 1. If the Instructor Candidate is affiliated with a licensed EMS agency, a recommendation from the agency's Operational Medical Director supporting the individual's application for further testing.
 2. If the Instructor Candidate is not affiliated with a licensed EMS agency, they must provide BOTH:
 - a. A recommendation from an endorsed EMS Physician supporting the individual's application for further testing.
 - b. A statement from their employer or perspective employer attesting to the need for Instructor certification to fulfill the EMS training needs of the organization. For purposes of this section, "employer" will include any public or private organization that has a substantial legal or operational need to conduct on-going EMS related training programs. (i.e.: industrial facilities, school systems, community colleges, etc.)
 3. Upon receipt and review of the above EMS Physician recommendation, the Office of EMS will provide the Instructor Candidate with all required documentation for the practical pretest examination.
- C. Upon successful completion of the practical pretest examination, the Instructor Candidate will be invited to attend an Instructor Institute.
 1. Instructor Candidates invited to attend an EMT-Instructor Institute conducted by the Office will be asked to 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 limited.

a. Attendance of some portions of the EMT-Instructor Institute may be waived for qualified Instructor 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.

D. **Performance Standards** - Instructor Candidates must demonstrate proficiency in application of the knowledge and skills required of an Instructor during a teaching presentation made at the Instructor Institute. Upon completion of their teaching presentation each Candidate will be evaluated to determine their preparedness for certification and rated as follows:

1. Instructor Candidates who perform to an acceptable level will be certified as EMT-Instructors and issued certificates of completion.
2. Instructor Candidates who perform at a marginal level may be granted Conditional Instructor status. (See **T-705**)
3. Instructor Candidates who perform at an unacceptable level will be deemed to have failed the Instructor Institute. These individuals will be required to repeat the entire Instructor certification process in order to seek EMT-Instructor certification.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-705	Page: 1	of: 1
Title: Conditional EMT-Instructor Program		
Regulatory Authority: 12VAC5-31-1500		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

A. **Conditional Instructor Status** - Individuals who are granted Conditional Instructor status will be required to fulfill the following requirements before full EMT-Instructor certification can be granted:

1. Instruction of 50 hours in approved First Responder or EMT basic programs under the supervision of a certified EMT-Instructor. This requirement may be completed through not more than two (2) separate courses. (Non-standard Refresher or CE programs are not acceptable.)
2. 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 classroom location, and lists dates, times and lesson topics that the Conditional Instructor is to instruct.
3. On-site evaluation of the Conditional Instructor's performance by Office staff (or designee) at one or more of the course sessions specified above.
4. Satisfactory instructional performance achieved during on-site evaluation(s).
5. Receipt of a written statement(s) from the supervising EMT-Instructor(s) attesting to the Conditional Instructor's instructional performance and the Conditional Instructor's ability to conduct future unsupervised instruction.

B. **Performance Standards** - Upon completion of the requirements listed above each individual's performance will be reviewed to determine eligibility for full EMT-Instructor certification.

1. Individuals who perform to a fully acceptable level will be certified as EMT-Instructors and issued certificates of completion per **T-700**.
2. Individual's who fail to perform to an acceptable level during their Conditional Instructor period will be required to repeat the entire Instructor certification process (including pre-testing and Instructor Institute attendance) in order to again pursue EMT-Instructor certification.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-710	Page: 1	of: 2
Title: EMT-Instructor Recertification Requirements		
Regulatory Authority: 12VAC5-31-1650		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. The EMT-Instructor's privilege to teach must be renewed every two years. To fulfill the recertification requirements, the EMT-Instructor must:
1. **Course Instruction** - Instruct a minimum of 50 hours of EMT or First Responder subject material in approved courses within the two-year period.
 - a. 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.
 - b. 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.
 2. **Refresher Update Seminar Attendance** - Attend a minimum of one EMT-Instructor/ALS Coordinator Update Seminar within the two-year certification period.
 - a. The purpose of the EMT-Instructor/ALS Coordinator Update Seminar is to provide the EMT-Instructor with up-to-date information in emergency medicine and adult learning skills. Office personnel will also review for the Instructor, any administrative changes that may have taken place during their current certification period.
 3. **Continuing Education Required** - Satisfactorily attend a minimum of 10 additional hours of approved continuing education during the two-year certification period in which they are not the Course Coordinator or instructor.
 - a. Documentation of these ten (10) hours must be submitted to the Office not less than one month before the expiration of the Instructor certification on a Continuing Education scancard using "Level F" and "Category 2" or in a format approved by the Office.
 - b. Instructors holding an advanced life support level certification are not required to attend these additional ten (10) hours of continuing education as long as the advanced certification remains current.

4. **EMT Examination Required** - Successfully complete the EMT-Basic written certification examination with a minimum passing score of eighty (80) percent. This examination may be completed at any time following attendance of an EMT-Instructor/ALS Coordinator Update Seminar.
 - a. If the EMT-instructor is affiliated with a licensed EMS Agency, this examination may be waived by the EMS Agency's OMD.
 5. **Performance Ability** - 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.
 6. **Other Requirements** - The Office may establish other reasonable recertification requirements, policies and procedures; as deemed necessary.
- B. **Failure to Meet Recertification Requirements** - Upon expiration of EMT-Instructor certification for failure to meet recertification requirements, the individual will revert back to their highest level of EMT certification remaining current at that time.
- C. **EMT-Instructor Reentry** - Individuals whose EMT-Instructor certification has expired may regain full certification through completion of the Re-Entry program within two (2) years of their previous expiration date provided:
1. If the EMT-Instructor had completed the teaching requirements of Section **A 1** above, but was unable to fulfill one or more of the requirements of Sections **A 2 – A 4** above, the remaining requirements must be completed within two (2) years following the expiration date.
 - a. However if the EMT-Basic examination required under Section **A 4** above was not completed prior to expiration, this examination may not be waived by an EMS Agency OMD.
 2. If the EMT-Instructor had not completed the teaching requirements of Section **A 1** above, the following requirements will be necessary for re-entry:
 - a. Successful completion of the EMT-Instructor written and practical pretest examinations as specified under Section **12VAC5-31-1500 A 5 and A 6**.
 - b. Attendance of the administrative portions of an EMT-Instructor Institute. (This requirement excludes the adult education and practical teaching evaluation portions of the EMT-Instructor Institute.)
 3. Upon completion of the applicable requirements for Re-entry, new EMT-Instructor credentials will be issued for a two (2) year period. Thereafter, all of the requirements for recertification under this section will apply.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-715	Page: 1	of: 1
Title: EMT Instructor Teaching Credits		
Regulatory Authority: 12VAC5-31-1650		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. **Team Instruction** - The Office encourages the concept of "team-instruction." Therefore, an EMT-Instructor may team-up with other Instructors in the presentation of any approved course.
- B. **Instructor Participation Records** - When more than one EMT-Instructor is participating in a course, the Course Coordinator must maintain a record documenting the hours of participation of each Instructor.
1. Participation is defined as the amount of time, on an hour for hour basis, that each Instructor provides either lecture or practical instruction.
 2. This information will be forwarded to the Office within fifteen (15) days of instruction on a continuing education scancard using "Level F" and "Category 6" and indicating the number of hours taught in "Column A" or in a format approved by the Office.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-720	Page: 1	of: 1
Title: Advanced Life Support Coordinator Program Description		
Regulatory Authority: 12VAC5-31-1700		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

The Advanced Life Support Coordinator Program is a course designed to train and endorse individuals to coordinate advanced life support training programs that seek to award ALS certification or Category 1 continuing education credit from the Office. An ALS Coordinator may coordinate the basic and continuing education training programs for EMT-Enhanced, EMT-Intermediate and EMT-Paramedic up to their level of EMS certification or other healthcare certification/licensure.

Certification programs at the EMT-Intermediate and EMT-Paramedic levels must be conducted at accredited program sites per 12VAC5-31-1340 through 12VAC5-31-1390.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-725	Page: 1	of: 2
Title: Advanced Life Support Coordinator Endorsement Process		
Regulatory Authority: 12VAC5-31-1700		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

A. Prerequisites for Endorsement

1. **Minimum Age** - Be a minimum of twenty-one (21) years of age.
2. **Prior Experience** - The applicant must hold current certification and/or licensure for one or more of the following issued by the Commonwealth of Virginia:
 - a. EMT-Enhanced
 - b. EMT-Intermediate
 - c. EMT-Paramedic
 - d. Physician Assistant
 - e. Registered Nurse
 - f. Doctor of Osteopathy
 - g. Doctor of Medicine

B. Endorsement Application Process -

1. The applicant must complete and submit to the Office an "ALS Coordinator Application" form.
 - a. The application must include a recommendation for acceptance from an EMS Physician knowledgeable of the applicant's qualifications.

C. If the applicant is an EMS Physician, the support of another EMS physician is not required on their "ALS Coordinator Application".

- a. The application must include a recommendation for acceptance of the applicant's qualifications from the Regional EMS Council or Local EMS Resource.
- b. A separate "ALS Coordinator Application" is required for each region in which the applicant wishes to coordinate ALS training programs.

D. Applications submitted for approval to serve in additional regions will not alter the expiration date of the current ALS Coordinator endorsement and all regional endorsements will be due for renewal on the current expiration date.

- a. The completed application(s) with the required recommendations and supporting documentation of qualifications must be submitted to the Office for review.

- E. **ALS Coordinator Candidate** - Upon receipt of a complete ALS Coordinator Application meeting the prerequisites and qualifications for endorsement, the applicant must attend an ALS Coordinator Seminar.
1. Applicants who successfully complete the ALS Coordinator Seminar may be eligible for endorsement by the Office.
- F. **Endorsement Format / Expiration Dates - ALS Coordinator** -Candidates successfully completing all requirements for ALS Coordinator endorsement will be issued an endorsement with attached pocket card at the conclusion of the training program. Endorsement as an ALS Coordinator is valid for two (2) years.
- G. **No Concurrent EMS Certification** - Endorsement as an ALS Coordinator does not provide concurrent provider credentials at any EMS certification level. ALS Coordinator endorsement is dependent upon the individual's maintenance of current and unrestricted Advanced Life Support certification and/or other applicable healthcare provider licensure.
- H. **Field Practice** - Performance of any medical procedure is not permitted based upon ALS Coordinator endorsement alone. Any field practice by an ALS Coordinator will be based upon separate Advanced Life Support certification and/or other healthcare provider license held by the individual involved, and the authorization to practice by a licensed EMS agency's Operational Medical Director in compliance with **12VAC5-31 Part II**.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-730	Page: 1	of: 1
Title: Renewal of Advanced Life Support Coordinator Endorsement		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- 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. **Resubmit Application** - An ALS Coordinator must resubmit an ALS Course Coordinator application in the month before their expiration month. 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 EMT-Instructor/ALS Coordinator Update Seminar within the two-year certification period.
1. The purpose of the EMT-Instructor/ALS Coordinator Update Seminar is to provide the ALS Coordinator with up-to-date information in emergency medicine and adult learning skills. Office personnel will also review for the ALS Coordinator, any administrative changes that may have taken place during their current endorsement period.
- D. **ALS Coordinator Re-entry** - Individuals whose ALS Coordinator endorsement has expired may regain full endorsement through completion of the Re-Entry program within two (2) years of their previous expiration date provided:
1. The ALS Coordinator has submitted a completed "ALS Coordinator Application" and fulfilled the requirements of Sections A, B and C above.
 2. 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 recertification under these state EMS regulations will apply.

Policy Section 8

SCANNING, ONLINE AND WEB-BASED PROGRAMMING

Policy #	Title	Last Revision Date
T-800	Alternative Methods of CE Submission	05/01/09
T-805	Handheld CE Scanners	05/01/09
T-810	Barcode Specifications	05/01/09
T-815	Information Technology/Computer Security	05/01/09
T-820	3 rd Party Vendor Approval – For-profit	05/01/09
T-825	Agency Based Learning Management Systems (LMS) Approval	05/01/09
T-830	Continuing Education Hour Determination	05/01/09
T-835	Mandatory Course Components	05/01/09
T-840	Pedagogical Elements for online (web-based) on CE Programs	05/01/09
T-845	Announcing Web Based Courses to the Office	05/01/09
T-850	Funding for Online (web-based) Continuing Education Programs	05/01/09
T-855	Alternative Course Presentation Formats for Continuing Education Programming	05/01/09



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-800	Page: 1	of: 1
Title: Alternative Methods of CE Submission		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

Per TPAM policy **T-050**, the Office has developed several alternative methods for submission of continuing education (CE) records to the Office. The policies in this section (Section 800) pertain 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. **Handheld CE Scanners** – The Office has developed specifications for handheld scanners which will allow for the tracking, recordation and submission of CE to the Office through the internet. This program requires a very specific type of scanner and software. Procedures with regard to this method of submission can be found in TPAM Policy **T-805**.
- B. **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. Procedures with regard to this method of submission can be found in TPAM Policy **T-820**.
- C. **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. Procedures with regard to this method of submission can be found in TPAM Policy **T-825**.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-805	Page: 1	of: 2
Title: Handheld CE Scanners		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- A. The Office has developed specifications for handheld scanners which will allow for the tracking, recordation and submission of CE to the Office through the internet.
1. **Scanner Hardware** - There is only one specific scanner model which has been certified to work with the **Office of EMS CE Recordation** software package.
 - a. Specifications – Motorola’s Symbol Scanner Model #MC5040PKOQBQEA8W Wireless Enterprise Digital Assistance.
 - b. Accessories – The following accessories may be desired in order to maintain and interface with the scanner model specified above:
 - i. SYM-CRD5000110UR MC50 Desktop Cradle Kit with line cord includes:
 - (a) 321 MC50 RoHS Compliant Single Slot USB Desktop Cradle
 - (b) 331 Single Slot USB Cradle (CRD5000-1000UR), Power Supply (50-14000-249R)
 - (c) 341 and US 2 Wire AC Line Cord (50-16000-182R)
 - ii. SYM-CRD5000410UR 4 Slot USB Cradle/Charging Station kit includes:
 - (a) USB Cable, Power Supply (50-14000-249R)
 - (b) 341 and US 2 Wire AC Line Cord (50-16000-182R)
 2. **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).
 - a. Software licenses –
 - i. Cost - \$50.00 per scanning unit.
 - (a) Licenses must be purchased from the Office of EMS.
 - (i) Payment must be in the form of a check, cashier’s check or money order.
 - (ii) Payment must be submitted to the Office at least 15 days in advance of any OEMS scheduled training and installation sessions.
 3. **Training and Installation** - **Office of EMS CE Recordation** software must be installed

and verified by the Office of EMS at a designated training session.

- a. Group training sessions will be scheduled by the Office on an as needed basis.
 - i. Only endorsed ALS-Coordinator's and certified EMT-Instructors will be trained on the use of the CE scanners and the **Office of EMS CE Recordation** software.
 - ii. Each endorsed ALS-Coordinator and certified EMT-Instructor 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*. See TPAM Policy **T-815** for more information.
- b. Private training sessions may be requested by an agency/entity/individual.
 - i. Private training and installations sessions will only be held at OEMS in Richmond, Virginia.
 - ii. All efforts will be made to accommodate training requests outside of normally scheduled group sessions, however the Office cannot promise staff or facility availability.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-810	Page: 1	of: 1
Title: Barcode Specifications		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: March 15, 2009	Effective Date: May 1, 2009	

- A. The following are the required specifications for barcodes that are used with the continuing education (CE) scanners:
1. **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.
 2. **Name badges/ID's** - The following specifications must be used for barcodes for certification numbers.
 - a. The certification number is formatted as (A#####)--that is an alpha character followed by 9 numeric characters with no spaces.
 3. **Course/topic numbers** - The following specifications must be used for barcodes for course and topic numbers.
 - a. 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.
 - i. For example 1234566666 would be the string used for a course number of 12345 with a topic number of 66666.
 4. **Barcoding Tips**
 - a. Printing
 - i. Barcodes must be printed on a laser or ID badge printer.
 - ii. A clear, crisp barcode is essential.
 - b. Size
 - i. Barcodes need to measure at least:
 - (a) ½ inch tall
 - (b) 1 ½ inches wide



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-815	Page: 1	of: 2
Title: Information Technology/Computer Security		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

A. Computer Security Awareness Requirements for Emergency Medical Services (EMS) Training

1. Application-Users: All Application-Users are required to read the below listed Virginia Department of Health computer security best practices policies and agree to abide by them by signing the EMS Educational Development application user Access and Confidentiality Agreement.
2. All Application Users must be aware that:
 - a. Application users are not permitted to share passwords except for web page saver passwords and then only when management documents, in writing that it is necessary to share.
 - b. Application users must locate their desktops / laptops in a direction that does not permit unauthorized individuals to view client information.
 - c. Users shall not disable any security function, device, or application.
 - d. Application users must ensure that virus protection is implemented on all laptops / desktops.
 - e. Application users must log out of the EMS Educational Development application when they have finished their file uploads and lock the screen ANY TIME their terminal or computer is going to be left idle and unattended.

B. **Access/Security: User Logon Request Forms** - All users must read the security information listed above and after reading this information, complete the following forms:

1. Access and Confidentiality of Records agreement.
2. User Logon Request Form.
 - a. Note: Each user must complete both forms and submit them to the Division of Education via USPS or fax.

C. **Implementation Packets**: Browser Profile, Settings, and Downloads - this is information needed by your IT Help Desk, Security or System Administrator to set up a computer so it will allow you to access the web site and upload data.

1. Setting up your browser
 - a. **IMPORTANT:** Check your policy and procedure guidelines and with your IT Help Desk and Security or System Administrator before making any changes.
 - b. **Internet Explorer:** The EMS Educational Development File Upload program is accessed with **Internet Explorer 5.5 with Service Pack 1 or above**. This browser is 128-bit encrypted and is very important to the security of this application. To verify the version of Internet Explorer being used, click on the MENU BAR at the top of the monitor's web page and click on "HELP" to reveal a drop-down menu showing "About Internet Explorer."



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-820	Page: 1	of: 2
Title: 3rd Party Vendor Approval – For-profit		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- 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:
1. The program content must be related to emergency medical services education, skills or administration (management) and must be approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS).
 2. The applying sponsor must be an educational entity; a national, state, regional, or local agency or association; a corporation, hospital or any combination of the above; or other appropriate continuing education agency as approved by the Office.
 3. 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.
1. 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.

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

2. Objectives (minimum 3 objectives, prefer 5 per hour credit)
3. Body (presentation)
 - a. PowerPoint™
 - b. Lesson Outline
 - c. Video Streaming
 - d. Scenarios
 - e. Grand Rounds

D. **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.

1. 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.
2. A daily data file is required to be submitted by the institution/business/agency. The data file has the following requirements:
 - 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*.
 - 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.
 - 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.
 - The vendor is required to submit, at a minimum, one (1) file per day in which they have user activity.
 - The file must be uploaded to the server by 11:45 PM each night.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-825	Page: 1	of: 2
Title: Agency Based Learning Management Systems (LMS) Approval		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- 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:
1. The applicant institution must be in good standing with the Office.
 2. The program content must be related to emergency medical services education, skills or administration (management) and must meet the requirements as outlined in TPAM Policy **T-835**.
 3. 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.
 4. 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.
1. 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.
 - (a) Minimum passing score is 70% (can be higher if the program chooses)
2. Objectives (minimum 3 objectives, prefer 5 per hour credit)
 3. Body (presentation)
 - a. PowerPoint™
 - 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.

1. 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.
2. A daily data file is required to be submitted by the institution/business/agency. The data file has the following requirements:
 - 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* .
 - 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.
 - 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.
 - The vendor is required to submit at a minimum one (1) file per day in which they have user activity.
 - The file must be uploaded to the server by 11:45 PM each night.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-830	Page: 1	of: 2
Title: Continuing Education Hour Determination		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- A. 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 one hour presentation will consist of roughly 10,000 words with appropriate charts, graphs and case presentations that support the written objectives.
1. 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.
 2. 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.
- B. 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

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

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-835	Page: 1	of: 2
Title: Mandatory Course Components		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- 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).
1. 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 who to contact with regard to CE errors and program concerns
 2. A page listing objectives (minimum 3 objectives, prefer 5 per hour credit)
 3. Body of the presentation (can be made up of the following)
 - a. Lesson Outline
 - b. PowerPoint™ (voice over preferred)
 - c. Video Streaming
 - d. Scenarios
 - e. Grand Rounds
 4. 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
 - (a) Minimum passing score is 70% (can be higher if the program chooses)
 5. Summary page informing the student about their pass/fail status.
 - a. Credits
 - i. Who developed the program
 - ii. Contact information for follow-up questions

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-840	Page: 1	of: 2
Title: Pedagogical Elements for online (web-based) on CE Programs		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- A. Pedagogical elements are a way to define structures or units of educational 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.
1. 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.
 2. On the other hand, complex pedagogical approaches can be difficult to set up 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.
 3. 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 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 others. 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

Policy Number: T-845	Page: 1	of: 1
Title: Announcing Web Based Courses to the Office		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- A. 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.
- B. **OEMS Approved 3rd Party CE Vendors** must:
1. Submit a Course Approval Request Form (EMS TR-01-3RD),
 - a. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.
 2. Complete a separate form for each course.
 3. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.
- C. **Agency/Institutional/Regional Based Learning Management Systems (LMS)** must:
1. Submit a Course Approval Request Form (EMS TR-01-WEB),
 - a. This form must be submitted by either a Certified EMT-Instructor or an Endorsed ALS-Coordinator.
 - b. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.
 - c. Complete a separate form for each course.
 2. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-850	Page: 1	of: 1
Title: Funding for Online (web-based) Continuing Education Programs		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

- A. Programs developed for continuing education (CE) which are posted on a Learning Management System (LMS) and reported electronically to the Office of EMS for processing will not be eligible for funding through the Emergency Medical Services Training Funds program.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-855	Page: 1	of: 3
Title: Alternative Course Presentation Formats for Continuing Education Programming		
Regulatory Authority: 12VAC5-31-1710		
Date of Issue: April 15, 2009	Effective Date: May 1, 2009	

A. Definitions:

1. Synchronous - A type of two-way communication with virtually no time delay, allowing participants to respond in real time.
2. Asynchronous - A type of two-way communication with time delay, where participants do not respond in real time.

B. Synchronous two-way audio and video format

1. EMS continuing education (CE) courses utilizing an approved alternative course presentation format using two-way video interactive technology shall comply with the following:
 - a. Use synchronous electronic media as real time two-way audio and video transmissions.
 - b. Asynchronous transmission methods are considered online/web-based training under these policies. See TPAM Policy T-825.
 - c. The Emergency Medical Technician Instructor or Advanced Life Support Coordinator shall indicate in writing the desire to use such media on the Course Approval Request Form (TR-01).
 - d. 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.
 - e. Any lab activities at the remote site shall have direct on-site supervision by a course coordinator certified at or above the level of instruction. If the instructor acts as the remote site proctor, he assumes the responsibility of the class roster.
 - f. In cases where the remote site proctor is absent or when the remote site electronics are not fully operational (transmit and receive audio and/or video) the students do not receive credit for attending and the session shall be rescheduled.
 - g. All course tests for the program whether at the origin or remote site must comply with "e" above.

- h. The course coordinator must maintain records of student participation at each approved alternative site and submit continuing education records for each involved student for programs used for continuing education purposes.
- i. Non-compliance with these policies shall result in the continuing education credits being considered as invalid.

C. Synchronous one-way video, two-way audio (i.e. a webinar)

1. EMS continuing education (CE) courses utilizing an approved alternative course presentation format using two-way video interactive technology shall comply with the following:
 - a. Use synchronous electronic media as real time two-way audio and video transmissions.
 - b. Asynchronous transmission methods are considered online/web-based training under these policies. See TPAM Policy T-825.
 - c. The Emergency Medical Technician Instructor or Advanced Life Support Coordinator shall indicate in writing the desire to use such media on the Course Approval Request Form (TR-01).
 - d. 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.
 - e. 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.
 - f. Any lab activities at the remote site shall have direct on-site supervision by a course coordinator certified at or above the level of instruction. If the instructor acts as the remote site proctor, he assumes the responsibility of the class roster.
 - g. In cases where the remote site proctor is absent or when the remote site electronics are not fully operational (transmit and receive audio and/or video) the students do not receive credit for attending and the session shall be rescheduled.
 - h. All course tests for the program whether at the origin or remote site must comply with "e" above.
 - i. The course coordinator must maintain records of student participation at each approved alternative site and submit continuing education records for each involved student for programs used for continuing education purposes.

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