

 <p>GEORGIA DEPARTMENT OF COMMUNITY HEALTH</p> <p><b>Division of Emergency Preparedness and Response</b> <b>Office of Emergency Medical Services and Trauma</b></p>	<b>INDEX</b>	<b>PRO-T-05</b>
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**SUBJECT: Course Approval - Continuing Education for Emergency Medical Services (EMS) Personnel**

**I. Purpose:**

This procedure defines the process used to obtain approval for continuing education courses for EMS personnel.

**II. General Provisions:**

- A. Continuing education that meets the requirements of this section must be approved in writing for content and hours to meet eligibility standards for license renewal as specified in Department of Community Health (DCH) Rules and Regulations Chapter 290-5-30-.13.
  1. The Local or Regional EMS Medical Director should approve curriculum content for personnel affiliated with the service for which he or she is responsible.
  2. The State Office of EMS and Trauma (OEMS) has the responsibility and authority to approve continuing education credit hours.
    - a. "Content" is defined as that body of material that is specific to current curricula and/or scope of practice.
    - b. "Credit Hours" are defined as those hours that may be included among the biennial license requirement of forty (40) hours for license renewal.
      - i. Credit hours are issued on an hour-for-hour basis for applicable didactic and laboratory sessions or courses.
      - ii. Credit hours for distributed learning will be assigned based on the guidelines described in Section III, Distributed Education, of this procedure.
- B. The Regional EMS Office and/or the OEMS is responsible for reviewing continuing education for curriculum content and credit hour assignment when submitted for approval.
  1. Any course / activity that is approved by the Local or Regional EMS Medical Director and the Regional EMS Office and/or the OEMS is eligible for continuing education credit.
    - a. All continuing education hours completed to satisfy continuing education requirements for license renewal must be approved by the Regional EMS Office and/or the OEMS.
    - b. The Regional EMS Office and/or the OEMS will assign each continuing education course / activity an identification number.
  2. Requests for approval of continuing education content and credit hour

assignment shall be submitted to the Regional EMS Office and/or the OEMS on Form T-05-A prior to the course starting date or the beginning of the distributed education course.

- a. Failure to submit the request prior to completion of the course / activity may result in denial of credit.
  - b. Only approved courses are eligible for continuing education credit.
- C. Approved continuing education credit must be renewed every three (3) years, unless the content of hours is modified or there is a change in standards of care at which time the course / activity must be resubmitted for approval. It is the responsibility of the instructor and/or agency offering the continuing education activity to request renewal prior to the renewal date.
- D. Continuing education requirements include hours assigned to the following specific content areas: cardiac, pediatric, and trauma care, as specified in DCH Rules and Regulations for EMS, Chapter 290-5-30-.13. Of the forty (40) hours of continuing education required for license renewal, a minimum of four (4) hours of continuing education must be completed in cardiac related areas and four (4) hours in trauma related areas, and a minimum of eight (8) hours must be completed in pediatric related areas.
- E. Standardized courses such as ACLS, BCLS, PALS, PEPP, GEMS, AMLS, ITLS, PHTLS, etc. do not require submission of the continuing education approval form; however, for students to receive continuing education credit for completion of these courses, instructors / course coordinators must notify the appropriate Regional EMS Office of the course offered, to include the date, times, and location. It should be noted that training to maintain certification in CPR and ACLS or its equivalency shall be in addition to the required biennial forty (40) hours of continuing education. Instructors / course coordinators are to maintain on file, a course agenda, to include dates and times, as well as an attendance roster, in the event a course is audited.
- F. Refer to Resource Document R-T-05A for guidelines for agencies requesting continuing education approval for more than one course / activity in the initial submission.

### **III. Special Provision for EMT License Renewal for EMS Instructors:**

- A. EMS Instructors can utilize hours that they instruct in approved initial and continuing education courses to satisfy the forty (40) hours necessary for their EMT (EMT-B, EMT-I, CT, or EMT-P) license renewal, but not for instructor license renewal requirements.
- B. Hours spent teaching ACLS or BCLS courses that are required for licensure in addition to the forty (40) continuing education hours may not be used to satisfy any of the forty (40) continuing education hours required for license renewal.
- C. Hours teaching repetitive courses can only be counted one time during the license renewal period. For example, if an instructor teaches four (4) airway modules of continuing education during the license renewal period, the credit

hours may only be used only one (1) time by the instructor for renewal of their EMT-B, EMT-I, Cardiac Technician, or EMT-P license.

- D. No more than fifty percent (50%) of the continuing education requirements for EMT license renewal may be earned from instructional time in either initial education courses or continuing education courses.

#### **IV. Distributed Education**

- A. Distributed Education may encompass any educational format that is available for EMT completion independent of time and place, such as web-based, CD / DVD, videotape, satellite, or print.
- B. There is no limit to the number of distributed education credit hours that can be used for EMT license renewal at the EMT-B, EMT-I, CT or EMT-P level.
- C. Credit Hour Assignment for Distributed Education
  - 1. Courses / activities currently approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) will be assigned the same number of continuing education credit hours assigned by CECBEMS.
  - 2. All other courses / activities will be reviewed by Regional or State EMS Program Staff based on applicant requests, length of the presentation, and the time required for the reviewer to complete his / her assessment. The OEMS reserves the right to request independent review of submitted materials prior to credit hour assignment. Independent reviewers may be licensed EMS personnel of the same level as the intended audience of the material, or a Local, Regional, or State EMS Medical Director.
  - 3. Refer to Resource Document R-T-05B for specific credit hour assignment guidelines.

#### **V. Continuing Education Exemption for Active Duty Military Personnel**

- A. The forty-hour (40) continuing education requirement may be requested to be waived for military personnel who were on active duty at any time during the license renewal period.
  - 1. It is the responsibility of active duty military personnel to provide documentation prior to the end of the license renewal period to the OEMS verifying their active duty.
  - 2. The requirement for current BCLS and ACLS provider status (if applicable) is not waived.
  - 3. Military personnel on active duty or who have recently returned from active duty are not permitted to work on non-military ambulances without current BCLS and ACLS provider status (if applicable).
- B. The continuing education requirement is not waived for military reservist duty that does not involve deployment.

**VI. Proof of Completion**

- A. It is the responsibility of all licensed EMS personnel to retain proof of completion of approved continuing education courses / activities for audit purposes.
- B. It is not the responsibility of the Local or Regional EMS Medical Director, Course Coordinator, the OEMS, Regional EMS Offices, or the EMTs employer(s) to maintain such records.

**VII. References:**

O.C.G.A. § 31-11  
Rules and Regulations for Emergency Medical Services Chapter 290-5-30-.13

**VIII. Related Documents:**

R-01: Regional EMS Offices  
Form T-05-A Application for Course Approval – Continuing Education  
R-T-05-A Continuing Education Approval Request Outline  
R-T-05-B Assignment of Continuing Education for Distributive Education  
R-T-05-C EMS Curricula Standards for Refresher Courses

**IX. History:**

03/23/1988: Implemented DPJ  
11/02/1990: Revised JBO  
11/19/1993: Revised RKW  
07/01/1994: Revised RKW  
06/30/2003: Revised RDB  
08/30/2000: Revised WCF  
04/14/2006: Revised RDB  
07/01/2009: Revised BRW