



## Policy 302: EMT Training Programs

Revision 5/22/18  
Effective 8/1/18

### I. Purpose:

- A. To provide a mechanism for the review of EMT Training Program applicants for compliance with state law, regulations and Santa Cruz County EMS Agency policies.
- B. Authority for this policy is noted in Division 2.5, California Health and Safety Code, Sections 1797.107, 1797.109, 1797.170, 1797.173, 1797.208 and 1797.213 and California Code of Regulations Sections 100065 through 100078

### II. Policy:

- A. The Approving Authority for Emergency Medical Technician (EMT) training programs that will be managed or conducted by a qualified statewide public agency shall be the Director of the State of California Emergency Medical Services Agency. This shall apply to the California Highway Patrol, California Department of Forestry, etc.
- B. The Approving Authority for Emergency Medical Technician training programs shall be the local emergency medical services agency (Santa Cruz County Emergency Medical Services Agency).
  - 1. Programs eligible for program approval shall be limited to:
    - a) Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education.
    - b) Medical training units of a branch of the Armed Forces of the United States including the Coast Guard.
    - c) Licensed general acute care hospitals which meet the following criteria:
      - (1) Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and
      - (2) Provide continuing education to other healthcare professionals.
    - d) Agencies of government
    - e) Public safety agencies
    - f) Local EMS Agencies

### III. Procedure:

- A. Program Approval



1. Eligible training programs shall submit a written request for EMT program approval to the Santa Cruz County EMS Agency.
2. The Santa Cruz County EMS Agency shall review and approve the following prior to approving an EMT training program.
  - a) A statement verifying usage of the United States Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).
  - b) A statement verifying CPR training equivalent to the current American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT Basic course.
  - c) Samples of lesson plans including:
    - (1) At least two lecture or didactic sessions, and
    - (2) At least two practical (skills or psychomotor) sessions.
  - d) Samples of periodic examinations or assessments including:
    - (1) At least two written examinations or quizzes.
    - (2) Statement of utilization of the National Registry EMT-B Skills Check-Off Sheets
  - e) The certification written examination shall be the National Registry EMT Examination. National Registry examinations will be administered by the approved National Registry testing site.
  - f) The final skills examination shall be administered by the approved EMT training program. Each training program shall adopt the National Registry EMT skills examination. For those skills not covered by the National Registry Skill examination.
  - g) Educational Staff: Each EMT training program shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction. Nothing in this section precludes the same individual from being responsible for more than one of the following functions if so qualified by the provisions of this section.
    - (1) Program Director: Shall be qualified by education and experience in methods, materials and evaluation of instruction which shall be documented by at least forty (40) hours in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology;



- (a) California State Fire Marshal Fire Instructor 1A and 1B,
  - (b) National Fire Academy's Instructional Methodology,
  - (c) Training programs that meet the US DOT/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.
- (2) Duties of the Program Director, in coordination with the Clinical Coordinator, shall include but not be limited to:
  - (a) Administering the training program
  - (b) Approving course content
  - (c) Approving all written examinations and the final skills examination.
  - (d) Coordinating all clinical field activities related to the course.
  - (e) Approving the principal instructor(s) and teaching assistant(s).
  - (f) Assuring that all aspects of the EMT training program follow all applicable Santa Cruz EMS policies.
- (3) Clinical Coordinator: Must be either a physician, registered nurse, physician assistant, or a paramedic currently licensed in California or a paramedic currently licensed in California, and who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five years. Duties of the program clinical coordinator shall include, but are not limited to:
  - (a) Responsibility for the overall quality of medical content of the program;
  - (b) Approval of the qualifications of the principal instructor(s) and teaching assistant(s).
- (4) Principal Instructor:
  - (a) Must be a physician, registered nurse, physician assistant or paramedic licensed in California; or,
  - (b) Be an EMT or Advanced EMT who is currently certified in California.
  - (c) Have at least two years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five years.



- (d) Shall be qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. See III.A.2.g.1) a)-c) for examples of courses that meet this requirement.
  - (e) Be approved by the program director in coordination with the program clinical coordinator as qualified to teach the topics to which s/he is assigned.
  - (f) All principal instructors from approved EMT training programs shall meet the minimum qualifications out lined in this policy.
- (5) Teaching Assistants
  - (a) Each training program may have teaching assistants who shall be qualified by training and experience to assist with teaching of the course and shall be approved by the program director in coordination with the program clinical coordinator as qualified to assist in teaching the topics to which the assistant is to be assigned. A teaching assistant shall be supervised by a principal instructor, the program director and/or the program clinical coordinator.
- g) Provisions for Clinical Experience
  - (1) Each program shall have a written agreement with one or more general acute care hospital(s) and/or operational ambulance provider and/or rescue vehicle provider sufficient to ensure clinical rotations for every student. The written agreement(s) shall specify the roles and responsibilities of the training program and the clinical provider(s) for supplying the supervised clinical experience for the EMT student(s).
  - (2) Supervision for the clinical experience shall be provided by an individual who meets the qualifications of a principal instructor or teaching assistant.
  - (3) No more than three (3) students will be assigned to one (1) qualified supervisor during the supervised clinical experience.
  - (4) Every student shall be aware of clinical expectations and exactly what skills and/or assessments they may utilize during the session.
  - (5) Students shall be clearly identified as an "EMT Student" by an easily identifiable means such as a nametag, smock, etc.



- (6) The EMT Training Program shall develop a check sheet for verification of no less than five patient contacts during the session. Patient care simulations may be utilized to meet the contact requirements if less than five patients have been evaluated during the clinical experience.
- h) Provisions for Course Completion by Challenge, including a challenge examination (if different from the program's final examination). All applicants who wish to challenge course completion and certification shall be approved by the Santa Cruz County EMS Agency. Each EMT Training Program shall provide a statement of understanding to the Santa Cruz County EMS Agency.
- i) Provisions for a twenty-four (24) hour refresher course including subdivisions (1)-(6) above, required for recertification.
  - (1) A statement verifying usage of the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996. The U.S. Department of Transportation's EMT-Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation's website, <http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf>
- j) Course Location, Time, and Instructor Ratios
  - (1) Each EMT Training Program shall submit an annual listing of course dates and locations.
  - (2) If an approved EMT Training Program wishes to add a course to the schedule, notification must be received in writing to the Agency no less than sixty days prior to the proposed start date.
  - (3) No greater than ten students shall be assigned to one instructor during the practical portion of course.
- k) Table of contents listing the required information detailed in this policy with corresponding page numbers.
- l) Facilities and Equipment
  - (1) Facilities must comfortably accommodate all students including those with disabilities.
  - (2) Restroom access must be available.
  - (3) Must permit skills testing so that smaller break-out groups are isolated from one another.



- (4) Training equipment and supply shall be modern and up to date as accepted by the industry and shall be maintained and/or replaced as necessary.
  - m) Quality Assurance and Improvement
    - (1) Each program shall submit a Quality Assurance and Improvement Plan that addresses the following:
      - (a) Methods of student remediation.
      - (b) A plan for continuous update of examinations and student materials.
      - (c) Identify the text and resource materials that will be utilized by the program.
      - (d) Student course evaluations
  - n) Research Agreement Decree
    - (1) Each approved program shall provide a statement agreeing to participate in research data accumulation. This information shall be utilized to enhance the emergency medical services systems in Santa Cruz County.
- 2. Program Approval Time Frames
  - a) Upon receipt of a complete application packet, Santa Cruz County EMS shall notify the training program submitting its request for training program approval within fourteen (14) working days of receiving the request that:
    - (1) The request for approval has been received,
    - (2) The request does or does not contain all required information, and
    - (3) What information, if any, is missing from the request.
  - b) Program approval or disapproval shall be made in writing by Santa Cruz County EMS to the requesting training program, within a reasonable period, after receipt of all required documentation, not to exceed ninety (90) days.
  - c) Santa Cruz County EMS shall establish an effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.
  - d) Program approval shall be for four (4) years following the effective date of program approval and may be renewed every four (4) years subject to the procedure for program approval specified by Santa Cruz County EMS in this policy.



- e) Approved EMT training programs shall also receive approval as a continuing education (CE) provider effective the same date as the EMT training program approval. The CE program expiration date shall be the same expiration date as the EMT training program. The CE program shall comply with all requirements outlined in Santa Cruz County EMS policy 8000.
- f) Santa Cruz County EMS will notify the California EMS Authority concurrently with the training program of approval, renewal of approval, or disapproval of the training program, and include the effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, frequency and cost for both basic and refresher courses, student eligibility, and program approval / expiration date of the program approval.

3. Withdrawal of Program Approval

- a) Noncompliance with any criterion required for program approval, use of any unqualified personnel, or noncompliance with any other applicable provision of Title 22 may result in suspension or revocation of program approval by Santa Cruz County EMS.
- b) Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:
  - (1) Santa Cruz County EMS shall notify the EMT training program director in writing, by registered mail, of the provisions of this policy with which the EMT training program is not in compliance.
  - (2) Within fifteen (15) working days of receipt of the notification of noncompliance, the approved EMT training program shall submit in writing, by registered mail, to Santa Cruz County EMS one of the following:
    - (a) Evidence of compliance with the provisions outlined in this policy, or
    - (b) A plan for meeting compliance with the provisions outlined in this policy within sixty (60) calendar days from the day of receipt of the notification of noncompliance.
- c) Within fifteen (15) working days of the receipt of the response from the approved EMT training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved EMT training program, Santa Cruz County EMS shall notify the California EMS Authority and the approved EMT training program in writing, by registered mail, of the decision to accept the evidence of compliance, accept the



plan for meeting compliance, place on probation, suspend or revoke the EMT training program approval.

- d) If the EMT training program approving authority decides to suspend, revoke, or place an EMT training program on probation the notification specified in III.A.4.c of this policy shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) days from the date of Santa Cruz County EMS' letter of decision to the California EMS Authority and the EMT training program.

B. Program Review and Reporting

1. All program materials are subject to periodic review by the Agency.
2. All programs are subject to periodic on-site evaluation by the Agency.
3. The Agency shall be advised of any program changes in course content, hours of instruction, or instructional staff.
4. Approved programs shall issue a tamper resistant Course Completion Record to each student who successfully meets all requirements for certification. This Course Completion Record shall include:
  - a) Student full legal name.
  - b) The date the course was completed
  - c) The name of the course completed "Emergency Medical Technician"
  - d) Number of hours of instruction completed.
  - e) The name and signature of the Program Director.
  - f) The name and location of the training program.
  - g) The name of the approving authority (i.e.; Approved by the Santa Cruz County EMS Agency)
  - h) The following statements in bold print:
    - (1) "THIS IS NOT AN EMT CERTIFICATE"
    - (2) This course completion record is valid to apply for certification up to a maximum of two years from the course completion date and is recognized statewide.
5. Each program shall submit the Agency provided Course Completion Roster no greater than fifteen (15) days following the completion of the program. Students will not be processed for certification until the Course Completion Roster is received by the Agency.





C. Required Course Hours

1. The minimum course hours shall consist of not less than one hundred sixty (160) hours. These hours shall be divided as follows:
  - a) A minimum of one hundred thirty-six (136) hours of didactic instruction and skills laboratory; and
  - b) A minimum of twenty-four (24) hours of supervised clinical experience. The clinical experience shall include a minimum of ten (10) documented patient contacts wherein a patient assessment and other EMT skills are performed and evaluated.
2. Existing EMT training programs approved prior to April 1, 2013 shall have a maximum of twelve (12) months to meet the minimum hourly requirements specified in this section. The minimum hours shall not include the examinations for EMT certification and shall not include CPR.