

APPROVED: Signature On File In EMS Office  
Executive Director  
  
Signature On File In EMS Office  
Medical Director

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**EMT TRAINING COURSE APPROVAL**

I. AUTHORITY

Division 2.5 of the California Health and Safety Code, Sections 1797.107, 1797.109, 1797.170, and 1797.208. California Code Of Regulations, Title 22, Sections 100057 and 100066.

II. DEFINITIONS

- A. "Approved Emergency Medical Technician Course" or "EMT Course" means a course of instruction in Basic Life Support which has been approved by an EMT Approving Authority.
- B. "Agency" means the Mountain-Valley Emergency Medical Services Agency.
- C. "EMT Approving Authority" means an agency or person authorized by Title 22 to approve an Emergency Medical Technician training program.
1. The Approving Authority for an Emergency Medical Technician (EMT) training program conducted by a qualified statewide public agency shall be the director of the State of California Emergency Medical Services Authority.
  2. The EMT Approving Authority for any other Emergency Medical Technician training program not included in II. C.1. shall be the Agency.
- D. "Eligible Training Agencies" means:
1. 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;
  2. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States;
  3. Licensed general acute care hospitals which meet the following criteria:

- a. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and
  - b. Provide continuing education to other health care professionals.
4. Agencies of government.
  5. Public safety agencies.
  6. Local EMS Agencies.

### III. PURPOSE

The purpose of this policy is to establish a process by which eligible training agencies, desiring to conduct EMT courses, may apply for course approval and meet the established criteria for courses identified in II. C. 2.

### IV. POLICY

- A. Eligible training agencies and institutions (other than statewide public safety agencies ) intending to conduct EMT Training Programs including EMT Refresher Courses shall secure program approval from the Agency.
- B. No EMT Training Program shall begin instruction until that program has received written approval from the Agency.
- C. Program Approval shall be granted for a four-year period. Non-compliance with any provision or criteria required for program approval may result in withdrawal, suspension, or revocation of program approval (Section 100072.).
- D. Maximum class size, for both initial and refresher courses, shall be determined by the number of instructor's available, classroom space and amount of equipment available for skills teaching and testing.
  1. An approved training program shall insure that there will be at least one principal instructor or teaching assistant for each 10 students during skills practice/laboratory sessions.
  2. There shall be at least 20 square feet of floor space available per student.
  3. Each principal instructor or teaching assistant shall have access to all equipment appropriate for the skills being taught during each skills practice or testing session.
- E. All classes shall be subject to auditing and/or monitoring by Agency staff.

- F. All Certified, Authorized, or Licensed personnel involved in instruction shall be in good standing with their certifying, authorizing, or licensing agency. Good standing implies that no negative action to the license, certificate or authorization has been taken, by the appropriate authority, to the extent that it included revocation or suspension during the past four (4) years.
  
- G. Principal Instructor Requirements
  - 1. Currently certified or licensed in California as a physician, registered nurse, physician assistant, and paramedic, EMT or Advanced EMT.
  - 2. Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or pre hospital care in the last five (5) years.
  - 3. Be approved by the program director in conjunction with the clinical coordinator as qualified to teach the topics assigned.
  - 4. Document completion of a minimum of a forty hour teaching methodology course. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:
    - a. State Fire Marshal Instructor 1A and 1B
    - b. National Fire Academy's Instructional Methodology Course
    - c. Training program that meets the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.
  
- H. Program Director Requirements
  - 1. Document completion of a minimum of forty hours teaching methodology course. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:
    - a. State Fire Marshal Instructor 1A and 1B
    - b. National Fire Academy's Instructional Methodology Course
    - c. Training program that meets the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.
  
- I. Program Clinical Coordinator Requirements
  - 1. Currently licensed in California as a physician, registered nurse, physician assistant, or paramedic.

2. Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or pre hospital care in the last five (5) years.

J. Teaching Assistant Requirements:

1. Currently certified or licensed in the State of California, at a minimum, as an EMT
2. Have at least one (1) year of field experience
3. Document any combination of knowledge, skills and experience in teaching the course subject matter.
4. Be approved by the program director in conjunction with the clinical coordinator as qualified to teach the topics assigned.

V. PROCEDURE

- A. Eligible Training Agencies wishing program approval shall contact the Agency to secure a Program Approval Packet.
- B. A completed packet, including the following items, shall be submitted to the Agency.
  1. A statement verifying usage of the United States Department of Transportation EMT Basic National Standard Curriculum, DOT HS 808 149, August 1994 which includes learning objectives, skills protocols and treatment guidelines.
  2. A statement verifying CPR training equivalent to the American Heart Associations current standard Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT course.
  3. Samples of written and skills examinations used for periodic testing.
  4. A statement verifying usage of the Mountain-Valley EMS Agency Practical Examination Workbook as the basis for the final skills exam.
  5. A final written examination
  6. The name and qualifications of the program director, program clinical coordinator, principal instructor(s) and teaching assistants.
  7. The location at which the courses are to be offered and their proposed dates.

8. A statement verifying equipment availability and adequate classroom size for the classes to be taught.
  9. Provisions for course completion by challenge including a challenge examination (if different from final examination).
  10. Provisions for clinical training.
  11. Provisions for refresher courses, including items 1- 9 above.
  12. Table of contents listing the information specified above.
  13. Pay the appropriate application fee.
- C. The Agency shall notify the training program within seven days of receiving the request that the request has been received and shall specify what information if any is missing.
- D. Written notification by Agency of program approval or disapproval shall be made to the applicant within 45 days from receipt of the application.