



Continuing Education Course Files
Check off Sheet

An approved CE provider shall ensure that:
The content of all CE is relevant, designed to enhance the practice of EMS emergency medical care, and be related to the knowledge base or technical skills required for the practice of emergency medical care.

Records shall be maintained for four (4) years and shall contain the following:

DOCUMENTED Y/N	DESCRIPTION
	Course Title
	Time, place, and date each course is given
	Course Outline, including a brief overview
	Instructional objectives
	Resume for each instructor
	Sample tests or other methods of evaluation and a record of participant performance
	Number of continuing education hours granted
	Copy of course advertisements (if applicable)
	A roster signed by course participants, or in the case of media based/serial production courses, a roster of course participants, to include name and certificate or license number of EMS personnel.
	Record of any course completion certificate(s) issued.

This document has been developed to assist Approved CE Providers in ensuring that documentation of each course, class or activity approved for continuing education hours is in compliance with Title 22, California Code of Regulations, Chapter 11.