

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: CE SITE CODES, ACCEPTANCE & VALIDATION STANDARDS

POLICY: IDPH CODE 515.560

An EMS CE program will be conducted according to the most current curriculum and education standards and will comply with the following.

- I. All EMS CE will be coordinated by at least one licensed EMS Lead Instructor. **The LI will be responsible for ensuring the course has received written approval from IDPH, which will be in the form of a numeric site code prior to the start of class**, and for ensuring that all aspects of the course are taught in accordance with the application (curriculum, materials, methods, instructors, etc.).

- II. **APPLICATIONS FOR PRE-APPROVAL OF EMS EDUCATION PROGRAMS**
 Complete an IDPH EDUCATION TRAINING PROGRAM APPLICATION form and email it to the System 90 days prior to the start of any CE education/course. The application will include all of the following:
 - A. The completed **IDPH Application Form** (filled out completely and legibly). This form will include the instructors and materials/textbooks utilized. Content and time will be consistent with the national EMS education standards and stated as such. Successful completion of all SCEMSS courses is 80% and will be stated as such.

 - B. Attach the **Course Schedule/Objectives** in a condensed format of 10pt font, single spacing, and no graphics.
 - 1-line header of agency name and course type (example: XYZ FD 2019 CE)
 - 2nd line to state location and times of course. CE applications should also include this statement: “dates/times subject to change based on ambulance response”.
 - Date, hours, class title/topic
 - List only 3 objectives per class title/topic

 - C. Approval will be granted provided the application is complete and the content of the program is based on topics or materials from the national EMS education standards, as modified by the Department. Upon approval, the Department will issue a site code to the course, seminar or program.

- III. CE courses such as fire department monthly CE that is not affiliated with the System’s Moodle CE, seminars, conferences, disaster drills, etc. will have an assigned IDPH approved site code prior to the education dates. SCEMSS applies for its own site code each year, which covers our Moodle CE topics that are taught online and throughout our agency’s firehouses. IDPH site codes are not necessary for on-line CE programs from the following sites: EmCert.com, Eminet.com, ems-ce.com, and MedicEd.com, www.CECBEMS.org/CAPCE and American Heart classes such as CPR, ACLS, and PALS as well as ITLS and PHTLS. Certificates or cards are sufficient to award CE without having a site code.

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- IV. An EMS System may apply to IDPH for a single System site code to cover CE activities conducted or approved by the System for System EMS personnel when an urgent education need arises that requires immediate attention or when other appropriate education opportunities present outside of the scheduled approved offerings. Activities conducted under the System site code will not require individual approval by the Department. The single System site code is not intended to replace the routine CE pre-approvals.
- V. EMS personnel functioning within an EMS System will submit written proof of CE attendance as directed under their respective Relicensure policy to the EMS System as designated. An EMT Coordinator pursuant to System policy. An EMT not functioning within an EMS System will submit written proof of CE attendance to the Department Regional EMS Coordinator upon licensure renewal request.
- VI. An EMT will maintain copies of all documentation concerning CE programs that he or she has completed for a period of not less than four years.

EFFECTIVE DATE: 01-30-98**REVISED DATE:** 10-26-18