

 <p>DHR GEORGIA DEPARTMENT OF HUMAN RESOURCES</p>	<p>Department of Human Resources Division of Public Health Office of Emergency Medical Services</p>	<p>Index: R-T-05B Effective: 08/15/2006 Review: 08/15/2007 Page: 1 of 2</p>
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ASSIGNMENT OF CONTINUING EDUCATION HOURS GUIDELINES FOR DISTRIBUTED EDUCATION

This is a resource document for Georgia Department of Human Resources-Rules and Regulations 290-5-30.13: License Renewal for Emergency Medical Services Personnel and OEMS Procedure T-05: Continuing Education for License Renewal. The following are guidelines used by the SOEMS in determining credit hour assignment for continuing education courses/activities offered in the form of distributed learning. Hours will be assigned based on length of presentation, level of difficulty, and time required to complete the assessment. There is obviously a certain level of subjectivity inherent in evaluation of these courses/activities. These guidelines are a measure to increase consistency and standardize the application review process. There are differences anticipated in individual learners that may not be accounted for during the review process. The SOEMS reserves the right to have a reviewer of equal level of training as the targeted learner review the material prior to hour assignment.

- A. Distributive Education Models
 - 1. Print Documents-In instances where the number of written words is known or obtainable, hour assignment will be based on the ability of adults to read between 150 and 250 words per minute. For non-electronic based documents, hours are assigned based on the actual time of the reviewer to read and complete the material and/or activities.
 - 2. Video/DVD and other Visual Media Presentations-Hours are assigned based on the actual running time of the presentation when watched by the reviewer of the materials.
 - 3. On-Line Web-based Presentations-Hours are assigned based on the actual time for the reviewer to complete the course/activity.
 - 4. CD-ROM Presentations-Hours are assigned based on the actual time for the reviewer to complete the course/activity.

- B. Degree of Difficulty-If content is determined to be greater than average level of difficulty and is supported by the objectives of the course/activity, the reviewer may assign 0.5 additional hours of continuing education to allow for this. For example, a course on obtaining a field impression of myocardial infarction using 12 lead electrocardiograms would be rated as more difficult content than how to obtain a field impression of a hip fracture.

- C. Course/Activity Completion Evaluations-These are awarded credit hours based on the number of questions on the assessment. Each question is allotted one (1) minute of time. For example, a ten (10) question assessment would be allotted ten (10) minutes for completion.

- D. Assignment of Total Continuing Education Hours-This is calculated by adding the amount of time to complete the course/activity plus any allowance for increased level of difficulty of the material plus the amount of time required to complete the completion assessment. For example, a video presentation that takes forty-five (45) minutes to watch followed by a fifteen (15) question assessment would be assigned 1.0 hour of continuing education credit.