

CONTINUING EDUCATION

(New October 2015)

7217

PURPOSE

(New October 2015)

7217.1

This policy section outlines the roles and responsibilities of the California Department of Forestry and Fire Protection (CAL FIRE) Emergency Medical Services (EMS) Program and CAL FIRE public safety personnel regarding EMS Continuing Education (CE) and continuing education hour (CEH) issuance.

CE Programs provide an alternative to hosting EMS refresher courses. State public safety agencies are allowed one CE number and must apply to the Emergency Medical Services Authority (EMSA) for CE issuance approval. For additional information regarding CE Providers and CEH requirements, refer to the 7200 CAL FIRE Emergency Medical Services Handbook, Appendices 5 and 7.

Approved Continuing Education Courses

All EMS CE must be relevant to and enhance the practice of prehospital care. CE for EMS personnel shall be in any of the topics contained in the respective United States Department of Transportation (DOT) National Emergency Medical Services Education Standards (DOT HS 811-077A – E).

For additional information on the National Emergency Medical Services Education Standards, refer to the 7200 CAL FIRE Emergency Medical Services Handbook, linked in Appendix 1 and Appendix 7 attachments for CE topics.

CE Course Objectives

CE courses must be structured with learning objectives. It is the responsibility of the Unit/Program CE Coordinator to review course objectives and content and to determine which portion of the program is appropriate for EMS CE. CE course objectives must be maintained in the course record file.

Written and Skills Competency

- All CE shall contain a written or skills competency based evaluation relative to the learning objectives
- CE hours (CEHs) will not be awarded until the written or skills competency based evaluation is reviewed and approved

Continuing Education Categories

The goal of EMS CE education is to ensure quality patient care. Due to many LEMSAs limiting the percentage of EMS CEHs issued for courses that are rescue and command, CAL FIRE has determined that the percentage of rescue and command CEHs accepted for training, certification, and licensure renewal shall equal no more than one-third of the total CEHs required. Refer to the 7200 CAL FIRE Emergency Medical Services Handbook, Appendix 7 attachments for additional information regarding CE categories.

Course Testing and Evaluation

Requirements

All approved CE shall contain a written and/or skills competency based evaluation related to course, class, or activity objectives. CEs may not be issued until the written and/or skills competency evaluation is reviewed and approved.

Original tests may be maintained in course documentation, or a sample test and/or evaluation sheet shall be retained in course documentation along with a summary of test results or other methods of evaluation.

Documentation

Course Records

Each course record shall contain the following documentation:

- Complete outlines, including a brief overview and instructional objectives (state or nationally recognized course outlines will be maintained at the CAL FIRE Academy)
- Summaries of test results, course evaluations, or other methods of evaluation
- Record of time, place, and date course is given
- Number of CEHs granted
- Resumes for each instructor
- Course rosters with all participants' names and training/certificate/license numbers

Retention

- Unit/Program CE Coordinators shall maintain the required course records for four years
- Students must maintain a paper or electronic copy of the CE certificate for four years
- Electronic copies of CE certificates must be scanned with the original signatures
- Refer to the 2100 CAL FIRE Document Management Handbook regarding records destruction

Certificates

Issuance

- Units/Programs shall only use the CAL FIRE tamper resistant CE certificate template provided by the EMS Program
- No changes to the CE certificate template are allowed
- Only Unit/Programs CE Coordinators on file with the EMS program may issue and sign CE certificates
- Paper CE certificates must be issued within 30 calendar days of course completion
- One CE certificate must be issued for each course or each day of course (eight hours)
- CEHs issued for more than eight hours in one calendar day requires justification

Lost Certificates

If an employee fails to maintain their copy of a CE certificate, the Unit/Program CE Coordinator may reprint a certificate only if the course documentation is on file and the student's name is on all required documents. Adding names to course files and reproducing files is not permitted.

Region/Unit/Program Remediation

The CAL FIRE EMS Program will work with Regions/Units/Programs to identify and correct CE issues. Should a deficiency be found, the EMS Program would assist to correct the issue.

Repeated non-compliance with any of the requirements for CE Provider Program approval or use of CAL FIRE CE provider number may result in Region/Unit/Program remediation. A Region/Unit/Program in remediation may be subject to monthly CE compliance reviews by the EMS Program. Causes for remediation may include, but are not limited to:

- Failure to adhere to the requirements of the CCR, Title 22, Division 9, Chapter 11
- Failure to keep proper course and CE documentation
- Failure to issue a CE certificate within 30 days
- Using unqualified EMS instructors

AUTHORITY

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- United States Department of Transportation, publications 811 077, 811 077A, 811 077B, 811 077C, 811 077D and 811 077E
- California Health and Safety Code, Division 2.5
- California Code of Regulations, Title 22, Division 9

RELATED POLICIES

7217.3

(New October 2015)

- 1800 CAL FIRE Health and Fitness Handbook
- 2100 CAL FIRE Paperwork Management Handbook
- 4000 CAL FIRE Training Handbook
- 7000 CAL FIRE Fire Operations Handbook
- 7700 CAL FIRE Emergency Incident Management Handbook
- 8500 CAL FIRE Cooperative Fire Services Handbook

RESPONSIBILITIES

7217.4

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CAL FIRE Employee

- Ensures all training/certification/licensure requirements are met
- Ensures all CE requirements are met in accordance with current EMS training level/certification/licensure
- Maintains CE documentation for four years

CAL FIRE Supervisor

- Coordinates with Unit/Program EMS Coordinator to ensure required CE and training is conducted

Unit/Program EMS Coordinator

- Acts as the Unit/Program EMS CE Coordinator
- Maintains Emergency Medical Technician (EMT) certification level or above
- Completes [Emergency Medical Services Unit/Program Continuing Education Coordinator Application \(EMS-707\)](#)
- Completes all documentation required to use and maintain CAL FIRE CE number
- Receives and maintains proper training per State regulations
- Ensures availability of all CE records for compliance review purposes
- Coordinates with EMS Program Training Coordinator regarding CAL FIRE CE issuance
- Maintains Unit/Program EMS instructor documentation

Unit/Program Training Officer

- Coordinates with Unit/Program EMS Coordinator and EMS Program staff to ensure delivery of any EMS training meets current CAL FIRE EMS policy and federal and/or state regulations
- Coordinates with Unit/Program EMS Coordinator and EMS Program staff regarding EMS training and CE

Coordinates with Unit/Program EMS Coordinator to ensure Unit/Program

Unit Chief/Program Manager

- Ensures required training for Unit/Program EMS Coordinator is completed and Unit/Program is aligned with regulations
- Designates Unit/Program staff to ensure public safety personnel receive required CE training to maintain current training level/certification/licensure

Region Chief/Deputy Director

- Directs Unit Chief/Program Manager to ensure all public safety personnel meet minimum training standards

EMS CE Program Coordinator

- Ensures compliance with state regulations and local policies
- Approves CE courses, methods of evaluation and clinical and field activities
- Maintains instructor records and approval of all instructors
- Maintains the sole CE provider program/number for CAL FIRE as issued by EMSA
- Coordinates with EMSA/LEMSA regarding CEH issuance
- Ensures compliance with State regulations regarding CEH issuance
- Manages EMS CE Program, and coordinates with Unit/Program EMS Coordinators regarding CE concerns
- Ensures that Unit/Program EMS Coordinators are properly trained in accordance with regulations
- Conducts CE compliance reviews of Unit/Program CE issuance and EMS training
- Coordinates with Units/Program to correct any CE compliance review deficiencies
- Maintains EMS Instructor Database

EMS CE Clinical Coordinator

- Maintains paramedic licensure or higher
- Possesses two years of academic, administrative or clinical experience in emergency medicine or EMS care within the last five years
- Monitors all clinical and field activities approved for CE credit
- Monitors CE course content

EMS Physician

- Provides clinical oversight for EMS Training, including EMS curricula and CE, as directed
- Identifies training needs for CAL FIRE EMS personnel, as directed
- Assists with the development of appropriate training, as directed
- Provides training as directed
- Coordinates with EMS Training Coordinator and CE Program Clinical Coordinator on CE issues as directed

EMS Program Manager

- Ensures the CAL FIRE CE Provider Program requirements are maintained
- Assigns qualified EMS CE Clinical Coordinator and Program Coordinator
- Coordinates with EMS Medical Director and Training Coordinator as needed
- Coordinates with Regions/Units/Programs as needed

For additional information and complete procedures regarding the CAL FIRE EMS CEs, refer to the 7200 CAL FIRE Emergency Medical Services Handbook, Appendix 7.

EMS Chief

- Supervises EMS Program Manager
- Ensures all EMS curricula meets all laws, statutes, regulations, and CAL FIRE policies and procedures.

[\(see next section\)](#)

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