


Policy No. OEMS-CE-2021-001

APPROVAL:		05/01/2026
	Michael Johnson, Director, Office of EMS and Trauma	Date

1.0 PURPOSE

The purpose of this policy is to establish standards, processes, and regulatory expectations for continuing education (CE) delivered to Emergency Medical Services (EMS) providers and instructors in Georgia. It provides uniform guidance on acceptable CE, content development, delivery methods, compliance, and enforcement mechanisms in accordance with DPH Rules. It also prescribes the minimum number of CE hours and required topics for EMS provider and Instructor license renewals. EMS provider continuing education must enhance knowledge, skills, and clinical competence. For the instructor, continuing education should promote life-long learning experiences to support the ever-changing dynamics of the EMS educational environment.

Nothing in this policy is intended to restrict the authority of EMS agencies, initial education programs or medical directors, to establish higher standards and requirements for continuing education activities that must be completed to acquire or maintain authorization to practice within an EMS agency or authorization to teach in an EMS initial education program.

2.0 AUTHORITY

The Georgia Department of Public Health, Office of EMS and Trauma, OEMS-CE-2021-001 EMS Continuing Education Policy is published under the authority of the Department and in compliance with the following:

2.1 Official Code of Georgia Annotated (O.C.G.A.):

2.1.1 O.C.G.A § 31-2A-6,

2.1.2 O.C.G.A § 31-11-5,

2.1.3 O.C.G.A § 31-11-51,

2.1.4 O.C.G.A § 31-11-52,

Policy No.:	OEMS-CE-2021-001
Effective Date:	9/1/2021
Revision #:	2
Page No.:	2 of 19

2.1.5 O.C.G.A § 31-11-58, and

2.1.6 O.C.G.A § 31-11-58.1

2.2 EMS Rules and Regulations 511-9-2:

2.2.1 511-9-2-13,

2.2.2 511-9-2-16,

2.2.3 511-9-2-17, and

2.2.4 511-9-2-18

3.0 DEFINITIONS

3.1 Academic Institutions - a school, college, university, or other specialized learning center that is accredited by an institutional accrediting body that is recognized by the United States Department of Education.

3.2 Approved Continuing Education Course - courses granted continuing education (CE) based upon the approval or recognition of the Department.

3.3 Approved EMS Provider and Instructor Educational Activities - workshops, seminars, conferences, short-term courses, credit courses or continuing education courses provided by accredited academic institutions of higher education, educational learning experiences, distributive learning courses, and other learning activities. Provider activities should relate to EMS approved protocols and skills or that enhance the professional EMS practice of licensed EMT-Responders, EMTs, EMT-Intermediates, Advanced EMTs, Cardiac Technicians, and Paramedics. Instructor activities should relate to EMS instructional skills or enhance the professional EMS instructional practice of licensed EMS Instructors and EMS Instructor/Coordinators.

3.4 Commission on Accreditation for Prehospital Continuing Education (CAPCE) - a recognized accrediting body for EMS continuing education, ensuring quality and standardization in EMS training and education.

3.5 Contact Hour - At least fifty (50) consecutive minutes of participation in a learning activity.

3.6 Continuing Education (CE) - courses intended to improve the knowledge and skills of licensed providers and/or instructors, and are designed to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of professional practice, thus improving the quality of emergency medical services

provided to the public. CE also refers to the standardized measure of continuing education units earned by providers and instructors to maintain their license.

- 3.7 Continuing Education Course Provider** - an individual, partnership, organization, agency, or institution that offers EMS continuing education programs, courses, classroom instruction, or other EMS educational activities.
- 3.8 College Credit Course** - a specific set of learning experiences offered by an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education for semester or quarter credit hours.
- 3.9 Department** - the Georgia Department of Public Health, Office of EMS and Trauma.
- 3.10 Educational Integrity** - performing all academic work without plagiarism, cheating, lying, tampering, falsifying, stealing, purchasing, giving or receiving unauthorized assistance from any other person or using any source of information that is not common knowledge without properly acknowledging the source.
- 3.11 EMS Rules** - means the Department’s Rules and Regulations, Chapter 511-9-2.
- 3.12 Provider** - means a medic who is an individual currently licensed by the Department as an Emergency Medical Technician - Responder, Emergency Medical Technician, Emergency Medical Technician - Intermediate, Advanced Emergency Medical Technician, Cardiac Technician, or Paramedic.
- 3.13 Multi-Session Course** - a course that is taught over multiple continuous blocks of time or sessions, possibly multiple days, and may include an extended interruption/break between the blocks of time.
- 3.14 Single-Session Course** - a course that is taught in a single continuous block of time without an extended interruption/break.
- 3.15 Subject Matter Expert** - an individual recognized for their expertise, specialized knowledge and experience in a field, process, or topic beneficial for or related to pre-hospital providers and EMS instructors.
- 3.16 Successful Course Completion** - an attendee is considered to have successfully completed a course if they have actively participated in the minimum required time of the total course time and have successfully met all course objectives.

4.0 SCOPE

This policy applies to all licensed EMS providers (medics), EMS Instructors, EMS Instructor/Coordinators, and Continuing Education Course Providers that deliver Department approved continuing education courses. Continuing education should ensure competency of the EMS provider and instructor, improve patient care, support professional development and meet regulatory expectations of the Department.

5.0 RESPONSIBILITIES

It is the responsibility of all Providers, EMS Instructors, EMS Instructor/Coordinators, and Continuing Education Course Providers ensure that they adhere to this policy in its entirety.

6.0 POLICY

6.1 Physician Oversight

6.1.1 It is recommended that any provider continuing education involving clinical care should have physician oversight and involvement.

6.2 Continuing Education Objectives must:

6.2.1 Be evidenced-based, adhere to current best-practice, and patient or student-centered.

6.2.2 Reinforce core competencies and professional advancements in best practices.

6.2.3 Promote career advancement and lifelong learning.

6.3 License Renewal Requirements

6.3.1 Georgia licensed Providers, EMS Instructors and EMS Instructor/Coordinators are required to renew licensure every twenty-four (24) months.

6.3.2 Requirements for Provider Licensure Renewal

6.3.2.1 No more than 12 hours of continuing education credit can be earned in a calendar day.

6.3.2.2 Basic Life Support (BLS) for Healthcare Providers is required to be maintained to renew a provider license.

6.3.2.3 Advanced Cardiac Life Support (ACLS) for Healthcare Providers is required to be maintained in addition to BLS for CT and Paramedic license renewals.

Policy No.:	OEMS-CE-2021-001
Effective Date:	9/1/2021
Revision #:	2
Page No.:	5 of 19

6.3.2.4 CE Hour Requirements for Providers by License Level – This applies to licensees that expire on or after 3/31/2029. Those that expire on or before 03/31/2028 will meet the previous policy requirements of 40 hours.

	EMT-R	EMT	EMT-I	AEMT	CT/Paramedic
Total Hours Required per Renewal Period	16	40	40	50	60
Mandatory Topic Areas	Minimum Hours Required in Each Topic Area				
Airway/Respiration/Ventilation	1.5	4	4	5	6
Cardiovascular	2	5	5	6	7
Medical/Stroke	2.5	6	6	7	8
Operations	1	2	2	3	4
Pediatric	1.5	8	8	8	8
Trauma	1	3	3	4	5

6.3.2.5 Once the minimum required hours for each topic are satisfied, any additional hours completed within that topic may be applied toward the total continuing education requirement for the licensure level.

6.3.2.6 Providers are allowed to use the following hours from BLS and ACLS CE towards their provider renewals. BLS and ACLS are standardized courses for which the Department has determined the maximum number of CE's allowed to be used towards a renewal cycle.

6.3.2.6.1 Applicable hours that may be utilized for Providers that expire on or after 3/31/2029

Topic	EMT-R	EMT	EMT-I	AEMT	CT/Paramedic
Basic Life Support (BLS)* <i>Required for ALL levels</i>	4	4	4	4	4
Advanced Cardiac Life Support (ACLS)* <i>Required for CT/Paramedic</i>	6	6	6	6	6

Policy No.:	OEMS-CE-2021-001
Effective Date:	9/1/2021
Revision #:	2
Page No.:	1 of 19

6.3.2.7 Acceptable Continuing Education for Providers

6.3.2.7.1 Provider continuing education that is approved by the Department or accredited by the Commission on Accreditation for Prehospital Continuing Education (CAPCE) may be used towards EMS license renewal. Courses approved by another State Office of EMS will be reviewed for acceptance on a case-by-case basis.

6.3.2.7.2 EMS initial education course – A Department approved initial education course can be used by a provider towards continuing education. The course must be above the provider’s current license level. The Provider must submit the Initial Education for CE form as specified by the Department.

6.3.2.7.3 Healthcare and Leadership College Courses

6.3.2.7.3.1 The course shall be within the framework of a curriculum that leads to a degree in emergency medical services or any credit hour course relevant to emergency health care as determined by the Department. Students must have earned a “C” or better to earn credit.

6.3.2.7.3.2 CE’s from completed college coursework under this section may be claimed according to the following guidelines:

6.3.2.7.3.3 For Healthcare college courses - one (1) college semester credit hour equals 8 hours of continuing education and may be claimed as CEU: Provider – Medical.

6.3.2.7.3.4 For Leadership college credit courses, one (1) college semester credit hour equals 8 hours of continuing education units and may be claimed as CEU: Provider – Operations.

Policy No.:	OEMS-CE-2021-001
Effective Date:	9/1/2021
Revision #:	2
Page No.:	2 of 19

6.3.2.7.3.5 EMS personnel must upload a transcript from an accredited academic institution to their education report.

6.3.2.7.3.6 Courses claimed under this section must have been completed during the license renewal cycle for the respective license at an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education.

6.3.2.7.4 Leadership and/or Professional Enrichment courses

6.3.2.7.4.1 These courses are not affiliated with an Academic Institution but should be relevant to leadership or professional development as determined by the Department.

6.3.2.7.4.2 CEs under this section may be claimed with the "CEU: Provider - Operations" topic.

6.3.2.7.4.3 Licensed EMS personnel must upload a transcript or certificate of completion on letterhead from the continuing education provider to include course name, name of attendee, completion date, total number of hours completed, and course approval number.

6.3.2.7.4.4 Courses claimed under this section must have been completed during the license renewal cycle for the respective license.

6.3.2.7.5 TRAIN Georgia – acceptable continuing education content from TRAIN.org MUST be Department approved courses (located on TRAIN homepage under GA EMS CE Training). Courses outside of the GA EMS CE Training category may be accepted upon submission to and with approval by the Department. To submit courses for review, email TRAIN-georgia@dph.ga.gov.

Policy No.:	OEMS-CE-2021-001
Effective Date:	9/1/2021
Revision #:	2
Page No.:	3 of 19

6.3.2.8 Unacceptable Continuing Education for Providers

6.3.2.8.1 Education related to experiential learning or personal research.

6.3.2.8.2 Orientation or on-boarding programs sponsored by employers to provide employees with information about philosophy, goals, policies, procedures, role expectations, and physical facilities of a specific workplace.

6.3.2.8.3 Meetings and activities such as in-service programs that are required as part of employment unless the in-service training is a type of acceptable continuing education specified in this policy.

6.3.2.8.4 Participating in After-Action Reports or “Hot Washes”.

6.3.2.8.5 Organizational activity such as serving on committees, councils, or as an officer or board member in a professional organization.

6.3.2.8.6 Clinical rotations, preceptor hours, or volunteer service.

6.3.2.8.7 Institutions of higher education credit courses that are audited.

6.3.2.8.8 Courses in basic cardiopulmonary resuscitation (CPR) or other activities designed for lay people, including first aid courses.

6.3.2.8.9 Any experience that does not fit the types of acceptable continuing education specified in this policy for the respective license type.

6.3.3 License Renewal Requirements for EMS Instructors and EMS Instructor/Coordinators

6.3.3.1 CE Requirements for EMS Instructors and EMS Instructor/Coordinators for Renewal - This applies to EMS Instructors and EMS Instructor/Coordinators that expire on or after 12/31/2026.

License Level	Total Hours CEU Required	Active Teaching Required
EMS Instructor <i>*Must maintain HCP license</i>	12	20 hours in Department approved or recognized CE or Initial Education courses.
Instructor/Coordinator (EMT, AEMT, PMDC) <i>*Must maintain HCP license and NREMT certification</i>	12	40 hours in Department approved Initial Education courses. (Lecture and lab instruction ONLY)

6.3.3.2 Acceptable Continuing Education for EMS Instructors and EMS Instructor / Coordinators

6.3.3.2.1 Instructor continuing education that is approved by the Department or accredited by the Commission on Accreditation for Prehospital Continuing Education (CAPCE) may be used towards EMS license renewal. Courses approved by another State Office of EMS will be reviewed for acceptance on a case-by-case basis. Instructor CE must align with the methodology of at least one of the modules from the current National Guidelines for Educating EMS Instructors.

6.3.3.2.2 Instruction or presentations delivered by Instructors or Instructor/Coordinators as part of a Department recognized EMS Continuing Education or Initial Education may be applied toward their provider continuing education (CE) requirements. No more than fifty percent (50%) of any individual CE topic area may be earned through teaching Initial or Continuing Education. Instruction used for CE credit must be delivered at the instructor’s provider license level.

6.3.3.2.3 Train-the-Trainer courses with specific content to enhance the instructors’ knowledge and capabilities that meet one of the modules from the National Guidelines for Educating EMS Instructors.

6.3.3.3 Unacceptable Continuing Education Activity for EMS Instructors or EMS Instructor/Coordinators

- 6.3.3.3.1** Meetings and activities such as in-service programs that are required as part of employment unless the in-service training is a type of acceptable continuing education specified in this policy.
- 6.3.3.3.2** Organizational activities such as serving on committees, councils, or as an officer or board member in a professional organization.
- 6.3.3.3.3** Orientation or on-boarding programs sponsored by employers to provide employees with information about philosophy, goals, policies, procedures, role expectations, and physical facilities of a specific workplace.
- 6.3.3.3.4** Participation in After-Action Reports or "Hot Washes"
- 6.3.3.3.5** Train-the-Trainer courses which teach clinical content only.

6.4 Continuing Education Sponsorship

- 6.4.1** No EMS Agency, fire department, hospital, clinic, medical center, educational institution, other entity or person shall hold themselves out as offering or teaching an approved EMS continuing education course unless the course has been approved or recognized by the Department or accredited by the Commission on Accreditation for Prehospital Continuing Education (CAPCE).
- 6.4.2** Organizations seeking to provide continuing education must contact their Regional Training Coordinator, and provide the following:
 - 6.4.2.1** Completed Continuing Education Sponsor Form, and
 - 6.4.2.2** Address for Continuing Education entity, and
 - 6.4.2.3** Name of Continuing Education Coordinator

6.5 Criteria for Acceptable Continuing Education Activity

- 6.5.1** Provider Continuing Education shall focus on the professional growth, responsibilities, and continued competence of the individual and be related to the practice of emergency medical services and/or healthcare.
- 6.5.2** Instructor Continuing Education shall focus on the professional growth and continued competence of the individual regarding the roles and

responsibilities of an EMS Instructor in emergency medical services and/or healthcare education.

- 6.5.3** Course objectives shall be consistent with the continuing education content and the course/program objectives
- 6.5.4** Principles of adult education shall be used in the design and delivery of the education.
- 6.6** Qualifications to coordinate EMS Continuing Education
 - 6.6.1** An individual must meet the following qualifications to be eligible to coordinate EMS continuing education.
 - 6.6.1.1** Affiliated with a continuing education sponsor.
 - 6.6.1.2** Must have completed the Department Continuing Education Coordinator course on TRAIN.
 - 6.6.2** Responsibilities:
 - 6.6.2.1** Must ensure that anyone teaching approved EMS continuing education is familiar with this policy and is:
 - 6.6.2.1.1** Licensed as an EMS provider at the level that they are teaching; or
 - 6.6.2.1.2** Be able to demonstrate and provide evidence of Subject Matter Expertise in the topic being delivered.
 - 6.6.2.1.3** Ensure that learning activities are intended to build upon the education and experiential basis of EMS providers and instructors for the enhancement of practice, education, and administration, to strengthen the quality of care provided.
- 6.7** Approval of Continuing Education Courses
 - 6.7.1** Applicants for Continuing Education Course approval shall certify on the course request that the continuing education course will comply with the appropriate criteria defined in this policy.
 - 6.7.2** The course provider shall be responsible for verifying successful completion by an attendee for the continuing education course through the Department’s License Management System (LMS) and/or provide a certificate of completion as described in this policy.

Department of Public Health POLICY AND PROCEDURES Continuing Education	Policy No.:	OEMS-CE-2021-001
	Effective Date:	9/1/2021
	Revision #:	2
	Page No.:	7 of 19

- 6.7.3** Continuing education approval is contingent upon Department review and may be denied based on Department determination regarding compliance or other relevant factors.
- 6.7.4** The Department requires applicants to:
 - 6.7.4.1** Submit a request for EMS continuing education course approval through the LMS a minimum of ten (10) business days prior to the course start date, except for sessions conducted as part of a conference or symposium, which must be submitted a minimum of thirty (30) calendar days prior to the conference start date. Retroactive course requests will NOT be approved.
- 6.7.5** Course requests MUST include the following:
 - 6.7.5.1** Course objectives that are consistent with the educational content. (3-5 student learning objectives)
 - 6.7.5.2** Course outline and timeframes (agenda) of content being taught.
 - 6.7.5.2.1** CE hours will be awarded in increments of ¼ of an hour (0.25 hours).
 - 6.7.5.3** Additional supporting documentation may be requested
 - 6.7.5.4** Instructional methods:
 - 6.7.5.4.1** In-Person Training (e.g. traditional classroom, hands-on skills, etc.)
 - 6.7.5.4.2** Distance Learning
 - 6.7.5.4.2.1** Synchronous- virtual instructor-led training platforms (i.e. TEAMS, Zoom, Webex, etc.).
 - 6.7.5.4.2.1.1** Synchronous learning must track a participants' attendance to include start and stop times.
 - 6.7.5.4.2.2** Asynchronous- pre-recorded session housed in a learning management system.

Policy No.:	OEMS-CE-2021-001
Effective Date:	9/1/2021
Revision #:	2
Page No.:	8 of 19

6.7.5.4.2.2.1 Asynchronous must include knowledge checks throughout or a summative review.

6.7.5.4.2.2.2 Asynchronous Learning Management Platforms must ensure security and data integrity, comply with documentation standards, support course tracking, methods of competency evaluation, and engagement metrics. Cannot be fast-forwarded, or speed increased beyond 2x speed, and must document start and stop times.

6.7.5.4.2.3 Distance Learning platforms – Programs utilizing such platforms MUST provide the Department with access to ALL course materials upon request.

6.7.5.4.3 Method of competency evaluation (e.g. pre/post-test, skills verification, scenario-based discussions, knowledge checks or summative evaluations, etc.). Evaluations can be conducted at the time of training or at the end of the course.

6.7.6 Course Providers must teach/deliver the approved course with all objectives and course length as approved by the Department.

6.7.6.1 For any course that is completed prior to the course length that was approved by the Department, the Course Provider must notify the Department in writing of the change in length, and the Department may make the appropriate modifications to the respective course approval. This notification must be submitted to the Department within 10 business days.

6.7.6.2 For modifications to courses that occur prior to the course being taught (e.g. change in hours, instructor, or date), notification must be submitted to the Department prior to the course being held.

Department of Public Health POLICY AND PROCEDURES Continuing Education	Policy No.:	OEMS-CE-2021-001
	Effective Date:	9/1/2021
	Revision #:	2
	Page No.:	9 of 19

6.7.6.3 Attendees must attend the entire scheduled session to receive full CE Credit.

6.7.6.3.1 A grace period not to exceed 15% of each scheduled session may be permitted for late arrivals or early departures, at the discretion of the Course Provider.

6.8 Data Reporting Requirements for Course Providers of Department Approved EMS Continuing Education

6.8.1 All CE providers offering approved CE courses shall either record the attendance and course completion status in the Department’s LMS OR issue a certificate of completion within 30 days to each attendee who successfully completes the course.

6.8.2 All non-conference/symposium continuing education shall submit a roster of the individuals who attended and completed the course to the Department using the Department’s LMS. CE providers must have an internal policy to inform attendees if they will receive a certificate of completion or will be entered as an attendee in the LMS course. If attendance is recorded in the Department’s LMS, the information for each attendee/student must include the following:

6.8.2.1 The specific LMS user profile of the attendee.

6.8.2.2 Date of course completion.

6.8.2.3 Attendee Status of the respective student/attendee. Available Attendee Statuses for continuing education include:

6.8.2.3.1 “Con-Ed: Complete” – to be selected when the respective student completed all the course objectives, exams and skills checkoffs (if appropriate), and met the minimum attendance requirement specified in this policy.

6.8.2.3.2 “Con-Ed: Withdrew” – to be selected when the respective student did not show up for the course, did not complete the course objectives, or did not meet the minimum attendance requirements specified in this policy.

6.8.3 Certificate of Completion Requirements:

6.8.3.1 The continuing education provider shall provide an attendee with a written record of the participants' successful completion of the EMS educational activity, as specified in this policy. When issuing a certificate of completion, the certificate must include the following:

6.8.3.1.1 Title of the continuing education activity.

6.8.3.1.2 Name of attendee.

6.8.3.1.3 Department issued license number of attendee if available.

6.8.3.1.4 Date(s) of course completion.

6.8.3.1.5 Department issued continuing education approval number.

6.8.3.1.6 Name of the Continuing Education Course Provider.

6.8.3.1.7 Topics covered and hours awarded during the continuing education activity. These topics and hours must match the topics and hours listed in the Department's LMS for the respective course approval.

6.8.3.1.8 Attendance Records, course and competency evaluations for CE providers shall be maintained for a minimum period of five (5) years from the date of the course completion.

6.8.3.2 Partial Course Completions

6.8.3.2.1 Partial credit may be given for courses that are greater than 6 hours in length. If a provider is offering partial CE credit, they must give the attendee a certificate or letter of completion that includes the topic area, and the amount of time that each topic was covered. The certificate or letter of completion must reference the course number that the topical hours were obtained in. The provider **MUST NOT** list the attendee in the LMS roster.

6.9 Responsibilities of licensed Providers, EMS Instructors and Instructor/Coordinators for self-entered continuing education.

Department of Public Health POLICY AND PROCEDURES Continuing Education	Policy No.:	OEMS-CE-2021-001
	Effective Date:	9/1/2021
	Revision #:	2
	Page No.:	11 of 19

- 6.9.1** It shall be the responsibility of the licensed EMS personnel (Medics, Instructors and Instructor/Coordinators) to report any duplicated course completions within the LMS system to their Regional Training Coordinator.
- 6.9.2** It shall be the responsibility of the licensed EMS personnel (Medics, Instructors and Instructor/Coordinators) to select and participate in continuing education activities that meet the criteria listed in this policy and those specified by the Department.
- 6.9.3** Licensed EMS personnel shall be responsible for maintaining certificates of successful completions of EMS CE courses or educational activities for five (5) years after the date of completion. These records shall document, name of attendee, title of course, date and location, name of the EMS continuing education provider, topical content area(s) and contact hours awarded, successful completion, and organization granting approval.
- 6.9.4** All courses used for license renewal must have complete and accurate copies of this documentation submitted to the Department in electronic format (PDF file), uploaded to the licensees profile in the Department’s LMS.
- 6.9.5** EMS Instructors or Instructor/Coordinators utilizing Department recognized CE or Initial Education instruction or presentations for Provider license CE must upload the Course agenda to validate the continuing education being claimed.
- 6.9.6** Single-Session Courses or Multi-Session Courses - Any attendee of a single-session or multi-session provider or instructor continuing education course must successfully complete all the following requirements.
 - 6.9.6.1** Meet all objectives of the course set forth in the approval by the Department.
 - 6.9.6.2** Successfully complete all exams prescribed in the course request; and
 - 6.9.6.3** Meet the minimum attendance requirement as specified by this policy based on the assigned CE hours for the respective continuing education course. Partial credit will not be awarded for incomplete attendance.
 - 6.9.6.4** It is anticipated that every 1 full hour of time for a course that extends past 60 minutes will have a 10-minute break.

Department of Public Health POLICY AND PROCEDURES Continuing Education	Policy No.:	OEMS-CE-2021-001
	Effective Date:	9/1/2021
	Revision #:	2
	Page No.:	12 of 19

- 6.10** Audits regarding Providers, EMS Instructors, EMS Instructor/Coordinators and Designated Continuing Education Sponsors
- 6.10.1** The Department may audit the records of individual Providers, EMS Instructors, EMS Instructor/Coordinators seeking license renewal, or Designated Continuing Education Sponsors.
 - 6.10.2** The Department may audit Providers, EMS Instructors, Instructor/Coordinators, and/or Designated Continuing Education Sponsors randomly or for cause in response to a complaint, or if there is reason to suspect that the licensee or sponsor may have given false or inaccurate information about the continuing education requirements completed.
 - 6.10.3** A licensee who has been found non-compliant in an immediately preceding audit may be subject to an automatic audit in the following renewal cycle.
 - 6.10.4** Failure to notify the Department of a current mailing or email address does not absolve the licensee or sponsor from audit requirements.
 - 6.10.5** Upon notification that an audit has been initiated, all documentation requested by the Department to verify compliance with audit findings must be submitted within ten (10) business days.
 - 6.10.6** The Department may use on-site observation, audits of records, and other appropriate methods to evaluate the performance of continuing education providers. Evaluation of a continuing education provider may take place randomly, in response to a complaint, or if there is reason to suspect that a continuing education provider is not complying with the criteria established by this policy.
 - 6.10.7** Falsification of continuing education documentation or official evidence of course completion, whether by an individual licensee or a continuing education provider, shall be cause for reprimand, fine, probation, suspension, or revocation of a license or provider approval as outlined in DPH Rule 511-9-2-.19. Additionally, a continuing education provider’s failure to comply with the criteria established by this policy may result in similar disciplinary action.
- 6.11** Educational Integrity
- 6.11.1** No designated Continuing Education Provider, Continuing Education Coordinator, EMS Instructor, EMS Instructor/Coordinator, Provider or

Policy No.:	OEMS-CE-2021-001
Effective Date:	9/1/2021
Revision #:	2
Page No.:	13 of 19

participant shall engage in, attempt to engage in, or assist others in engaging in any dishonest act related to continuing education activities or coursework submitted for CE credit or advancement. A licensee does not need to intend to violate educational integrity to be found in violation of this policy. Additionally, claiming a lack of awareness of this policy does not constitute an acceptable defense against allegations of academic dishonesty.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	6/30/2021	Initial Issue
1	5/1/2026	Updated policy to current policy format; No more than 12 hours of CE can be earned in a calendar day; CE credit is accepted for Basic Life Support and Advanced Cardiac Life Support on or after 3/31/2029; CE hours and topic areas aligned with NREMT National Continued Competency Program for EMT, EMT-I, AEMT, CT, and Paramedic for license renewals on or after 3/31/2029; Blanket acceptance of other State EMS office approvals is no longer recognized; Instructor/Coordinator CE hour requirement reduced to 12 hours of Instructor continuing education for Instructor/Coordinators licenses that expire on or after 12/31/2026; Dual-Credit CE hours are no longer recognized; Asynchronous CE offerings must comply with specified criteria; No more than 50% of a provider's CE can be obtained from the teaching of CE or IE courses; Definitions added; CE attendance table removed and policy language added with a 15% grace period.
2		
3		