



## Policy 303: Continuing Education Providers

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

- I. Purpose
  - A. To establish standards for continuing education providers (CEP's) in the County of Santa Cruz.
- II. Provider Approval
  - A. Any person or agency headquartered in Santa Cruz County wishing to become CEP must submit for approval, a written request to the Agency. An applicant may apply for approval as either a BLS level, ALS level, or both.
  - B. The request for CEP approval must be complete and contain all appropriate information including, resume for both the Program Director and Clinical Director, and the applicable fee. Refer to the CE Provider guide for specific requirements.
  - C. Applications must be received at least sixty (60) days before the first scheduled course of instruction.
  - D. The Agency will notify the applicant within fourteen (14) days that the application was received; and shall notify the applicant within sixty (60) days of receipt of the application of its decision to approve or deny.
  - E. The Agency may approve CE Providers for a period of four (4) years. The expiration date shall be no more than four (4) years from the last day of the month in which the application was approved. Approval for initial applications will be for no more than two (2) years.
  - F. To renew CEP approval, revised CE Provider materials must be received no less than sixty (60) days prior to the expiration date of the current approval. Refer to the CE Provider Guide for specific requirements.
- III. CEP Requirements
  - A. Refer to the current version of the Continuing Education Providers Guide.
- IV. Negative Action
  - A. Any negative action taken in relation to a CEP shall be in accordance with Santa Cruz County Prehospital Care Policy 8010, Procedure for Suspension or Revocation of EMT, CEP, or Paramedic Training Program Approval.