

POLICY #220: EMERGENCY MEDICAL RESPONDER (EMR)
TRAINING PROGRAM APPROVAL

I. PURPOSE

- A. To establish the process for approval of Emergency Medical Response (EMR) Training Programs in the County of San Luis Obispo (SLO), by SLO Emergency Medical Services Agency, (SLOEMSA).

II. SCOPE

- A. EMR Training Programs interested in operating within the County of San Luis Obispo.
 - 1. This does not apply to statewide public safety agencies such as the California Highway Patrol and California State Parks, as they are approved by the State EMS Authority.

III. POLICY

- A. EMR Training Programs eligible for SLOEMSA program approval shall be limited to:
 - 1. Accredited universities and colleges, including junior and community colleges, school districts, or 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 of the United States, including the Coast Guard.
 - 3. Agencies of government.
 - 4. Public safety agencies.
- B. Programs shall utilize a nationally recognized and approved curriculum for instruction, such as the American Red Cross EMR, that is compliant with the standards set by the National Highway Traffic Safety Administration (NHTSA).
- C. An approved EMR Training Program shall have a Program Director, who understands and will ensure program compliance with this policy and NHTSA curriculum standards.
- D. An approved EMR Training Program shall have one or more instructors, who have current and valid California-issued medical certification or licensure as an EMT or higher and have sufficient experience in the subject being taught.
 - 1. The instructor's eligibility verification shall be the responsibility of the approved EMR Training Program.
 - 2. The Program Director may also be an instructor.

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- E. Personnel who have successfully completed an EMR Training Program shall also successfully complete the National Registry of Emergency Medical Technicians (NREMT) certification for EMR prior to utilizing EMR skills.
1. Personnel who have current and valid California issued medical certification or licensure as an EMT or higher do not need a NREMT certification for EMR.
- F. A tamper-resistant course completion certificate shall be issued to each student who successfully completes an approved EMR Training Program course. This course completion certificate shall include:
1. The name of the individual.
 2. The date the course was completed.
 3. The name of the course completed (i.e., Emergency Medical Response).
 4. Indicate course type "Initial" or "Renewal".
 5. Number of hours of instruction completed.
 6. The name and signature of the Program Director or Instructor.
 7. The name and location of the training program issuing the course completion.
 8. The following statements:
 - a. Approved by the County of San Luis Obispo EMS Agency.
 - b. **THIS IS NOT AN EMR CERTIFICATION** (in bold).
 - c. This course completion record is valid to apply for NREMT EMR certification up to a maximum of two years from the course completion date.
- G. All program records, such as rosters and course completion certificates, must be retained for a period of four (4) years.
- H. All course material and records are subject to oversight and must be made available for periodic review as determined by SLOEMSA.
- I. An approved program shall have an EMS Quality Improvement Plan (EMSQIP) that addresses the following:
1. Methods of student remediation.
 2. A plan for the continuous update of examinations and student materials.
 3. Student course evaluations
- J. Course approval is valid for four (4) years from the date of approval, and may be renewed every four (4) years by submitting an EMR Training Program Application – Attachment A.
- K. An approved EMR Training Program shall notify SLOEMSA, in writing, within thirty (30) days of any change in Program Director, instructor(s), or course materials.
1. Changes are subject to SLOEMSA review and must be approved prior to implementation.

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- L. Program approval and renewal is contingent upon continued compliance with all required criteria and provisions in this policy and may be revoked or denied by SLOEMSA if the program fails to remain compliant.
 - 1. Notification of non-compliance with program requirements will be made in writing.
 - 2. The EMR Training Program will have fifteen (15) calendar days to respond to SLOEMSA's notification. The response must include evidence of compliance with this policy or a plan for remediation within sixty (60) calendar days.
 - 3. SLOEMSA will notify the EMR Training Program in writing of the decision to accept or deny the EMR Training Program's response.
 - 4. If the EMR Training Program's response is denied, the reasons for denial, the effective date of denial/revocation, and the timeframe that the denial/revocation will be in effect will be conveyed by SLOEMSA. The timeframe of denial/revocation shall not be less than sixty (60) calendar days.
 - M. Allow sufficient time to apply for approval or renewal, as program review can take up to twenty-one (21) business days, which does not include time for program remediation. Additional turnaround time would be required if there are deficiencies noted.
 - N. A non-refundable fee will be collected as part of the application review requirements. An applicant whose check returns for insufficient funds may results in denial or suspension until fee is paid and will incur additional fees as outlined in SLOEMSA Policy #101 – Fee Collection.

IV. PROCEDURE

- A. Submit a complete application, Attachment A – EMR Training Program Application, to SLOEMSA and provide the required items below:
 - 1. A letter of intent
 - 2. A copy of all course materials, including but not limited to course outline, objectives, and presentations or handouts used for instruction.
 - 3. A copy of course written and skills tests.
 - 4. Passing standards for course written and skills tests.
 - 5. The name of the Program Director and Instructor(s), with resumes or descriptions of eligibility.
 - 6. A copy of the course completion certificate template.
 - 7. A copy of the EMSQIP.
- B. Submit payment.
- C. A written response will be sent to confirm that the application has been received.
- D. Allow up to twenty-one (21) business days for a program review.
 - 1. A written response will be sent detailing whether there is any missing information.

E. A letter of program approval or disapproval will be issued by SLOEMSA to the requesting training program, as soon as a decision has been reached.

1. The program approval letter will indicate the program effective date and expiration.

V. AUTHORITY

- California Health and Safety Code, Division 2.5
- California Code of Regulations, Title 22, Division 9

VI. ATTACHMENTS

A. EMR Training Program Application

Approvals:

EMS Agency, Administrator	
EMS Agency, Medical Director	