



# Prehospital Continuing Education Provider

EMS ADMINISTRATION 206

<b>PURPOSE</b>	<p>I. The purpose of this policy is to define the standards for Napa County EMS Continuing Education (CE) delivery formats and limitations, record keeping and CE provider program approval.</p>
<b>POLICY</b>	<p><b>I. PROCEDURE FOR APPROVAL</b></p> <p>A. All applicants shall meet the following requirements:</p> <ol style="list-style-type: none"><li>1. Complete a CE Provider application.</li><li>2. Provide documentation and resumes demonstrating the applicant's Program Director and Clinical Director experience and qualifications in prehospital care/education as outlined in CA Code of Regulations, §100395(g) and (i).</li><li>3. Provide a sample course completion certificate, containing all information listed in the CA Code of Regulations, §100395(m).</li><li>4. Provide an overview of the applicant's recordkeeping system.</li><li>5. Provide other course information requested by the Napa County EMS Agency.</li><li>6. Pay the established CE Provider application fee.</li><li>7. Applications must be received at least sixty (60) days before the first scheduled course of instruction.</li></ol> <p>B. The Napa County EMS Agency will notify the applicant within thirty (30) days that the application was received and shall notify the applicant within thirty (30) days of its decision to approve or deny.</p> <p>C. Approval shall be good for four (4) years from the last day of the month in which the application is approved. It shall be the responsibility of the CE provider to submit an application for renewal at least sixty (60) days in advance of the expiration date, in order to maintain continuous approval.</p> <p>D. CE providers shall ensure that each CE activity or course meets the criteria outlined in the CA Code of Regulations, §100391.</p> <p>E. All records shall be available to the Napa County EMS Agency upon request, or during scheduled or unscheduled site visits by EMS Agency staff.</p> <p>F. The Napa County EMS Agency shall be notified in writing within thirty (30) days, of any change in CE provider names, address, telephone number, Program Director or Clinical Director.</p>