



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Joe Manchin III
Governor

Martha Yeager Walker
Secretary

MEMORANDUM

December 22, 2008

To: West Virginia Licensed EMS Agencies and Squad Training Officers
From: Jerry Kyle, Director 
RE: Personnel Policy and Continuing Education Record Revisions

Enclosed please find copies of six policies which are being revised or re-established. All become effective January 1, 2009. Copies of these policies and CE records are available on-line at wvoems.org. Brief descriptions of the significant portions of each follow.

EMS Personnel Background Check Policy defines the requirements and procedures for criminal and other background checks required for applicants for initial EMS certification. EMT- Miners and those with a recent (within 3 years) acceptable government or employment criminal background check are exempt. Individual applicants are responsible for completing fingerprint forms, paying fees and sending them to the WV State Police as described in the policy. Fingerprint cards will be available from RESA Public Service Training offices, WV EMS TSN regional offices, the Office of EMS as well as from law enforcement agencies. Please note that fingerprinting agencies may charge a separate fee for completing a print card.

EMS Personnel Legal Recognition Policy describes certification steps for EMS personnel not trained in West Virginia approved programs. The application process begins at the appropriate WV EMS TSN regional office. Various scenarios involving National Registry and State certifications are addressed as are expiration dates issued by WVOEMS for each scenario.

Following are updates to recertification requirements for each level of certification. These changes standardize WV recertification processes across all levels bringing them up to date. Also, they are congruent with National Registry requirements for those personnel who must maintain their NR certification. Updated continuing education (CE)

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records for each level are also enclosed. As a result of the Little General Store explosion in 2007, Hazmat Awareness education is now required each recertification period for *all* EMS personnel. Hazmat training is free and readily available from RESA. In conjunction with these changes, the Squad Training Officer Manual is being updated. The new manual will be available by February 1, 2009.

EMSA-First Responder Recertification Requirements describe changes to CE requirements. The number of hours is decreased to sixteen (16). A First Responder CE Record will accompany applications for recertification. Examination requirements are unchanged.

EMT-Basic Recertification Requirements describe changes to CE requirements. Basic in-squad and formal refresher programs are now the same length - 24 hours. EMT-Bs are required to have an additional eight (8) hours of CE per year. MCI Awareness & Operations is now a one-time requirement. Specific college courses may also be used to meet CE requirements. Examination requirements are unchanged.

EMSA-Intermediate Recertification Requirements explain that WV certified EMSA-I must maintain their National Registry certification to continue WV certification. No state CE record is required for Intermediates.

ALS Personnel Recertification Requirements have been updated. There are no changes in the overall amount of hours required. There are changes within the Cardiovascular, Medical and Pediatrics categories in the 48 hour refresher portion. The ALS CE Record has been changed to reflect these adjustments. Specific college courses may also be used to meet additional CE requirements. Evaluation requirements are unchanged.

Please distribute these policies and forms to your personnel as appropriate. March Tucker, Jr., Regulatory Section Chief, is responsible for administering these policies. Please feel free to contact him or me if you have any questions regarding these policies and forms.

Enclosures

CC: RESA PST Coordinators
WV EMS TSN EMS Staff
WVOEMS Staff