

Paramedic Certification & Recertification Policies

(4 Year Certification)

WEST VIRGINIA
Department of

**Health &
Human
Resources**
BUREAU FOR PUBLIC HEALTH
Office of Emergency Medical Services



Paramedic Initial Certification Policy and Procedures

PURPOSE: To establish requirements necessary for all applicants seeking certification and authorization to be credentialed and practice at the Paramedic level.

POLICY: To ensure consistent standards and procedures for certifying as a Paramedic in West Virginia.

PROCEDURE/REQUIREMENTS:

- A.** Apply for certification by completing an online application at www.wvoems.org.
- B.** Submit the appropriate fees as required in WV §64 CSR 48-6.9.
- C.** Be 18 years of age or greater.
- D.** Disclose any limitation or exclusion by any EMS Agency, EMS Medical Director, or any other healthcare professions certification or licensing authority in any state, territory or the U.S. Military Services.
- E.** Apply for and be cleared by the State and National background checks for WVOEMS as required in WV §16- 4C-8.1.1:
- F.** Create a valid CIS account.
- G.** Possess a current EMT certification.
- H.** Successfully complete Hazmat Awareness training meeting OSHA 1910.120 or higher standards annually.
- I.** Successfully complete a WVOEMS approved MCI Awareness and Operations (6 hours). *This requirement only applies if the applicant has never completed this program previously. This initial program is a onetime only requirement.*
- J.** Successfully complete an approved CPR refresher course meeting WV §64 CSR 48-6.8.a.4. Applicant must show proof of current valid CPR certification.
- K.** Successfully complete a WVOEMS ALS Protocol In-service. (4 hours)

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- L. Complete a Paramedic Education Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in a manner prescribed under the Accreditation of EMS Programs (CoAEMSP).
- M. Successfully complete and pass all practical skills evaluations for the paramedic level of certification as outlined by National Registry.
- N. Successfully complete and pass all cognitive examinations with a certifying score for the paramedic level determined by the National Registry of EMT's cognitive examination.
- O. Complete and submit the **Paramedic Initial Certification Education Record**.
- P. Meet other requirements established by the Commissioner.

This policy replaces all previous policies for paramedic initial certification.

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

Paramedic Initial Certification Education Record

This document shall be completed as part of the requirements for ALS initial certification verifying the provider has successfully obtained certification as a paramedic through the National Registry of EMT's and has completed of State and Federal requirements.

NAME:		
Certification Number: WV		
Agency Affiliation:		<input type="checkbox"/> Not Affiliated
Initial Certification Requirements		DATE
NREMT Paramedic Certification (<i>Attach Card</i>)		
State and Federal Requirements		HOURS DATE
WVOEMS MCI Awareness and Operations		6
Paramedic Protocol In-Service		4
Haz Mat Requirement		DATE
Haz Mat Awareness meeting OSHA 1910.120 or higher standards		
CPR Requirement		DATE
Approved CPR Refresher meeting WV §64 CSR 48-6.8.a.4.		
<i>By signing below I hereby warrant that the above named ALS provider has completed the requirements outlined above and on the dates specified. Verification of course completion may be by Educational Institute or TSN Representative signature, submission of certificate of completion, submission of certification card, copy of your education history from an approved WVOEMS database, college transcript, or other approved method.</i>		
Applicant:		

<i>Signature</i>		
Applicant:		Date:

<i>Printed Name</i>		
Educational Institute or WVOEMS Representative:		

<i>Signature</i>		
Educational Institute or WVOEMS Representative:		Date:

<i>Printed Name</i>		

Paramedic Recertification Policy and Procedures

PURPOSE: To establish standard requirements to be met by all applicants seeking to become recertified and authorized to practice Emergency Medical Services at the Paramedic level in West Virginia (Paramedic, M CCP, and MCCN). Paramedics shall have the ability to recertify utilizing two methods: National Registry or State recertification.

POLICY: To ensure consistent standards and procedures for recertifying as a Paramedic in West Virginia.

PROCEDURE/REQUIREMENTS:

- A.** Submit a current complete application form to WVOEMS between April 1 and December 31 of the prior year of expiration. Online application available at www.wvoems.org. The application deadline is 90 days prior to expiration. Example: expire March 31 must submit by December 31.
1. Submit the appropriate fees as required in WV §64 CSR 48-6.9.
 2. Continuously meet all requirements for EMS personnel as described in WV §64 CSR 48-6.
 3. Disclose any limitation or exclusion by any EMS agency, EMS Medical Director, or any other healthcare profession certification or licensing authority in any state, territory, or the U.S. Military Services.
 4. In cases where a lapse in certification has occurred and there is no background check on file with WVOEMS, the applicant will be required to apply for and be cleared by the State and National background checks for WVOEMS as required in WV §16- 4C-8.1.1
 5. Registered Nurses with paramedic certification must maintain current nursing license.

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- B. 32 Hour Recertification Course** – providers must submit an ALS 32 hour refresher course record documenting completion of all eight **(8)** WVOEMS approved refresher class modules.
1. The 32 hour modular refresher **requires** successful **course completion, practical evaluation,** and **written exam** of the following courses every 2 years (biennial):
 - a. ACLS Refresher (or equivalent WVOEMS approved course)
 - b. PHTLS or ITLS Refresher (or equivalent WVOEMS approved course)
 - c. PEPP or PALS Refresher (or equivalent WVOEMS approved course)

NOTE: Individuals are not required to obtain a certification card in each discipline respectively, but must have verification of course completion.

2. Other WVOEMS approved alphabet courses may be applied to required CE hours:
 - a. Advanced Medical Life Support (AMLS)
 - b. Advanced Trauma Life Support (ATLS)
 - c. Geriatric Emergency Medical Services (GEMS)
 - d. International Trauma Life Support (ITLS)
 - e. Neonatal Resuscitation Program (NRP)
 - f. Pediatric International Trauma Life Support (PITLS)
 - g. Developmental Disabilities Life Support (DDLS)
 - h. Other WVOEMS approved courses
4. Successful completion of an approved WV CCT Training Program may be used to meet requirements of this section (*one time only*) however this will not meet the NREMT NCCP requirements.
5. All recertification hours may be acquired through WVOEMS approved courses. Recertification and CE courses may be taken online if available and pre-approved by WVOEMS as outlined in “E”. On-line course may only apply to 50% of the certification requirements. Verification of course completion may be by Educational Institute or TSN representative signature, submission of certificate of completion, submission of certification card, copy of your education history from an approved WVOEMS database, college transcript, CIS entry, or other approved method.

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- C. Additional Continuing Education** – providers must submit a **Paramedic Recertification Continuing Education Record** documenting 88 hours of additional continuing education.
1. State and Federal mandates require the following included as part of the additional CE hours:
 - a. Haz Mat awareness meeting OSHA 1910.120 or higher standards annually. (**3 hours awarded annually totaling 12 hours per recertification period**)
 - b. WVOEMS ALS Protocol review every 2 years (biennially) totaling **4 hours** per session or **8 hours** per recertification period.
 - c. MCI or Disaster Management related training to include mass casualty drills totaling a minimum of **2 hours** every 2 years (biennially) or **4 hours** per recertification period. Any additional hours may be applied to required CE.
 - d. Successfully complete an approved CPR training/refresher course meeting WV §64 CSR 48-6.8.a.4. Applicant must show proof of a current valid certification. (**4 hours awarded every 2 years (biennially) totaling 8 hours per recertification period**)

TOPIC	HOURS
MCI or Disaster Management X2 (biennially)	4
Haz Mat Awareness X4	12 (3 hours each)
ALS Protocol Refresher X2 (biennially)	8
CPR X2 (biennially)	8 (4 hours each)
PALS or PEPP or WVOEMS approved Equivalent X2 (biennially)	16
ACLS or WVOEMS approved Equivalent X2 (biennially)	16
ITLS or PHTLS or WVOEMS approved Equivalent X2 (biennially)	16
TOTAL	80

This leaves an additional 8 CE hours the candidate must complete to qualify for recertification.

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2. Additional continuing education may be acquired through in squad training, EMS conferences, rescue courses related to EMS, law enforcement courses related to EMS, approved online courses, and ALS alphabet courses. Verification of course completion may be by Educational Institute or TSN representative signature, submission of certificate of completion, submission of certification card, copy of your education history from an approved WVOEMS database, college transcript, CIS entry, or other approved method.
 3. Refer to the WVOEMS EMS Education Approval Policy and Procedures document that outlines the process for submission and approval of educational opportunities.
 4. A maximum of twelve (12) CE hours will be applied from any one topic area related to EMS. (Example: EMS related Rescue or Law Enforcement classes)
 5. College courses:
 - a. A maximum of 12 hours may be applied to this section for successful completion of the following topics:
 - i. Anatomy
 - ii. Cellular Biology
 - iii. Communications
 - iv. Chemistry
 - v. Microbiology
 - vi. Pharmacology
 - vii. Psychology
 - viii. Sociology
 - b. Coursework must be completed during the certification period.
 - c. Documentation must be an official college transcript.
 - d. One (1) college credit will equal eight (8) hours CE not to exceed twelve (12) hours per topic.
- D. Skills Requirement** – providers must successfully complete the **Paramedic Recertification Skills Evaluation Form** that is signed by an Educational Institute Representative or TSN representative and Agency Medical Director.

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E. On-Line Courses – On-line education is allowed under the following guidelines:

1. On-line courses must be pre-approved by WVOEMS.
2. WVOEMS will enter these programs as Category 1 (pre-approved) in CIS.
3. On-line education may account for up to 50% of your required education.

F. National Registry OPTION: ALS providers may also recertify utilizing National Registry in the following manner:

1. Complete all requirements for recertification outlined by National Registry.
2. Submit a copy of your National Registry card to WVOEMS.
3. Complete the requirements of sections **A**, **C**, and **D** of this policy.
This policy replaces all previous policies for Paramedic Recertification.

Paramedic Recertification-Skills Evaluation

This document shall be completed as part of the requirements for ALS recertification and shall be completed once during the recertification period. Skills may be based on direct observation, successful field completion, or skills stations evaluations from an approved WVOEMS Education Institute or TSN or Agency Medical Director.

NAME:	
Certification Number: WV	Expiration Date:
Agency Affiliation:	<input type="checkbox"/> Not Affiliated
SKILL	DATE
Airway Management / Intubation	
Chest Decompression	
Cardiac Arrest Management	
EKG Interpretation	
Intraosseous Infusion (Adult and Pediatric)	
Intravenous Therapy	
Needle Cricothyrotomy / <i>optional</i> Percutaneous Cricothyrotomy	
Patient Assessment (Medical and Trauma)	
Medication Administration	
<i>Both signatures below are required with the exception of those not affiliated with an EMS agency. By signing below we hereby warrant the above named ALS provider was evaluated on the skills outlined and on the dates specified.</i>	
Agency Medical Director: <small>(Not required if you are unaffiliated)</small> _____ <div style="text-align: right;"><i>Signature</i></div>	
Agency Medical Director: <small>(Not required if you are unaffiliated)</small> _____ <div style="text-align: center;"><i>Printed Name</i></div>	Date:
Educational Institute or WVOEMS Representative: _____ <div style="text-align: right;"><i>Signature</i></div>	
Educational Institute or WVOEMS Representative: _____ <div style="text-align: center;"><i>Printed Name</i></div>	Date:

Paramedic Recertification-Continuing Education Record

This document shall be completed as part of the requirements for ALS recertification.

NAME:		
Certification Number: WV	Expiration Date:	
Agency Affiliation:	<input type="checkbox"/> Not Affiliated	
National Registry Option	DATE	
National Registry Option <i>(Must submit a copy of the National Registry Card)</i>		
32 Hour Modular Recertification Course	DATE	
Module I		
Module II		
Module III		
Module IV		
Module V		
Module VI		
Module VII		
Module VIII		
State and Federal Requirements (4 Year Certification)	HOURS	DATE
MCI or Disaster Management related training including drills	2	
	2	
Paramedic Protocol Refresher	4	
	4	
Haz Mat Requirement		DATE
	3	
Haz Mat Awareness meeting OSHA 1910.120 or higher standards	3	
	3	
	3	
CPR Requirement		DATE
Approved CPR Refresher meeting WV §64 CSR 48-6.8.a.4.	4	
	4	
Alphabet Class Requirement		DATE
ACLS or WVOEMS approved equivalent course	8	
	8	
PALS or PEPP or WVOEMS approved equivalent course	8	
	8	
ITLS or PHTLS or WVOEMS approved equivalent course	8	
	8	

