

**EMS Training**  
**EMT Training Program Approval****Date: Draft 07/01/2023**  
**Policy #3000****I. Purpose:**

- A. To establish procedures which allow for the approval of EMT-B and AEMT training program providers in Imperial County and to assist providers with meeting the standards and requirements.

**II. Authority:**

- A. California Health and Safety Code – Division 2.5: Emergency Medical Services [1797. – 1799.207.]
- B. California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services

**III. Definitions:**

- A. EMT Training Program – Any institution/agency approved by the Imperial County EMS Agency for the purpose of preparing individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system in accordance with Title 22, Division 9, Article 3.

**IV. Policy:**

- A. An agency or institution may request approval from the Imperial County EMS Agency as an EMT training provider.
- B. Any institution/agency requesting approval as an EMT training/refresher provider must meet the applicable qualifications as outlined in Title 22 of the California Code of Regulations.
- C. Any training/refresher course offered by an approved provider must be executed within the periods approved by the Imperial County EMS Agency. Courses beginning or ending outside of an approval period will not be considered approved courses and certification will not be honored to the participants.
- D. Approved training courses will abide by state laws, regulations, and Imperial County EMS Agency policies and procedures.
- E. Minimum competency requirements for program participants to successfully complete and pass approved training/refresher programs or a challenge examination will not be less than 80% on written final examinations and 80% on skills examinations, with 100% of skills' critical factors attained.
- F. Each course offered by an approved training program shall have a designated Principal Instructor (PI) who shall be responsible for covering the approved content as specified by the program,

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personally instruct a minimum of 51% of the course content, be available for student conferences, and in conjunction with the Program Director, oversee and approve all student grades.

- G. Notification of each course offered by the approved provider shall be given to the EMS Agency using the “Notification of Proposed EMS Course” form, which shall be submitted as early as 60 days but not less than 30 days prior to the beginning of each course.
- H. Challenge testing – test only option
1. Approved training programs are required to offer an EMT challenge exam no less than once each time a course is offered.
  2. Challenge examinations shall be equivalent to the final written examination of a comprehensive EMT training program with skills testing to include, but not limited to patient assessment (medical and trauma), diagnostics and vital signs, all phases of airway management, spinal immobilization techniques, treatment of hemorrhage and shock, treatment of soft tissue injuries, splinting, traction splinting, AED, and childbirth.
- I. Refresher courses must be offered no less than once per year.
- J. All qualified institutions/agencies shall submit the following:
1. A completed “Application for EMS Training/Refresher Program Approval”
  2. The completed application packet shall be submitted to the Imperial County EMS Agency a minimum of 90 days prior to the beginning of the first proposed course offering or 90 days prior to their current program expiration if applying for reapproval.
  3. The names and qualifications of their Program Director, Clinical Coordinator, and Principal Instructor(s)
- K. The Imperial County EMS Agency will notify the submitting institution/agency within 10 working days of receiving the application packet that the application has been received and is or is not complete.
1. If not complete, missing information will be disclosed.
- L. The Imperial County EMS Agency will notify the submitting institution/agency in writing of the approval/disapproval decision within 60 days of the receipt of the complete application packet. If approval is not granted, the reasons will be specified in writing.

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**V. Attachments:**

- A. *Application for EMS Training/Refresher Program Approval Form*
- B. *Notification of Proposed EMS Course Form*

APPROVED:

SIGNATURE ON FILE – DATE

Katherine Staats, MD, FACEP.

EMS Medical Director