

	<b>Department of Human Resources Division of Public Health Office of Emergency Medical Services</b>	<b>Index: R-T-05A Effective: 08/15/2006 Review: 08/15/2007 Page: 1 of 1</b>
---	---	---

## CONTINUING EDUCATION APPROVAL REQUEST OUTLINE

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. Statewide approval of continuing education must be issued by the State Office of Emergency Medical Services/Trauma. The following information is required in order to review your training and/or educational program prior to approving continuing education content and assignment of credit hours for Georgia licensed EMS personnel. Incomplete proposals will not be reviewed, but will be returned to the applicant.

1. Applicant Name, with contact information, to include email, and office and fax numbers
2. Program Director with contact information, to include e-mail
3. Clinical Director with contact information, to include e-mail
4. Primary contact person, with contact information, to include e-mail
5. A listing of program courses/activities for review (approval is awarded to only the subject topics, modules or subcomponents, activities and/or sections submitted)
6. Request of continuing education hour assignment
  - a. Submission of the continuing education hours requested per topic, module, section, or activity.
7. A sample Certificate of Completion for a course/activity that identifies acceptance or approval of a state or national agency
8. A sample advertisement indicating how our State agency name would be used, if applicable
9. Data collected –
  - a. Student information
  - b. Lesson and exam information
10. Content and Development
  - a. Name or names and qualifications of the developers of the content being submitted for review
  - b. Date of content or course/activity development
  - c. Description of how and when up-dates or relevance of the materials are reviewed
  - d. Objectives of the course/activity
11. Instructor availability, technical support and/or on-line assistance to students
12. Testing and Evaluations
  - a. A description of how students are evaluated at course completion. Successful completion must require no less than 70% success rate on evaluations of material comprehension. Submit policy as presented to students regarding exam requirements.
  - b. Student evaluation of course/activity must be collected. Submit a copy of this evaluation tool.