Purpose: To establish standards ensuring that Emergency Medical Services (EMS) continuing education (CE) is provided by approved, qualified entities and institutions.

Policy: Any entity or institute that provides CE programs for certified EMS personnel must be evaluated and endorsed by the West Virginia Office of Emergency Medical Services (WVOEMS) as a Continuing Education institute. CE institute endorsement shall be granted for a period of five (5) years unless the endorsement is revoked under 64 CSR 48-8.5.

Procedure/Requirements:
I. General Institute Characteristics:
   A. Qualifications:
      1. Only entities, authorized under applicable law to provide secondary or post-secondary education, or;
      2. Those authorized by legislative rule and determined by WVOEMS to be qualified to deliver EMS CE shall be considered for endorsement.
   
   B. Responsibilities:
      1. Management of student admissions.
      2. Curriculum planning.
      3. Coordination of classroom teaching.
      4. Appointment and management of qualified faculty.
      5. Ensure CE personnel clinical and laboratory practices are consistent with their education level.
      6. Compiling and documenting student educational records.
      7. Compliance with WVOEMS CE requirements.

   C. Administration:
      1. The Institute shall have an organizational chart and written job descriptions identifying individual responsibilities for leadership and management of the CE program.

II. Required Resources:
   A. Required Personnel Positions (can be the same individual):
      1. Administrative Director, Agency Training Coordinator (ATC) or Agency Training Officer (ATO):
         a. Qualifications:
            i. Designated by the sponsoring entity or licensed EMS agency principal official.
            ii. Knowledge of instruction, guidance, and student evaluation methodologies.
            iii. Academic training and preparation that is at least
equivalent to that of the continuing education program students except ATCs.

iv. Complete a WVOEMS approved continuing education management program.

v. Attend continuing education and courses as required by WVOEMS.

vi. ATOs must possess current WV certification at the appropriate level.

b. Responsibilities:
   i. Coordinate and schedule all facets of CE programs, including, but not limited to:
      1. Facilities.
      2. Logistics.
      3. Qualified instructors.
   ii. Continuous quality review and program improvement.
   iii. Course scheduling.
   iv. Provision and maintenance of necessary educational equipment.
   v. Submission of course and student records in a manner specified by WVOEMS.

2. Instructional Faculty:
   a. A Lead Instructor, meeting the requirements of WVOEMS policy 5.03.11 must be appointed for each CE course.
   b. Guest instructors meeting the requirements of WVOEMS policy 5.03.11 may be utilized as appropriate within an individual course.
   c. Sufficient instructional staff to maintain a student to teacher ratio that will provide students with satisfactory psychomotor instruction and supervised practice.

3. Professional Development:
   a. It is recommended that the CE institute develop and implement written policies and procedures to ensure the faculty's continued professional growth.

B. Financial:
   1. The institute shall demonstrate commitment of adequate financial resources to operate and sustain the institute.

C. Physical:
   1. Facilities:
      a. The institute shall maintain, or by agreement make available, for
the provision of CE in a suitable setting for the purpose of the course, including, but not limited to:
   i. Classroom areas,
   ii. Laboratory/skills practice areas
   iii. Appropriate clinical sites, if applicable
b. Have adequate storage space for all required equipment and supplies.
c. Must comply with all Federal and State Laws and Codes.

2. Equipment and Learning Resources:
   a. The institute shall provide appropriate and sufficient medical equipment and supplies needed for instruction and student use.
   b. Audio/visual and/or computer hardware and software shall be available to enhance student learning experience.
   c. It is recommended that students have access to adequate reference resources related to the curriculum to enhance student learning.

III. Operational Policies:
   A. Fair Practices:
      1. Institutes shall have written policies and procedures for student admission, faculty recruitment and employment practices.
         a. These shall be non-discriminatory and in accordance with applicable Federal and State mandates.

   B. Course announcements and advertising shall accurately reflect the education offered.
      1. Materials shall specify the number of hours required for successful completion of each course including:
         a. Didactic hours.
         b. Lab/Psychomotor hours.

      2. Institutes shall publish accurate statements of all fees associated with a given course, including books or other expenses that may be incurred.

      3. Institutes shall establish written educational objectives, standards, and competencies for each course.

   C. Student Records:
      1. All records and documentation for students shall be permanently
Policy Name: Continuing Education Institute Requirements  
Policy Number: 8.4-020113

maintained by the Institute, including:
   a. Evidence of satisfactory completion of all didactic, psychomotor, and clinical requirements.
   b. Documentation of class and laboratory participation.
   c. Documentation of competencies attained.
   d. Copies of examinations and assessments.

2. Student continuing education documentation will be submitted to WVOEMS in the manner specified.

IV. Evaluation Processes:
   A. Policies:
      1. Institutes shall have written policies and procedures for a continuing system of reviewing and assuring the effectiveness of all courses and the overall program in achieving its stated objectives, standards, and competencies.

   B. Methods:
      1. Student evaluations shall emphasize gathering and analyzing data on the effectiveness of the programs teaching of the objectives, standards, and competencies.

   C. Evaluation Utilization:
      1. Results of ongoing evaluation shall be appropriately reflected in adaptation of findings into all dimensions of the Institute's operations.
      2. There shall be a demonstrated systematic process for review which includes, but is not limited to:
         a. Curriculum selection and delivery.
         b. Instructor effectiveness.

APPLICABLE CODE/RULE: WV Code §16-4C-6 and §64 CSR 48-8.

Special Note: Existing CE programs, which have not been formally evaluated by WVOEMS as of the implementation date of this policy, may continue to operate, provided that such programs must complete the endorsement process by January 1, 2014.

Effective Date: February 1, 2013

Approved: [Signature]