



***CAL FIRE***  
**EMERGENCY MEDICAL SERVICES**  
**CONTINUING EDUCATION PROVIDER GUIDE**

(New September 2015)

Emergency Medical Services Program  
4501 Highway 104  
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## Introduction

### Purpose

This procedure guide intent is to assist the California Department of Forestry and Fire Protection (CAL FIRE) Regions/Units/Programs in the utilization of the Emergency Medical Services (EMS) Continuing Education (CE) Provider Program. The CAL FIRE EMS Program is responsible for oversight of the CE Provider Program.

## Continuing Education

### Approved Continuing Education Courses

All EMS CE are relevant to and enhance the practice of prehospital care. CE for EMS personnel may be any of the topics contained in the National Emergency Medical Services Education Standards.

For additional information on the National Emergency Medical Services Education Standards, refer to the 7200 CAL FIRE Emergency Medical Services Handbook, Appendix 1 for the link to the standards and the attachments in this guide for CE topics

### CE Course Objectives

CE courses are structured by learning objectives. The Unit/Program CE Coordinator reviews course objectives and content and to determine which portion of the program is appropriate for EMS CE. CE Course Objectives are maintained in the course record file.

### Written and Skill Competency

- All CE contains 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 received



## **Other Continuing Education Credit**

### Precepting as Continuing Education Credit

CE credit for precepting in a clinical or field setting is only received for actual time spent precepting. Refer to the CCR, Title 22, Division 9, Chapter 11 for additional information on precepting limitations.

### Credit for Instructing

- Credit may be issued one time for teaching the same subject in a two year licensure/certification cycle
- Teaching time is limited to a maximum of 50 percent of required CEHs per licensure/certification cycle

### College Credit

College credit by accredited colleges and universities offered for CEHs must be pertinent to prehospital care as approved by Unit/Program CE Coordinator.

Credit shall be given on the following basis:

- One academic quarter unit shall equal ten CEHs
- One academic semester shall equal fifteen CEHs
- Individuals requesting CEHs for college courses must provide the following:
  - A copy of the course syllabus and proof of successful course completion
  - The number and type of units (quarter or semester) received

### Emergency Medical Technician Refresher Course

- An approved EMT refresher course may be utilized for EMT recertification instead of CEHs
- EMT Refresher courses must issue a course completion document to students successfully completing the course for the purpose of EMT recertification



### Nationally or Regionally Sponsored Courses/Conferences

CE may be issued for nationally recognized and/or regionally sponsored courses or conferences. Examples of courses offered by professional organizations are American Heart Association, American Red Cross, American Burn Association, National Association of EMS Educators, International Trauma Life Support, National Wildfire Coordinators Group, State Fire Training, United States Department of Transportation, and Office of Safety and Health Administration.

Attendance Records are required even if the course is sponsored by another entity that does not have the ability to provide CE certificates. A completed Employee Training Sign Up Sheet (IIPP-6) with EMS certificate or license numbers for each attendee and a Request for Emergency Medical Course Scheduling (EMS-706) will fulfill documentation requirements. Only course hours relevant to prehospital care are considered when Unit/Program CE Coordinators determine CEHs issuance.

### **Co-Sponsoring a Continuing Education Course**

When two or more CE providers co-sponsor a course, only one CE provider number is used for that course. The CE provider issuing the CE assumes all responsibility for recordkeeping.

### **Assigning Hours to Courses**

The Unit/Program CE Coordinators are the only personnel authorized to assign CE hours for courses. Attachments to this guide are provided to assist Unit/Program CE Coordinators in CE hour assignment.

### CE Hour Criteria

One CEH is awarded for:

- Every 50 minutes of classroom or skills activity
- Each hour of structured clinical experience with objectives
- Each hour of media based/serial production as approved by the Unit/Program CE Coordinator
- Courses more than one hour may be granted credit in no less than half hour increments.



## **Appropriateness of Audience**

- The presentation must be taught at the level appropriate to the target audience
- Consideration should be given to specific educational needs and scope of practice of prehospital care personnel

## **Unapproved Continuing Education Hours**

- Courses or activities less than one CEH in duration will not be approved
- Courses or activities that are not contained in the respective National Emergency Medical Services Education Standards

## **Continuing Education Categories**

The goal of EMS CE education is to ensure quality patient care. Due to many Local Emergency Medical Services Agencies (LEMSAs) limiting the percentage of EMS CEHs issued for courses that are considered rescue or command, CAL FIRE has determined that the percentage of rescue and command CEHs accepted for training, certification, and licensure renewal equals no more than one-third of the total CEHs required. See attachments included at the end of this guide for additional information regarding CE categories.

## **Course Testing and Evaluation**

### **Requirements**

All approved CE contains a written and/or skills competency based evaluation related to course, class, or activity objectives. CEHs may not be issued until the written and/or skills competency evaluation has been passed.

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



## Documentation

### Forms

#### Request for Emergency Medical Services Course Scheduling (EMS-706)

A Request for Emergency Medical Services Course Scheduling (EMS-706) is completed for all core EMS courses where CE shall be issued to more than ten students. This form contains the CCR, Title 22 mandated course information.

The form should be submitted to the CAL FIRE EMS Program and a copy maintained in the Unit/Program course records.

#### Employee Training Sign Up Sheet (IIPP-6)

An Employee Training Sign Up Sheet (IIPP-6) must be completed for all courses in which CAL FIRE EMS CEHs are issued.

Student EMS training/certificate/license number(s) must be added to this form to issue CEHs. Retain a copy of the form in the course records.

### Course Records

Unit/Program CE Coordinators maintain course records for all EMS related courses. Each course record contains 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 maintains the required course records for four years
- Students maintains a paper or electronic copy of the CE certificate for four years
- Electronic copies of CE certificates are scanned with the original signatures
- Refer to the 2100 CAL FIRE Document Management Handbook regarding records destruction

## **Availability**

- All records are available to the EMS Program upon request
- Unit/Program CE Providers are subject to compliance reviews by the EMS Program

## **Certificates**

### Issuance

- Units/Programs shall only use the CAL FIRE 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 are issued within 30 calendar days of course completion
- One CE certificate are 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 represented in all required documents. Adding names to course files and reproducing files is not permitted.

## **Reporting Requirements**

### **Unit/Program Continuing Education Coordinator Change**

The Unit/Program notifies the EMS Program within 30 days of any change in the Unit/Program CE Coordinator.

### **Annual Summary**

All Unit/Program CE Coordinators submit a summary of all CE courses to the EMS Program at the conclusion of each calendar year.

The annual summary should contain the following:

- Course names
- Number of cumulative CEHs issued for the year by course

## **Continuing Education Compliance Reviews**

### **Audits/Compliance Reviews**

- The EMS Program may request access to review Region/Unit/Program CE documentation files at any time and may evaluate CE documentation to ensure compliance with the CCR, Title 22
- The EMS Program or the jurisdictional LEMSA may review/audit any CE course to ensure compliance in accordance with the CCR, Title 22



## **Responsibilities**

Refer to the 7200 CAL FIRE Emergency Medical Services Handbook, Policy 7217, Continuing Education for all CAL FIRE personnel responsibilities.



# Attachments

# **CAL FIRE**

## **Emergency Medical Services Continuing Education Categories**

### **Attachment A**

#### **Continuing Education Categories**

Continuing Education (CE) topics can be broken down into three main categories: Emergency Medical Services (EMS), Rescue, and Command. Many Local Emergency Medical Services Agencies (LEMSAs) are limiting the percentage of what they refer to as “FIRE CEs”, which are topics in the rescue and command areas. The purpose of EMS CE is to refresh your medical knowledge; therefore, rescue and command courses should make up no more than one-third each of the CE hours for required for renewal.

#### **EMS** (Trauma, Medical Emergencies, Respiratory, etc.)

- EMS courses receive 100 percent credit for course hours.
- Maximum CEs issued per course are unlimited.
- EMS courses may account for 100 percent of the required CE hours for the certification cycle.

#### **Rescue** (Mass Casualty, Rescue Systems, Hazardous Materials, Extrication, Confined Space)

- Rescue courses receive 25 to 50 percent credit for course hours.
- Maximum CEH issued per certificate are eight regardless of course hours.
- Rescue courses may account for no more than one-third of the required CE hours for the certification cycle.

#### **Command** (Fire Command, Incident Command, Vehicle Operations, Instructor Training, Administrative)

- Command courses receive 10 to 25 percent credit for course hours.
- Maximum CEs issued per course are four, regardless of course hours.
- Command courses may account for no more than one-third of the required CE hours for the certification cycle.

The Unit/Program CE Coordinator and the EMS CE Program Coordinator are the only personnel authorized to assign CE hours to any given course.

**Emergency Medical Services Continuing Education Assignment for State Fire Training Courses**

**Attachment B**

**Emergency Medical Services Continuing Education Assignment for State Fire Training Courses**

The following tables are an Emergency Medical Technician (EMT) Continuing Education Hour (CEH) Issuance Guide for many of the State Fire Training courses that CAL FIRE Emergency Medical Services (EMS) personnel utilize to acquire EMS CEHs for recertification or relicensure.

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## Emergency Medical Services Continuing Education Assignment for State Fire Training Courses

### Attachment B

### Emergency Medical Services Continuing Education Assignment for State Fire Training Courses

	EMS CE Topic Detail	Course Title	Course Hours	EMT National Education Standard & Title	Maximum CE Hours
<b>RESCUE</b>	<i>25%-50% credit</i>	<i>(Maximum CE per rescue course are 8 hrs)</i>			
	<b>General Rescue</b>			EMS Operations, Rescue Preparatory, Workforce Safety Preparatory, Responsibilities	
		Confined Space Awareness	7		<b>2</b>
		Confined Space Rescue Technician	40		<b>8</b>
		Low Angle Rescue	24		<b>4</b>
		Personal Watercraft Operations / Rescue	16		<b>4</b>
		River and Flood Water Rescue	16		<b>4</b>
		Trench Rescue	16		<b>4</b>
		Rescue Systems 1, Basic Rescue Skills	40		<b>8</b>
		Rescue Systems 2, Advanced Rescue Skills	40		<b>8</b>
	<b>Vehicle Extrication</b>			EMS Operations, Vehicle Extrication	
		Auto Extrication	16		<b>4</b>
		Response to Alternative Fuel Vehicles	16		<b>4</b>
	<b>Hazardous-Materials</b>			Preparatory, Workforce Safety, EMS Operations, Haz-Mat	
		Hazmat First Responder, Awareness	8		<b>2</b>
		Hazmat First Responder Operations	24		<b>4</b>
		Hazmat, Decontamination	8		<b>4</b>
		Fire Command 2B, Management of Major Hazmat Incidents	40		<b>8</b>

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## Emergency Medical Services Continuing Education Assignment for State Fire Training Courses

### Attachment B

### Emergency Medical Services Continuing Education Assignment for State Fire Training Courses

	EMS CE Topic Detail	Course Title	Course Hours	EMT National Education Standard & Title	Maximum CE Hours
<b>COMMAND</b>	10%-25% credit	(Maximum CE per command course are 4 hrs)			
	<b>Fire Command</b>			Preparatory, Responsibilities Preparatory, Documentation Preparatory, Communication EMS Operations, Incident Management	
		Fire Command (1A-C, 2A-E)	40		<b>4</b>
		Fire Management (1, 2A-E)	40		<b>4</b>
		Fire Service Supervision, Increasing Team Effectiveness	16		<b>1</b>
	<b>ICS</b>			Preparatory, Responsibilities Preparatory, Documentation Preparatory, Communication EMS Operations, Incident Management	
		<b>All "I" Series Courses</b>			
		ICS 200-Beginning ICS	16		<b>4</b>
		ICS 300-Intermediate ICS	24		<b>4</b>
		ICS 400-Advanced ICS	16		<b>4</b>
		<b>All "S" Series Courses</b>			
		S-200 Initial Attack Incident Commander	16		<b>4</b>
		S-300 Extended Attack IC	16		<b>4</b>
		S-334 Strike Team Leader	20		<b>4</b>
		S-339 Division Supervisor	24		<b>4</b>
		S-359 Medical Unit Leader	20		<b>4</b>
		S-400 Incident Commander	24		<b>4</b>
		S-404 Safety Officer	24		<b>4</b>
		S-430 Operations Section Chief	24		<b>4</b>

**Emergency Medical Services Continuing Education Assignment for State Fire Training Courses**

**Attachment B**

**Emergency Medical Services Continuing Education Assignment for State Fire Training Courses**

	EMS CE Topic Detail	Course Title	Course Hours	EMT National Education Standard & Title	Maximum CE Hours
	<b>Vehicle Operations</b>			Preparatory, Responsibilities EMS Operations, Vehicle Ops	
	"	Basic Emergency Vehicle Operations	16		<b>2</b>
		Driver Operator 1A, Emergency. Ops.	40		<b>4</b>
	<b>Instructor Training</b>			Preparatory, Responsibilities Preparatory, Documentation Preparatory, Communication EMS Operations, Incident Management	
		Instructor 1A-C	40		<b>4</b>
		Instructor 2A-C	40		<b>4</b>
		Instructor 3	36		<b>4</b>
		Instructional Techniques for Co. Officers	16		<b>2</b>
		Ethical Leadership in the Classroom	8		<b>1</b>

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## Emergency Medical Technician Continuing Education Topics

### Attachment C

### Emergency Medical Technician Continuing Education Topics

This table should be used to determine if continuing education (CE) hours may be issued for a given course. The first column in this table refers to the Emergency Medical Technician Instructional Guidelines ([DOT HS 811 077C](#), January 2009). The middle column is the sub-section and may be used as the title of the CE. The last column is the section detail, which may also be used as the title of the CE. If course objectives can be found in this table, the Unit/Program CE Coordinator should then use the CE Category Chart to determine the number of CE hours to award.

Education Standards Section	Title of EMS CE	Detail	
Preparatory	Preparatory Topics, General		
		EMS Systems	
			LEMSA policy review
			CAL FIRE EMS policy review
			EMS laws and regulation
		Personnel Responsibilities, EMS	
			Maintain equipment
			Safety, self/patient
			Operate emergency vehicles
			Provide scene leadership
			Provide emotional support
			Professionalism
			Communication Skills
			Quality improvement
		Workforce Safety	
			Standard safety precautions
			Personal protective equipment

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## Emergency Medical Technician Continuing Education Topics

### Attachment C

Education Standards Section	Title of EMS CE	Detail
		Stress management
		Preventing EMS related injuries
		Lifting and moving patients
		Equipment
		Patient positioning
		Disease transmission
	Documentation	
		Patient care report
		Patient refusal
		Unusual occurrence report
		Triage reporting
	EMS System Communication	
		Radio/phone communication
		Medical/legal and ethics
		Medical control and receiving facilities
		Interpersonal communication
Anatomy and Physiology	Anatomy and Physiology	Body Systems & Terms
Principles of Pharmacology	Principles of Pharmacology	Emergency Medicines & Administration
Medical Terminology	Medical Terminology	Abbreviations, Acronyms, Definitions
Pathophysiology	Pathophysiology	Perfusion & Respiration
Life Span Development	Life Span Development	Birth to Mature Adulthood, Differences
Public Health	Public Health	Role of Local & State Health Dept.

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## Emergency Medical Technician Continuing Education Topics

### Attachment C

Education Standards Section	Title of EMS CE	Detail
Airway Management	Airway Management, General	
	Airway Management	
		Anatomy of Airway & Assessment
	Respiration	
		Physiology & Assessment of Respiration
	Oxygen Use	
	Artificial Ventilation	
		Rescue Breathing
Assessment	Assessment, General	
	Scene Size-Up	
		Scene Safety
		BSI & PPE
		Scene Hazards
	Primary Assessment	
		Level of Consciousness & ABC's
	History Taking	
		Chief Complaint & Past History
		SAMPLE History
		OPQRST
	Secondary Assessment	
		Techniques of Physical Exam
	Monitoring Devices	

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## Emergency Medical Technician Continuing Education Topics

### Attachment C

Education Standards Section	Title of EMS CE	Detail
		Pulse Oximetry
		Blood Pressure Device
	Reassessment	
		How, When, & What to Assess
Medical Emergencies	Medical Emergencies, General	
	Nervous System Disorders	
		Stroke, TIA
		Seizures
		Headache
	Abdominal & Gastrointestinal Disorders	
		Upper & Lower Abdominal Emergencies
	Immunology	
		Allergic Reactions
	Infectious Diseases	
		Types of Infectious Diseases
		CAL FIRE Exposure Control Plan
	Diabetic Disorders	
		Overview
		Hyper/Hypo glycemia
	Psychiatric	
		Behavioral Emergencies
	Cardiovascular	
		Assessment & Treatment

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## Emergency Medical Technician Continuing Education Topics

### Attachment C

Education Standards Section	Title of EMS CE	Detail
		Specific Cardiac Emergencies
	Toxicology	
		Poisonings
		Drug/Alcohol Abuse
		Medicine Overdose
	Other Medical	Gynecology
		Blood Disorders
		Respiratory Disorders
Shock & Resuscitation		
	Shock	Types, Assessment & Treatment
	CPR	Assessment & Treatment
Trauma	Trauma, General	
	Bleeding	
	Chest Trauma	Types, Assessment, Treatment
	Abdominal and Genitourinary Trauma	Types, Assessment, Treatment
	Orthopedic Trauma	Types, Assessment, Treatment
	Soft Tissue Trauma	Types, Assessment, Treatment
	Head, Facial, Neck, and Spine Trauma	Types, Assessment, Management
	Environmental Emergencies	
		Heat Emergencies
		Cold Emergencies
		Bites & Envenomation
		Other Environmental Emergencies

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## Emergency Medical Technician Continuing Education Topics

### Attachment C

Education Standards Section	Title of EMS CE	Detail
	Multisystem Trauma	
		Multiple Body System Injury
		Treatment Goals
Special Patient Populations		
	Obstetrics	
		Pregnancy & Complications
		Neonatal Care
	Pediatrics	
		Child Abuse
		Febrile Seizure Management
		Pediatric Emergencies
		Pediatric Illnesses
		Pediatric Abdominal Injuries
		Pediatric CPR
		Pediatric Burns
	Geriatrics	
		Elder Abuse
		Common Geriatric Conditions
		Sensory Changes in the Elderly
	Ethnic & Cultural Considerations	
	Patients with Special Challenges	

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## Emergency Medical Technician Continuing Education Topics

### Attachment C

Education Standards Section	Title of EMS CE	Detail
EMS Operations		
	Vehicle Operations, EMS	
		Emergency Vehicle Operations
		Ambulance and Squad Operations
	Incident Management	
		ICS for appropriate response level
	Multiple Casualty Incidents	
		Triage & Documentation
		Transportation
		Critical Incident Stress
	Air Medical	
		When To Use, Protocols
		Safety
		Crew Interaction
	Vehicle Extrication	
		Safety/Scene Management
		Stabilization
		Tools
	Hazardous Material Awareness	Hazardous Material Training
	Terrorism & Disaster	
		Role of EMS
		Safety, Rescuer & Victim

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## **Emergency Medical Technician Continuing Education Topics**

### **Attachment C**

<b>Education Standards Section</b>	<b>Title of EMS CE</b>	<b>Detail</b>
		Scene Assessment
	Rescue	
		Patient Access
		Patient Packaging
		Patient Removal
EMS Skills	EMS Skills	Skills Practice, Scenarios, & Testing

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## Emergency Medical Services Continuing Education for Fire Service Training Topics

### Attachment D

#### Introduction

Continuing education for Emergency Medical Services (EMS) personnel shall be in any of the topics contained in the *National Education Standards US DOT HS 811 077A, (January 2009)* and in the respective National Educational Standards for each certification/licensure level.

#### General Percentage Guideline for Continuing Education Issuance

Fire related courses may be utilized to issue EMS continuing education (CE). Unit/Program Training Officers must justify the CE hours issued for each topic based on the course outline, on file in the training office.

CE should be issued based on the percentage of EMS and patient care hours present in the curriculum.

EMS/patient care class	100%
Some EMS/patient care	25%-50% Command/Miscellaneous 10%-25%

#### Sample List Guideline for Continuing Education Issuance

Potential CE hours should be available for specific fire courses. Units/Programs should present a list to their Local Emergency Medical Services Agency (LEMSA) for approval. A full outline with objectives should be maintained in the Unit/Program Training Office for each training course. Listed below are examples of EMS CEs that may be issued for fire service topics:

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## Emergency Medical Services Continuing Education for Fire Service Training Topics

### Attachment D

TOPIC	EMS CE Hours
Basic Emergency Vehicle Operations (40 hr.)	4 hours
Confined Space Awareness (8 hr.)	2 hours
Confined Space Operations (40 hr.)	2 hours
Fire Command 1A (40 hr.)	4 hours
Fire Command 1B (40 hr.)	4 hours
Fire Management (40 hr.)	1 hour
Hazmat First Responder, Awareness (4hr.)	2 hours
Hazmat First Responder Ops. (8 hr.)	4 hours
Hazmat First Responder Ops, Decontamination (8hr.)	4 hours
Hazmat Incident Commander (36 hr.)	6 hours
ICS 200-Beginning ICS (16 hr.)	1 hour
ICS 300-Intermediate ICS (24 hr.)	1 hour
ICS 400-Advanced ICS (16hr.)	4 hours
Low Angle Rescue (24 hr.)	4 hours
Multiple Casualty Incident Classes	Hour for hour
Personal Watercraft Operations / Rescue (16 hr.)	4 hours
River and Flood Water Rescue (24 hr.)	4 hours

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## Emergency Medical Services Continuing Education for Fire Service Training Topics

### Attachment D

TOPIC	EMS CE Hours
S-334 Strike Team Leader – Engines (24 hr.)	4 hours
S-339 Division Supervisor (24 hr.)	4 hours
S-400 Incident Commander (24 hr.)	4 hours
S-401 Safety Officer (24 hr.)	4 hours
S-430 Operations Section Chief (24 hr.)	4 hours
Trench Rescue (16 hr.)	4 hours
Vehicle Extrication (16 hr.)	4 hours
Rescue Systems 1, Basic Rescue Skills (40 hr.)	6 hours
Rescue Systems 2, Advanced Rescue Skills (40 hr.)	6 hours