

WEST VIRGINIA  
Department of

# Health & Human Resources



**BUREAU FOR PUBLIC HEALTH**

Office of Emergency Medical Services

## **Educational Institute and Instructor Endorsement Policy**

West Virginia Department of Health and Human Resources

Bureau for Public Health

Office of Emergency Medical Services

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## **Standards for Endorsement**

The purpose of the following sections is to establish standards to ensure that Emergency Medical Services (EMS) education offered in West Virginia is provided by approved, qualified, and standardized educational institutes and instructors. These standards apply to any entity providing courses of education for certification at any level. Any entity who will conduct initial certification courses, or whose primary goal is to conduct continuing EMS education, must apply, be evaluated and endorsed by the West Virginia Office of Emergency Medical Services (WVOEMS) as an Educational Institute. Application and evaluation processes shall be completed in a manner prescribed by the WVOEMS. Such entities must be eligible, as determined by the WVOEMS, to provide such education and must continuously maintain the minimum requirements once approved.

Instructors and Educational Institutes can be credentialed for a maximum of five (5) years and shall be required to be recertified/re-endorsed, at that point, utilizing the method prescribed by the WVOEMS. Educational Institutes and Instructors are subject to audit at any time by the WVOEMS.

# **Agency Training Coordinator**

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# **Agency Training Officer**

**AGENCY TRAINING COORDINATOR:**

- I. Agency Training Coordinator (ATC) shall:
  - A. Be designated by a WVOEMS licensed EMS agency.
  - B. May be an administrative (non-teaching) position only but is not required to be a non-teaching position
  - C. Coordinate and schedule continuing education courses for the agency including:
    - Facilities
    - Logistics
    - Qualified instructors
  - D. Maintain and submit all required records and documentation.
  - E. Complete the WVOEMS approved ATC program (if applicable and available).
  - F. Attend the WVOEMS ATC update programs as required (if applicable and available).

**AGENCY TRAINING OFFICER:**

- I. Agency Training Officer (ATO) shall:
  - A. Be designated by a WVOEMS licensed EMS agency.
  - B. Be qualified to instruct continuing education for the WVOEMS licensed EMS agency per the following minimum criteria:
    - Possess Current WVOEMS EMT certification for BLS topics.
    - Possess Current WVOEMS Paramedic certification for ALS topics.
    - Possess Current WVOEMS MCCN/MCCP certification for CCT topics.
    - Meet applicable Lead Instructor requirements
  - C. Complete the WVOEMS approved ATO program (if applicable and available).
  - D. Attend the WVOEMS ATO update programs as required (if applicable and available)

# **Basic Life Support Educational Institution**

## PROCEDURE/REQUIREMENTS:

### I. General BLS Institute Characteristics:

#### A. Qualifications:

1. Shall adhere to all articles of WV Legislative Rule §64-48-8.
2. Entities shall apply in a format prescribed by the commissioner (*Appendix D*)
3. Endorsement of a BLS training institute shall be issued for a maximum period of five (5) years
4. Only entities, authorized under applicable State or Federal law to provide post- secondary education, or; those entities authorized by legislative rule to be qualified to deliver EMS education 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. Management of clinical and laboratory practice appropriate to education of BLS personnel,
6. Compilation and documentation of student educational records,
7. Compliance with WVOEMS requirements related to the provision of BLS education.

#### C. Administration:

1. Every approved BLS Institute shall have an organizational chart and written job descriptions identifying individual responsibilities for leadership and management of BLS education program.

### II. Required Resources:

#### A. Required Personnel Positions

##### 1. Administrative Director:

##### a. Qualifications:

- i. Possess minimum of an associate degree from an accredited institution of higher education with experience in educational program administration or;
- ii. Have demonstrated experience in managing and administering BLS education

- iii. Knowledge of and ability to apply methodologies of instruction, guidance and evaluation of students.
- iv. Field experience in the delivery of pre-hospital emergency care
- v. Academic training and preparation that is at least equivalent to that of the BLS Education Program graduates
- vi. Possess knowledge of current national curricula and requirements for national registration, state certification and or licensure.

b. Responsibilities:

- i. Organization and supervision of BLS Education Program,
- ii. Oversight of institutional continuous quality review and improvement of the BLS education program
- iii. Process applications and monitor management of student selection process.
- iv. Course scheduling and assignment of instructors
- v. Provision and maintenance of required educational equipment
- vi. Submission of course and student records in a manner specified by the WVOEMS
- vii. Request written and practical examinations
- viii. Management of BLS program budget
- ix. Management of student grievance procedure for the BLS program
- x. Oversight of selection and supervision of qualified faculty
- xi. May delegate responsibilities to other faculty, as appropriate; provided that written policies and procedures are in place to assure responsibility for delegated task completion

2. Medical Director:

a. Qualifications:

- i. Shall be a licensed physician and in good standing with no restrictions in the State of West Virginia
- ii. Shall have current knowledge of emergency care of acutely ill and injured patients
- iii. It is recommended that the Medical Director be knowledgeable of EMS personnel education, including all professional, legislative, and regulatory aspects of this education

b. Responsibilities:

- i. Provide medical and clinical oversight for students enrolled in a BLS education program
- ii. Assist with practical skills development and testing
- iii. Assist with selection and orientation of faculty and clinical preceptors
- iv. Provide medical advice and assistance to BLS education program faculty and students



3. Instructional Faculty:

- a. Lead Instructor, meeting requirements of the WVOEMS Instructor Credentialing Policy, (*Appendix A*), must be appointed for each BLS course presented.
  - b. Visiting instructors, or subject matter experts meeting requirements of the WVOEMS Instructor Credentialing Policy, (*Appendix A*), may be utilized, as appropriate, within an individual course.
  - c. Institute selected and trained clinical preceptors shall be utilized to assist students during clinical rotations if applicable.
  - d. WVOEMS credentialed instructors shall be utilized for final psychomotor testing evaluation.
  - e. There should be sufficient instructional faculty to maintain a student-to-teacher ratio that provides students with adequate didactic and psychomotor instruction and supervised practice.
4. Support staff: It is recommended that every approved BLS Education Institute provide sufficient secretarial/clerical staff to assist the Administrative Director and Instructional staff.
5. Professional Development: It is recommended that every approved BLS Institute develop and implement written policies and procedures to ensure continued professional growth of faculty.

B. Financial:

1. The approved BLS Institute shall demonstrate commitment of adequate financial resources to operate and sustain the provided BLS educational programs.
2. The approved BLS Institute shall provide evidence of professional liability and errors and omissions insurance in the amount of one million dollars (\$1,000,000) for EMS faculty and programs offered by the institution.

C. Physical Resources:

1. Facilities:

- a. The approved BLS Institute shall maintain, or by agreement make available for all courses, facilities for provision of BLS education in a suitable setting for the course, including, but not limited to:
  - i. Classroom areas
  - ii. Laboratory/skills practice areas
  - iii. Appropriate clinical sites, if applicable
- b. Facilities shall have adequate storage space for all equipment and supplies required.

- c. Facilities shall be in compliance with all Federal and State Laws and Codes.

2. Equipment and Learning Resources:

- a. The approved BLS Institute shall provide appropriate and sufficient medical equipment and supplies for student use and for teaching didactic and psychomotor components of the curriculum. *(Appendix G)*
- 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 learning opportunities.

D. Clinical Resources:

1. Affiliations:

- a. Every approved BLS Institute shall establish written agreements with licensed EMS agencies, hospitals, or other institutions to provide appropriate clinical experiences for their students, if applicable.
- b. Agreements shall clearly define learning goals and objectives the students should obtain, including clinical site's role and responsibilities to students.

2. Settings:

- a. Clinical areas must be appropriate to ensure student experiences are efficient and effective in achieving clinical objectives.
- b. Pre-hospital EMS:
  - i. Ensure appropriate oversight and accountability where students are operating as independent practitioners
  - ii. Ensure students operate under appropriate treatment protocols as authorized by the WVOEMS
- c. Hospitals or Health Care Facilities:
  - i. Areas utilized must provide patient care similar to the pre-hospital setting or is an extension of pre-hospital care
  - ii. Ensure appropriate oversight and accountability when students are not operating as independent practitioners.

3. Patient Encounters:

- a. Every approved BLS Institute shall document all student encounters with patients.
- b. Every approved BLS Institute and clinical facility will ensure that any assessment and care provided by students is within their scope of education and practice.

4. Student Supervision:

- a. Shall be provided by appropriate Institute staff or by preceptors approved by the Institute.
- b. Every BLS Institute shall have written policies and procedures documenting the process of selecting, training, and orientating clinical preceptors.

5. Student Identification:

- a. Students shall be clearly identified by use of nametags, uniforms, or other means to distinguish them from agency or facility personnel.

E. Advisory Committee:

1. It is recommended that an advisory committee representing communities of interest or stakeholders be selected and charged with assisting the Institute in formulating appropriate goals, standards, monitoring needs, expectations, and ensuring program effectiveness and responsiveness to community's needs.

III. Student Affairs:

A. Admission Policies and Procedures:

1. Admission of students shall be made in accordance with clearly defined and published practices of the BLS Institute.
2. Specific academic and technical standards required for program admission shall be clearly defined and published and shall be readily accessible to prospective students and the public.
3. If the BLS Institute admits students based on "ability-to-benefit", it shall employ appropriate methods, such as a pre-admission testing or evaluation, to determine that such students can benefit from the education.

B. Health:

1. Every approved BLS Institute shall establish written policy and procedure to determine whether health status of an applicant or student will allow them to meet required physical activity required for the provider and documented in the BLS Institute's written technical standards.

C. Evaluation:

1. There shall be written policies and procedures that define the evaluation process for students in BLS education programs. These policies shall include, but are not be limited to:
  - a. Frequency which students will be evaluated
  - b. Methods used to evaluate students

c. Process used to report outcomes

D. Guidance:

1. There shall be written policies and procedures to establish guidance and counseling systems to assist students pertaining to their understanding of course content, observing program policies, and provision of counseling or referral for evaluation of challenges that may interfere with students' progress.
  - a. There shall be documentation of all guidance and counseling sessions.
  - b. Students shall have ample time to correct any identified deficiencies in knowledge and/or performance documented during guidance or counseling sessions and be given time to correct these deficiencies prior to completion of the course.

IV. Operational Policies:

A. Fair Practices:

1. BLS Institutes shall have written policies and procedures addressing student and faculty recruitment, student admission, and faculty employment practices.
  - a. These shall be non-discriminatory and in accordance with applicable Federal and State mandates.
2. BLS Institute course announcements, catalogs, publications, and advertising shall accurately reflect BLS education offered.
  - a. BLS Institutes shall publish an academic calendar for BLS programs.
  - b. Materials shall specify number of credits or clock hours required for successful completion of each program, including:
    - i. Didactic hours
    - ii. Lab/Psychomotor hours
    - iii. Clinical hours
  - c. BLS Institutes shall publish accurate statements of all tuition and fees, including books, uniforms, and other items.
3. BLS Institutes shall establish written educational goals, objectives, standards, and competencies of each BLS program.
4. BLS Institutes shall have a written policy to provide a mechanism by which students and faculty may appeal decisions made by Institute staff regarding dismissal or other disciplinary actions.
5. BLS Institutes shall have written policies and procedures for student withdrawal and refunds of tuition and fees, and these policies shall be made known to all applicants.

6. BLS Institutes shall have written policies and procedures concerning health and safety of students and faculty.

B. Student Records:

1. All records and documentation for each student shall be permanently maintained by the BLS Institute, and shall include the following:
  - a. Evidence of 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
  - e. Records of student admission, attendance, academic counseling, and evaluation

C. Student Default Rates and Title IV of the Higher Education Act of 1965 responsibilities:

1. BLS Institutes that participate in Title IV (or any other Federal or State Program), shall have a written default management plan and comply with prevailing governmental guidelines regarding program responsibilities.
2. BLS Institutes with responsibilities under Title IV (or other Federal or State programs), shall comply with any results of financial or compliance audits, program review, and such other information as may be provided to WVOEMS

- D. It is recommended that programs offered by the BLS Institute maximize student attainment of academic credit and minimize duplication of learning experiences. BLS Institutes that do not offer academic credit are encouraged to establish agreements or memorandums of understanding with post-secondary institutions to provide students with the ability to receive maximum credit for coursework taken.

V. Evaluation Processes:

A. Policies:

1. BLS Institutes shall have written policies and procedures detailing an ongoing system review that evaluates students, courses, and the effectiveness of the program in achieving stated objectives, standards, and competencies. This system shall demonstrate that these measured outcomes are consistent with national guidelines.

B. Methods:

1. Student evaluations shall emphasize the collection and analysis of data regarding the effectiveness of the program in meeting stated objectives, standards and competencies.

a. Cognitive examinations:

- i. Examination content shall be national in scope, with uniform passing standards and a means to perform statistical reporting
- ii. Examinations/quizzes shall be given at suitable intervals throughout the course.
- iii. A comprehensive final examination shall be given
- iv. Examinations should be developed by a qualified independent organization
- v. Examinations should evaluate entry level competency
- vi. Examinations should be based on current practice analysis

b. Psychomotor evaluations:

- i. Evaluations shall be based upon criteria developed by the appropriate certifying authority
- ii. Evaluations shall be conducted at suitable intervals throughout the course
- iii. A comprehensive final evaluation shall be given
- iv. Evaluations shall be conducted by WVOEMS credentialed instructors.

2. The BLS Institute shall analyze the effectiveness of the program through a consistent evaluation of program graduates when applicable and available.

a. Surveys of graduates and employees regarding:

- i. Employment settings
- ii. Type and scope of practice
- iii. Salary and benefit information
- iv. Job satisfaction

b. Interviews with program graduates and employers

c. Data on student performance on the certifying examinations and other recognized standardized tests.

C. Evaluation Utilization:

1. The findings of ongoing evaluations shall be appropriately adapted into all operational dimensions of the BLS Institute.

2. The BLS Institute shall systematically use the information obtained from evaluations to improve student achievement.

a. There shall be a demonstrated systematic process with internal and external results validation; areas for review include, but are not limited to:

- i. Admission criteria and processes
- ii. Curriculum delivery
- iii. Student evaluation processes

- iv. Instructor effectiveness
- v. Involvement of the advisory committee

# **Advanced Life Support Educational Institution**



## **Advanced Life Support Standards**

Any entity that conducts Advanced Life Support (ALS) education must be accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Application and evaluation processes shall be completed in a manner prescribed by CAAHEP's Committee on the Accreditation of EMS Programs (CoAEMSP). ALS Institute approval may be granted by the WVOEMS based on findings of CAAHEP, provided that the Institute maintain the requirements of §64-48-8.3.

Any institution seeking information on CAAHEP's accreditation process or CoAEMSP's review process may visit the following websites:

- <http://www.caahep.org>
- <http://coaemsp.org>

# **Critical Care Transport Educational Institution**

## **Critical Care Transport Institute Standards**

### **I. General Institute Characteristics:**

#### **A. Qualifications:**

1. Shall adhere to all articles of §64-48-8
2. Entities shall apply in a format prescribed by the Commissioner (*Appendix D*)
3. Endorsement of a CCT Training Institute shall be for a period of five (5) years
4. Only entities, authorized under applicable law to provide post-secondary education, or; those authorized by legislative rule and determined by WVOEMS to be qualified to deliver CCT education shall be considered for endorsement.
5. Critical Care Transport educational programs must be a secondary or post-secondary institution, or a consortium of post-secondary institutions or other entities determined by the WVOEMS to be qualified to deliver CCT education.

#### **B. Responsibilities:**

1. Management of student admissions
2. Curriculum planning
3. Coordination of classroom teaching
4. Appointment and management of qualified faculty
5. Management clinical & laboratory practice appropriate to the education of CCT personnel
6. Compiling and documenting student educational records
7. Compliance with requirements of the WVOEMS related to the provision of CCT education

#### **C. Administration:**

1. The CCT Institute shall have an organizational chart and written job descriptions identifying individual responsibilities for leadership and management of the CCT education program.

### **II. Required Resources:**

#### **A. Required Personnel Positions (not required to be separate individuals):**

1. Administrative Director:

a. Qualifications:

- i. Possess a minimum of an associate degree from an accredited institution of higher education with experience in administering an educational program or; the Administrative Director shall have demonstrated experience in managing CCT education
- ii. Knowledge of methodologies of instruction, guidance, and evaluation of students
- iii. Field experience in the delivery of pre-hospital emergency care
- iv. Academic training and preparation that is equivalent to that of the CCT education program graduates
- v. Possess knowledge of current national curricula, requirements for national registration, and state certification or licensure

b. Responsibilities:

- i. Organization and supervision of the CCT education program
- ii. Continuous quality review and improvement of the CCT education program
- iii. Processing of applications and oversight of the student selection process
- iv. Course scheduling and the assignment of instructors
- v. Provision and maintenance of required educational equipment
- vi. Submission of course and student records in a manner specified by the WVOEMS
- vii. Requesting written and practical examinations
- viii. Management of the CCT program budget
- ix. Management of the student grievance procedure for the CCT program
- x. Oversight of the selection and supervision of qualified faculty
- xi. May delegate responsibilities to other faculty, as appropriate; provided that written policies and procedures are in place to assure responsibility for delegated task completion

2. Medical Director:

a. Qualifications:

- i. Shall be a physician licensed in the State of West Virginia.
- ii. Shall have current knowledge of emergency care of acutely ill and injured patients
- iii. It is recommended that the Medical Director be knowledgeable about the education of the CCT personnel, including professional, legislative, and regulatory issues regarding their education.

b. Responsibilities:

- i. Assume responsibility for all medical aspects of the CCT education program
- ii. Assist with practical skills development and testing
- iii. Assist with selection and orientation of faculty and clinical preceptors
- iv. Provide medical advice and assistance to the CCT education program faculty and students

3. Instructional Faculty:

- a. A Lead Instructor, meeting the requirements of the WVOEMS Instructor Credentialing Policy (*Appendix A*), must be appointed for each CCT course presented.

- b. Visiting instructors, meeting the requirements of the WVOEMS Instructor Credentialing Policy (*Appendix A*), may be utilized, as appropriate, within an individual course.
  - c. CCT Institute selected and trained clinical preceptors shall be utilized to assist students during clinical rotations, if applicable.
  - d. WVOEMS credentialed instructors shall be utilized for final psychomotor testing evaluation.
  - e. There should be sufficient instructional faculty to maintain a student to teacher ratio that provides students with adequate didactic and psychomotor instruction and supervised practice.
- 4. Support staff: It is recommended that the CCT Institute provide secretarial/clerical staff to assist the Administrative Director and instructional staff.
  - 5. Professional Development: It is recommended that the CCT Institute develop and implement written policies and procedures to ensure continued professional growth of the faculty.

B. Financial:

- 1. The CCT Institute shall demonstrate commitment of adequate financial resources to operate and sustain the CCT education programs provided.
- 2. The CCT Institute shall provide evidence of professional liability and errors and omissions insurance in the amount of one million dollars (1,000,000) for EMS faculty and programs offered by the institution.

C. Physical:

1. Facilities:

- a. The CCT Institute shall maintain, or by agreement make available for all courses, facilities for the provision of CCT education in a suitable setting for the course, including, but not limited to:
  - i. Classroom areas
  - ii. Laboratory/skills practice areas
  - iii. Appropriate clinical sites.
- b. Facilities shall have adequate storage space for all equipment and supplies required.
- c. Facilities shall follow all Federal and State Laws and Codes.

2. Equipment and Learning Resources:

- a. The CCT Institute shall provide appropriate and sufficient medical equipment and supplies for student use and for teaching the didactic and psychomotor components of the curriculum. (*Appendix G*)
- 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 opportunities.

D. Clinical Resources:

1. Affiliations:

- a. CCT Institutes shall establish written agreements with licensed EMS agencies, hospitals, or other institutions to provide clinical experiences for their students, if applicable.
- b. Agreements shall clearly define the learning goals the student should obtain, the clinical site's role, and responsibilities to the student.

2. Settings:

- a. Clinical areas must be appropriate to ensure student experiences are efficient and effective in achieving clinical objectives.
- b. Pre-hospital EMS:
  - i. Ensure appropriate oversight and accountability where students are not operating as independent practitioners.
  - ii. Ensures students operate under the appropriate treatment protocols as authorized by the WVOEMS.
- c. Hospitals or Health Facilities:
  - i. Areas utilized must provide patient care similar to the CCT pre-hospital setting.
  - ii. Ensure appropriate oversight and accountability where students are not operating as independent practitioners
- d. Patient Encounters:
  - i. The CCT Institute will document student's patient encounters.
  - ii. The CCT Institute and clinical facility will ensure that any assessment and care provided by students is within their scope of education and practice.
- e. Student Supervision:
  - i. Shall be provided by appropriate CCT Institute staff or by preceptors approved by the CCT Institute.
  - ii. The CCT Institute shall have written policies and documentation of the process for selecting, training, and orientating clinical preceptors.
- f. Student Identification:
  - i. Students shall be clearly identified as students by use of nametags, uniforms, or other means to distinguish them from agency or facility personnel.

E. Advisory Committee:

1. It is recommended that an advisory committee representing communities of interest be selected and charged with assisting the CCT Institute in formulating appropriate goals, standards, monitoring needs, expectations, and ensuring program effectiveness and responsiveness to community's needs.

II. Student Affairs:

A. Admission Policies and Procedures:

1. Admission of students shall be made in accordance with clearly defined and published practices of the CCT institute.
2. Specific academic and technical standards required for admission to the program shall be clearly defined and published and shall be readily accessible to prospective students and the public.
3. If the CCT Institute admits students based on "ability-to-benefit", it shall employ appropriate methods, such as a pre-admission testing or evaluation, for the purpose of determining that such students are in fact capable of benefiting from the education offered.

B. Health:

1. The CCT Institute shall establish a written policy and procedure for determining that applicant or the student's health will permit them to meet the written technical standards.

C. Evaluation:

1. There shall be written policies and procedures that define the evaluation process for students in CCT education programs. These policies shall include, but not be limited to:
  - a. The frequency at which students will be evaluated.
  - b. The methods used to evaluate them.
  - c. The process used to report the outcomes.

D. Guidance:

1. There shall be written policies and procedures to establish a system of guidance and counseling to assist students in understanding course content, observing program policies, and to provide counseling or referral for challenges that may interfere with students' progress.
  - a. There shall be documentation of all guidance and counseling sessions.

- b. Students shall have ample time to correct any identified deficiencies in knowledge and/or performance documented during guidance or counseling sessions and be given time to correct these deficiencies prior to the completion of the course.

### III. Operational Policies:

#### A. Fair Practices:

1. CCT Institutes shall have written policies and procedures addressing student and faculty recruitment, student admission, and faculty employment practices.
  - a. These shall be non-discriminatory and in accordance with applicable Federal and State mandates.
2. CCT Institute course announcements, catalogs, publications, and advertising shall accurately reflect the CCT education offered.
  - a. CCT Institutes shall publish an academic calendar for CCT programs.
  - b. Materials shall specify the number of credit or clock hours required for successful completion of each program, including:
    - i. Didactic hours
    - ii. Lab/Psychomotor hours
    - iii. Clinical hours
  - c. CCT Institutes shall publish accurate statements of all tuition and fees, including books, uniforms, and others.
3. CCT Institutes shall establish written educational objectives, standards, and competencies of each CCT program.
4. CCT Institutes shall have a written policy to provide a mechanism by which students and faculty may appeal decisions made by Institute staff regarding dismissal or other disciplinary actions.
5. CCT Institutes shall have written policies and procedures for student withdrawal and refunds of tuition and fees, and these policies shall be made known to all applicants.
6. CCT Institutes shall have written policies and procedures concerning the health and safety of students and faculty.

#### B. Student Records:

1. All records and documentation for each student shall be permanently maintained by the CCT 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.
- e. Records of student admission, attendance, academic counseling, and evaluation.

C. Student Default Rates and Title IV responsibilities

- a. Institutes that participate in Title IV (or any other Federal or State Program), shall have a written default management plan and comply with prevailing governmental guidelines with respect to its program responsibilities.
- b. Institutes with responsibilities under Title IV (or other Federal or State programs), shall comply with any results of financial or compliance audits, program review, and such other information as may be provided to WVOEMS.

- D. It is recommended the CCT Institute programs should be designed to provide a maximum opportunity for students to obtain formal academic credit and continue with education with a minimum loss of time or duplication of learning experiences. Institutes that do not offer academic credit are encouraged to establish agreements or memorandums of understanding with post-secondary institutions to provide students with the ability to receive maximum credit for coursework taken.

IV. Evaluation Processes:

A. Policies:

- 1. CCT Institutes shall have written policies and procedures for a continuing system of reviewing and assuring the effectiveness of all students, courses, and the overall program in achieving its stated objectives, standards, and competencies. These policies and procedures shall demonstrate that measured outcomes are consistent with national guidelines.

B. Methods:

- 1. Student evaluations shall emphasize gathering and analyzing data on the effectiveness of the programs teaching of the objectives, standards, and competencies.
  - a. Cognitive examinations:
    - i. Examination content shall be national in scope, with uniform passing standards and a means to perform statistical reporting
    - ii. Examinations shall be given at suitable intervals throughout the course
    - iii. A comprehensive final examination shall be given
    - iv. Examinations should be developed by a qualified independent organization
    - v. Examinations should evaluate entry level competency
    - vi. Examinations should be based on current practice analysis

- b. Psychomotor evaluations:
  - i. Evaluations shall be based upon criteria developed by the appropriate certifying authority
  - ii. Evaluations shall be conducted at suitable intervals throughout the course
  - iii. A comprehensive final evaluation shall be given
  - iv. Evaluations shall be conducted by the WVOEMS approved skill evaluators
- 2. The CCT Institute shall evaluate outcomes through consistent evaluation of information regarding program graduates to analyze the program's effectiveness. Sources of data include, but are not limited to:
  - a. Surveys of graduates and employers regarding:
    - i. Employment settings
    - ii. Type and scope of practice
    - iii. Salary & benefit information
    - iv. Job satisfaction
  - b. Interviews with program graduates and employers
  - c. Data on student performance on the certifying examinations and other recognized standardized tests.

C. Evaluation Utilization:

- 1. Results of ongoing evaluation shall be appropriately reflected in adaptation of findings into all dimensions of the CCT Institute operations.
- 2. The CCT Institute shall systematically use the information obtained in its evaluations to improve student achievement.
  - a. There shall be a demonstrated systematic process with internal and external results validation, areas for review include, but are not limited to:
    - i. Admission criteria and processes
    - ii. Curriculum delivery
    - iii. Student evaluation processes
    - iv. Instructor effectiveness
    - v. Involvement of the advisory committee

# **Sponsors of Continuing Education Institute**

## **Sponsors of Continuing Education Institute Standards**

### **I. Sponsors of Institute Characteristics:**

#### **A. Qualifications:**

1. Shall adhere to all articles of §64-48-8
2. Entities shall apply in a format prescribed by the commissioner (*Appendix D*)
3. Endorsement of a Sponsors of Continuing Education Institute shall be for a period of five (5) years
4. Only entities, authorized under applicable law to provide secondary or post-secondary education, or;
5. Those authorized by legislative rule and determined by the WVOEMS to be qualified to deliver EMS Continuing Education (CE) shall be considered for endorsement.

#### **B. Responsibilities:**

1. Curriculum planning
2. Coordination of classroom teaching
3. Appointment and management of qualified instructors
4. Compiling and documenting student educational records
5. Compliance with requirements of the WVOEMS related to the provision of CE programs

#### **C. Administration:**

1. The Sponsors of Continuing Education 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 (*not required to be separate individuals holding these positions*):**

1. Administrative Director, Agency Training Coordinator (ATC) and/or Agency Training Officer (ATO):
  - a. Qualifications:
    - i. Designated by the sponsoring entity or licensed EMS agency principal official
    - ii. Knowledge of methodologies of instruction, guidance and evaluation of students

- 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 updates as required by the WVOEMS
- vi. If ATO, possess current WV certification at the appropriate level

b. Responsibilities:

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

2. Instructional Faculty:

- a. A Lead Instructor meeting the requirements of the WVOEMS Instructor Credentialing Policy (*Appendix A*) must be identified for each CE course.
- b. Visiting/Guest instructors meeting the requirements of the WVOEMS Instructor Credentialing Policy (*Appendix A*) may be utilized as appropriate within an individual course.
- c. Sufficient instructional faculty must be available meet student to teacher ratios for psychomotor instruction and supervised practice as required by the specific course being taught.

- 3. Professional Development: It is recommended that the CE Institute develop and implement written policies and procedures to ensure continued professional growth of the faculty.

B. Financial:

- 1. The Sponsors of Continuing Education Institute shall demonstrate commitment of adequate financial resources to operate and sustain the Sponsors of Continuing Education Institute.

C. Physical:

1. Facilities:

- a. The Sponsors of Continuing Education Institute shall maintain, or by agreement, make available for all courses, facilities suitable for course being taught, including, but not limited to:

- i. Classroom areas
- ii. Laboratory/skills practice areas
- iii. Appropriate clinical sites, if applicable

b. Facilities will follow all Federal and State Laws and Codes.

2. Equipment and Learning Resources:

- a. The Sponsors of Continuing Education Institute shall provide appropriate and sufficient medical equipment and supplies for student use and for teaching the didactic and psychomotor components of the curriculum. (*Appendix G*)
- b. Audio/visual and/or computer hardware and software shall be available to enhance student learning experience.

III. Operational Policies:

A. Sponsors of Continuing Education Institute 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.
- 2. Institutes shall have written policies and procedures for student admission, faculty recruitment and employment practices. These shall be non-discriminatory and in accordance with applicable Federal and State Mandates.
- 3. Sponsors of Continuing Education Institute shall publish accurate statements of all fees associated with a given course, to include books or other expenses that may be incurred.
- 4. Sponsors of Continuing Education Institute shall establish written educational objectives, standards, and competencies of each course offered.

B. Student Records:

- 1. All records and documentation for students shall be permanently maintained by the Sponsors of Continuing Education 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 the WVOEMS in the manner specified.

#### IV. Evaluation Processes:

##### A. Policies:

1. Sponsors of Continuing Education Institute 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

# **Renewal, Suspension, or Revocation of Endorsements**



## Procedure

### I. Renewal:

- A. Applicants shall apply at least 90 days prior to the expiration of the program's endorsement.
- B. Institutes shall recertify their endorsement in a manner prescribed by the Commissioner. (*Appendix D*)
- C. Recertification requirements for Sponsors of Continuing Education:
  - 1. The Sponsor of Continuing Education Institute shall have maintained continual compliance with all requirements per §64-48-8 for the respective service level.
  - 2. Proof of ten (10) educational courses within the 5-year endorsement period.
- D. Recertification requirements for BLS and CCT Institutes:
  - 1. The institute shall have maintained continual compliance with all requirements per §64-48-8 for the respective service level.
  - 2. Proof of three (3) WVOEMS approved educational courses with a cumulative sixty percent (60%) completion rate for initially enrolled students

### II. Suspension or Revocation of Endorsement:

- A. Endorsement suspension or revocation may be enforced for any of the following:
  - 1. Failure to comply with all criteria, standards, and policies set forth by the WVOEMS
  - 2. Absence of completed programs or student enrollment in programs for two consecutive years. This absence shall result in automatic revocation of program endorsement.
  - 3. Failure to meet performance measures established by the WVOEMS
  - 4. Loss of independent program accreditation status (if applicable)
  - 5. Any other reason determined by the Commissioner which may pose a threat to the health and safety of the public or exposes the public to risk or loss of life and property.
- B. Process:
  - 1. The Commissioner shall give written notice to the institutes Administrative Director 30 days prior to withdrawing endorsement. The notice will identify specific reasons for the withdrawal of the endorsement.
  - 2. The institute has 15 days to respond to the notice. The Commissioner will have final determination to verify or reconsider the withdrawal.

# **APPENDIX A**

## **Instructor Requirements**

## **EMS Instructor Requirements**

- I. Basic Life Support Lead Instructor minimum criteria:
  - A. High school diploma or approved equivalency exam
  - B. Current WVOEMS or National Registry EMT or higher
  - C. Two (2) years active field experience as EMT or higher
  - D. Successful completion of the WVOEMS approved educational methodology course, or equivalent professional higher education
  - E. Successful completion of sixteen (16) hours student teaching experience evaluated by a Supervising Instructor or equivalent professional higher education supervision and evaluation
  - F. Meet requirements of the sponsoring educational institute
  - G. Successful completion of initial and ongoing instructor evaluation by the WVOEMS and/or the educational institute and/or equivalent professional higher education supervision and evaluation
  - H. Completion of required continuing education for EMS instructors
  - I. Other criteria as established by the Commissioner
- II. Advanced Life Support Lead Instructor minimum criteria:
  - A. High school diploma or approved equivalency exam
  - B. Current WVOEMS or National Registry Paramedic or higher (MD, DO, or other subject matter expert)
  - C. Two (2) years active field experience as Paramedic or higher
  - D. Successful completion of the WVOEMS approved educational methodology course, or equivalent professional higher education
  - E. Successful completion of sixteen (16) hours student teaching experience evaluated by a Supervising Instructor or equivalent professional higher education supervision and evaluation
  - F. Meet requirements of sponsoring educational institution
  - G. Successful initial and ongoing instructor evaluation by the WVOEMS and/or the educational institute and/or equivalent professional higher education supervision and evaluation
  - H. Completion of required continuing education for EMS instructors or equivalent professional higher education
  - I. Other criteria as established by the Commissioner

- III. Critical Care Transport Lead Instructor minimum criteria:
  - A. High school diploma or approved equivalency exam
  - B. Current WVOEMS Mobile Critical Care Nurse (MCCN), Mobile Critical Care Paramedic (MCCP), or higher certification (MD, DO, or other subject matter expert)
  - C. Currently practicing at the CCT level, equivalent or higher professional clinical practice
  - D. Two (2) years active field experience at the CCT level or equivalent professional clinical practice
  - E. Successful completion of the WVOEMS approved educational methodology course, or equivalent professional higher education
  - F. Successful completion of 16 hours teaching experience evaluated by a Supervising Instructor or equivalent professional higher education supervision and evaluation
  - G. Successful initial and ongoing instructor evaluation by the WVOEMS and/or the educational institute and/or equivalent professional higher education evaluation
  - H. Completion of required continuing education for EMS instructors or equivalent professional higher education
  - I. Other criteria as established by the Commissioner
- IV. Supervising Instructor minimum criteria:
  - A. Meet all requirements for a Lead Instructor at the appropriate level
  - B. Current WV certification at the appropriate level or equivalency
  - C. Four (4) years active **instructor** experience at the appropriate level
  - D. Demonstrate superiority as an instructor through documented student and sponsoring institution evaluations
  - E. Successful completion of a WVOEMS approved supervising instructor course:
    - 1. WVPST/WVDE "Supervising Instructor course"
    - 2. NAEMSE "Evaluating Student Competency Workshop"
    - 3. WVOEMS equivalent professional higher education evaluation course
    - 4. Other courses approved by the Commissioner deemed to meet the requirements of this level
- V. Visiting Instructor or Subject Matter Expert minimum criteria:
  - A. Possess subject matter expertise in a particular clinical discipline or skill set
  - B. EMS certification or emergency experience not required

VI. Skills Evaluator (certification examinations):

A. Basic Life Support minimum criteria:

1. Current WVOEMS or National Registry EMT-Basic or higher certification
2. Two (2) years field experience as an EMT or higher
3. Successful completion of the WVOEMS approved Skills Evaluator Course (if applicable and available) and/or meet the requirements of a supervising instructor and/or equivalent professional higher education skills evaluation process
4. Monitor three (3) BLS skills examination
5. Evaluated on one skill station assessed by a Supervising Instructor
6. Successful ongoing WVOEMS approved evaluations
7. Completion of required continuing education for Skills Evaluators
8. Meet any additional requirements of the National Registry

B. Advanced Life Support minimum criteria:

1. Current WVOEMS or National Registry Paramedic or higher certification
2. Meet the requirements of the National Registry Advanced Level Examination Manual.

C. Critical Care Transport minimum criteria:

1. Current WVOEMS Mobile Critical Care Nurse (MCCN), Mobile Critical Care Paramedic (MCCP), or higher certification
2. Two (2) years field experience at CCT level
3. Successful completion of the WVOEMS approved Skills Evaluator Course (if applicable and available) and/or meet the requirements of a supervising instructor and/or equivalent professional higher education skills evaluation process
4. Monitor three (3) skills examination
5. Evaluate one (1) skill station assessed by a Supervising Instructor
6. Successful ongoing CCT evaluation
7. Completion of required CCT continuing education for Skills Evaluators

VII. WVOEMS Approved Instructor Methodology Courses:

A. WVOEMS approved educational methodology courses for a Lead Instructor include:

1. National Association of EMS Educators (NAEMSE) Instructor I

2. West Virginia Department of Education/West Virginia Public Service Training (WVDE/WVPST) Instructor Methodology course
  3. Additional WVOEMS approved nationally accepted education instructor courses or equivalent.
- B. WVOEMS approved educational methodology courses for Supervising Instructor, as of the effective date of this policy, include:
1. WVPST/WVDE "Supervising Instructor Course"
  2. NAEMSE "Evaluating Student Competency Workshop"
  3. WVOEMS equivalent professional higher education evaluation course
  4. Other courses approved by the WVOEMS deemed to meet the requirements of this level

#### VIII. Initial, Renewal, or suspension of Instructor credentials

##### A. Initial

1. Applicants shall complete the initial instructor application and submit it to WVOEMS. One application shall be submitted per WVOEMS approved educational institute they represent
2. Instructors shall be issued a certification card for a five (5) year period expiring December 31 respectively.

##### B. Renewal

1. Applicants shall apply at least 90 days prior to the expiration of the instructor's expiration. Failure to meet this 90-day requirement may result in delayed processing.
2. Applicants shall complete the instructor recertification application and submit it to WVOEMS.

##### C. Suspension or Revocation of Credentials

1. Failure to comply with all criteria, standards, and policies set forth by the WVOEMS
2. Any other reason determined by the Commissioner which may pose a threat to the health and safety of the public or exposes the public to risk or loss of life and property.
3. Process:
  - a. The Commissioner shall give written notice to the institutes Administrative Director 30 days prior to withdrawing the individual's endorsement. The notice will identify specific reasons for the withdrawal of the individual's endorsement.
  - b. The institute has 15 days to respond to the notice. The Commissioner will have final determination to verify or reconsider the withdrawal.

# **APPENDIX B**

## **Initial Instructor Application**

## INSTRUCTOR APPLICATION -INITIAL CERTIFICATION-

Please print or type.  
The application must be fully  
completed to be considered.

Submit completed application to the  
**WVOEMS Education Coordinator**

### Personal Information

Name:		Certification Number:	
Address	City	State	Zip
Phone Number:	Email Address:		
Cell Number:			
Are you a WV Resident? YES <input type="checkbox"/> NO <input type="checkbox"/>		Have you ever been arrested or convicted of any criminal offense excluding minor traffic violations? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever had any action taken against any professional license or certification you currently hold or have held in the past?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

### Department / Training Agency Affiliation

Department You Represent:		Years Associated	
Training Agency Affiliation:		<input type="checkbox"/> PRIMARY <input type="checkbox"/> SECONDARY	
Training Agency Address:	City	State	Zip
Training Agency Administrator Name:			

### Credential Application

Instructor Level (check all that apply):	BLS <input type="checkbox"/>	ALS <input type="checkbox"/>	CCT <input type="checkbox"/>
Instructor Certification Level (check all that apply):	LEAD <input type="checkbox"/>	Supervising <input type="checkbox"/>	
Instructor Course Completed (check all that apply):	NAEMSE <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Evaluating Student Competencies Workshop <input type="checkbox"/>		
WVPST / WVDE Teaching Methodologies		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/> Supervising <input type="checkbox"/>

**\*NAEMSE Instructors MUST attach a copy of their certificates of successful course completion.**

**\*WVPST Teaching Methodologies Instructors Must attach a copy of their certificate and Adult Teaching Permit**

### Signatures

The signatures below certify that the information is true and complete. If information is found to be inaccurate, an audit will be ordered.

Applicant Signature:	Date:
Training Agency Administrator Signature:	Date:



# **APPENDIX C**

## **Instructor Recertification Application**

## INSTRUCTOR APPLICATION -RECERTIFICATION-

Please print or type.  
The application must be fully  
completed to be considered.  
Submit completed application  
to the **WVOEMS Education  
Coordinator**

### Personal Information

Name:		Certification Number:	
Address	City	State	Zip
Phone Number:	Email Address:		
Cell Number:			
Are you a WV Resident? YES <input type="checkbox"/> NO <input type="checkbox"/>	Have you ever been arrested or convicted of any criminal offense excluding minor traffic violations? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever had any action taken against any professional license or certification you currently hold or have held in the past?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

### Department / Training Agency Affiliation

Department You Represent:		Years Associated	
Training Agency Affiliation:			
Training Agency Address:	City	State	Zip
Training Agency Administrator Name:			

### Credential Application

Instructor Level (check all that apply):	BLS <input type="checkbox"/>	ALS <input type="checkbox"/>	CCT <input type="checkbox"/>
Instructor Certification Level (check all that apply):	LEAD <input type="checkbox"/>	Supervising <input type="checkbox"/>	
Instructor Course Completed (check all that apply): <b>NAEMSE</b>		Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/>	
		Evaluating Student Competencies Workshop <input type="checkbox"/>	
<b>WVPST / WVDE Teaching Methodologies</b>		Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Supervising <input type="checkbox"/>	

### Recertification Requirements \*

<b>A. Applicant completed a minimum of 30 hours instruction in an approved WVOEMS course or Refresher Course:</b>			
Date:	Location:	Hours:	
Date:	Location:	Hours:	
Date:	Location:	Hours:	
<b>B. Applicant attended a minimum of three (3) instructor in-services during the certification period and/or took an additional 20 hours of continuing education specific to EMS Instruction:</b>			
Date:	Location:	Hours:	
Date:	Location:	Hours:	
Date:	Location:	Hours:	
<b>C. Applicant holds a current valid:</b>			
Expiration Date:	WV EMT, WV AEMT, WV Paramedic, NREMT EMT, NREMT AEMT, NREMT Paramedic Certification		
Expiration Date:	CPR Instructor Certification		

\* Instructors that hold an adult teaching permit may simply submit a copy of a valid West Virginia Department of Education permit to meet the requirements of this section.

### Signatures

The signatures below certify that the information is true and complete. If information is found to be inaccurate, an audit will be ordered.

Applicant Signature:	Date:
Training Agency Administrator Signature:	Date:

# **APPENDIX D**

## **Educational Institute Application Instructions**

## **Educational Institution Endorsement Application Procedures**

- I. Complete the Educational Institute Endorsement application including the self-study. Knowledge of the Standards combined with the survey should allow those seeking endorsement from the WVOEMS to identify areas of improvement. With this complete, the Institution will need to compose a written Improvement Plan to address any changes needing to be made.
- II. Educational Institutes shall be required to maintain endorsement at the highest level they have been endorsed through WVOEMS and shall be allowed to assume the roles of lower endorsements.
- III. Electronically submit the following to the WVOEMS Education Coordinator as one complete document containing the following:
  - A. Application for Endorsement
  - B. Self-Study Survey
  - C. Improvement Plan
  - D. Credential Information Forms for:
    1. Administrative Director
    2. Medical Director
  - E. A list of all Lead Instructional Staff that will be used by the institution
  - F. A copy of the Student Policy Handbook
  - G. A copy of the Educational Institute policy and procedure manual
- III. Upon receipt and review of the above materials, the WVOEMS will arrange for a site visit with the applicant. The site visit will consist of, but is not limited to, the following:
  - A. Interviews with the program administration, Administrative Director, and Medical Director
  - B. Review of the implementation of the Improvement Plan
  - C. Review of the Educational Institution policies and procedures
  - D. Review of Educational Institution Finances
  - E. Review of the Student Policy Handbook
  - F. Review of Instructor credentials
  - G. Inspection of classrooms, labs, storage facilities, and equipment
  - H. Review of clinical agreements and preceptor training and orientation
- IV. After the site visit the Educational Institute will receive a report from the WVOEMS. This report will:
  - A. Identify areas of strengths and weakness

B. Suggestions for improvements that shall be made by the institution seeking endorsement

C. Provide a score to the institution, and based on the score the following will apply:

1. **90 - 100%**      5 year endorsement granted
2. **80 - 89%**      5 year endorsement with a required review in 2 years
3. **70 - 79%**      1 year provisional endorsement (*contingent upon proof that corrective actions have been taken*). Year to year review will be performed and endorsement will be suspended after two consecutive site visits where there is no evidence of corrective action.
4. **70%**              No endorsement shall be granted

**APPENDIX E**

**Educational Institute  
Application for  
Endorsement**

## EDUCATIONAL INSTITUTE ENDORSEMENT APPLICATION -INITIAL-

Please print or type.  
The application must be fully  
completed to be considered.  
Submit completed application  
to the **WVOEMS Education  
Coordinator**

### Institution Information

Name:			
Address	City	State	Zip
Phone Number:	Email Address:		
Fax Number:			

### Institution Administrator

Name:		Title:	
Address	City	State	Zip
Phone Number:	Email Address:		
Cell Number:			

### Education Director

Name:		Title:	
Address	City	State	Zip
Phone Number:	Email Address:		
Cell Number:			

### Medical Director

Name:		Title:	
Address	City	State	Zip
Phone Number:	Email Address:		
Cell Number:			

### Credential Application

Endorsement Level (Check all that apply): BLS ☐ ALS ☐ CCT ☐ Sponsor of Continuing Education ☐

CCT requires affiliation with a postsecondary institute: \_\_\_\_\_

	Courses	Initial	Recertification	CE
Education Programs to be Conducted	BLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMT M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	AEMT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Paramedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CCT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Signatures

**The signatures below certify that the information is true and complete. If information is found to be inaccurate, an audit will be ordered.**

Institution Administrator:	Date:
Education Director:	Date:
Medical Director:	Date:

## EDUCATIONAL INSTITUTE SELF STUDY

Submit Self Study to: WVOEMS Education Coordinator

Please print or type.  
The application must be  
fully completed to be  
considered.

<b>Educational Institute Personnel</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Educational Institution has an organizational chart and written job descriptions that define the individual responsibilities of the administration and program management.			
2. The administrative director meets the qualification requirements set forth in the endorsement standards.			
3. The Medical Director meets the qualification requirements set forth in the Endorsement Standards.			
4. The program instructional and skills evaluator staff meet the qualification requirements set forth in the Endorsement Standards.			
<b>Educational Institution Finances</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Educational Institution maintains or has written agreements in place to have adequate facilities available for each program offered.			
2. Educational Institution has proof of professional liability and errors and omissions insurance in the amount of one million dollars (\$1,000,000) for all educational programs offered.			
<b>Educational Institution Physical Resources</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Educational Institution has an organizational chart and written job descriptions that define the individual responsibilities of the administration and program management.			
2. All facilities utilized by the Educational Institution meet all Federal and State Laws and Codes, including all ADA requirements.			
3. Educational Institution has at its disposal all equipment and supplies needed for instructor and student use during any program offered.			
<b>Educational Institution Clinical Resources</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Educational Institution has written agreements or memoranda of understandings with all institutions or agencies that will be providing clinical experience for program students			
2. Educational Institution has clearly documented and defined roles and responsibilities for each clinical site.			
3. Educational Institution has a means of documenting and tracking			
4. Educational Institution has written policies outlining the process for selecting clinical preceptors, preceptor training and orientation process, and has documentation of preceptor training and orientation.			
<b>Student and Operational Policies</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. The Educational Institution's admission practices and academic and technical standards are clearly defined and published and are readily accessible to students and the public.			
2. The Educational Institution has a documented policy and procedure for pre-admission testing or evaluations with documentation that students admitted on the basis of "ability-to- benefit" are evaluated for the purpose of determining that the student is capable of benefiting from the education.			
3. The Educational Institution has written policies and procedures for determining that the applicants' or students' health will permit them to meet the written technical standards of the education program.			
4. The Educational Institution has written policies and procedures that define the student evaluation process and the institution has a means of documenting and reporting student evaluations.			
5. The Educational Institution has written policies and procedures to establish a system of guidance and counseling to assist students, and there is a means of documenting any student counseling sessions.			
6. Educational Institution has a student handbook.			
7. Educational Institution has written policies and procedures regarding student and faculty recruitment, student admission, and faculty employment			
8. The Educational Institution has a published academic calendar for all education programs offered			
9. All publications specify the number of didactic, lab/psychomotor, and clinical hours required for completion of the course.			
10. The Educational Institution publishes a statement of all tuition and fees. To include books, uniforms, and fees for testing and certification.			



11. The Educational Institution has written policies to provide students and faculty with a means of appealing decisions made by the institute regarding dismissal or other disciplinary actions.			
12. The Educational Institution has written policies and procedures that are made known to all applicants for student withdrawal and for refund of tuition and fees.			
13. The Educational Institution has written policies and procedures concerning the health and safety of students, faculty, and any patients the student may come in contact with.			
14. The Educational Institution maintains permanent records and documentation for each student that has attended.			
15. The Educational Institution has a written default management plan that complies with any governmental, federal or state, guidelines with respect to the program's responsibilities.			
<b>Educational Institution Quality Assurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. The Education Institution has written policies and procedures for continuing system review, and a means of documenting and reporting the outcomes of the review.			
2. The Education Institution has written policies and procedures to gather and document information on graduate's performance once they have finished the program and are working in the field			

**APPENDIX F**  
**Educational  
Institute  
Application for  
Re-Endorsement**

## EDUCATIONAL INSTITUTE ENDORSEMENT APPLICATION -RE-ENDORSEMENT-

Please print or type.  
The application must be fully  
completed to be considered.  
Submit completed application  
to the **WVOEMS Education  
Coordinator**

### Institution Information

Name:

Address

City

State

Zip

Phone Number:

Email Address:

Fax Number:

### Institution Administrator

Name:

Title:

Address

City

State

Zip

Phone Number:

Email Address:

Cell Number:

### Education Director

Name:

Title:

Address

City

State

Zip

Phone Number:

Email Address:

Cell Number:

### Medical Director

Name:

Title:

Address

City

State

Zip

Phone Number:

Email Address:

Cell Number:

### Credential Application

Endorsement Level (Check all that apply): BLS ☐ ALS ☐ CCT ☐ Sponsor of Continuing Education ☐

Education Programs to be Conducted	Courses	Initial	Recertification	CE
	BLS (CPR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	AEMT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Paramedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CCT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Recertification

Endorsement Level (Check all that apply): BLS ☐ ALS ☐ CCT ☐ Sponsor of Continuing Education ☐

<b>SPONSOR OF CONTINUING EDUCATION</b>  <i>Recertification requirements for <b>Sponsors of Continuing Education</b> requires proof of ten (10) educational courses. List the WVOEMS approval numbers and dates for proof of completion.</i>	Course Numbers	Date	Course Numbers	Date

<b>BLS and CCT INSTITUTES</b>  <i>Proof of three (3) WVOEMS approved educational courses with a cumulative sixty (60) percent completion rate for initially enrolled students</i>	WVOEMS Course Numbers	Date	Cumulative Score %

**\*\* Educational Institutes are required to attach a list of credentialed instructors that identifies role, instructor level, and expiration date.**

## Signatures

*The signatures below certify that the information is true and complete. If information is found to be inaccurate, an audit will be ordered.*

Institution Administrator:	Date:
Education Director:	Date:
Medical Director:	Date:

# **APPENDIX G**

## **Educational Institute Required Equipment**

## Sponsor of Continuing Education and BLS Equipment List

The following equipment is required to conduct of an Emergency Medical Technician course. The Institute will provide an adequate amount of equipment to allow all enrolled students the ability to practice the psychomotor skills required to meet competencies. Each section contains a general list of equipment needed to perform specific skills. Other equipment may be used as the program deems fit.

### A. General

Teaching Stethoscopes	<input type="checkbox"/>
Access to appropriate simulation mannequins:	<input type="checkbox"/>
Mannequin capable of simulating multiple airway management techniques including; manual maneuvers, oropharyngeal & nasopharyngeal airway placement, King Airway placement, ventilation with chest rise, and supplemental oxygen administration	<input type="checkbox"/>
Adult, Child, and Infant airway mannequin	<input type="checkbox"/>
OB mannequin	<input type="checkbox"/>
Adult, Child, and Infant CPR mannequin	<input type="checkbox"/>
IM injection simulator	<input type="checkbox"/>
AED with adult and pediatric defibrillator pads	<input type="checkbox"/>
Patient monitoring system capable of cardiac rhythm monitoring and 12-lead acquisition (a simulator is acceptable to fulfill this requirement)	<input type="checkbox"/>
WV triage tags	<input type="checkbox"/>
WV triage tape rolls – red, yellow, green and black	<input type="checkbox"/>
Protocol manuals appropriate for level	<input type="checkbox"/>

### B. Airway and Ventilation

Electric powered suction unit with disposable collection container and large bore tubing	<input type="checkbox"/>
Manual suction unit with disposable collection container	<input type="checkbox"/>
Large bore rigid oral suction catheters	<input type="checkbox"/>
Flexible suction catheters – 6F, 10F and 14F	<input type="checkbox"/>
Salem sump tubes – 8F, 12F and 18F with irrigation syringe	<input type="checkbox"/>
Meconium aspirator	<input type="checkbox"/>
Adjustable oxygen flow regulators with seals	<input type="checkbox"/>
Full portable oxygen cylinder (“D”-size or larger)	<input type="checkbox"/>
Adult nasal cannula	<input type="checkbox"/>
Pediatric nasal cannula	<input type="checkbox"/>
Adult non-rebreather (NRB) mask	<input type="checkbox"/>
Pediatric non-rebreather (NRB) mask	<input type="checkbox"/>
Oxygen connection tubing – may be with BVM or nebulizers	<input type="checkbox"/>
Nasopharyngeal airways – assorted sizes, 16F – 34F. No less than 5 different sizes	<input type="checkbox"/>
Oropharyngeal airways – sizes 0 through 5	<input type="checkbox"/>
King LT/LT-D airway kits – sizes 3, 4, and 5	<input type="checkbox"/>
Adult end-tidal CO <sub>2</sub> detectors – colorimetric or qualitative	<input type="checkbox"/>
Pediatric end-tidal CO <sub>2</sub> detectors – colorimetric or qualitative	<input type="checkbox"/>
Adult, child and infant bag valves, self-filling with oxygen reservoir	<input type="checkbox"/>
Clear masks for bag valves, sizes: adult, child, infant and neonatal	<input type="checkbox"/>
CPAP device with masks and tubing circuits	<input type="checkbox"/>

### C. Monitoring and Assessment

Blood pressure cuffs – thigh, adult and child sizes	<input type="checkbox"/>
Stethoscope, suitable for adult and pediatric use	<input type="checkbox"/>
Glucometer with single-use fully disposable lancets and glucose strips	<input type="checkbox"/>
Pulse oximeter for adult and pediatric use	<input type="checkbox"/>
Thermometer, capable of measuring a range of 86°-105° F	<input type="checkbox"/>

<b>D. Immobilization Equipment</b>	
Rigid cervical collar: large, medium, small and child <b>-OR-</b> adjustable cervical collar – adult and pediatric	<input type="checkbox"/>
Head/cervical immobilization devices – towel/blanket rolls are acceptable	<input type="checkbox"/>
Short spinal immobilization device – KED, XP-1 or equivalent	<input type="checkbox"/>
Radiolucent, fluid impervious full-length backboards	<input type="checkbox"/>
Three 9-foot immobilization straps or equivalent	<input type="checkbox"/>
Traction splint(s), adult and child <b>OR</b> single splint adjustable for both	<input type="checkbox"/>
Assorted padded extremity splints	<input type="checkbox"/>
Equipment sufficient to immobilize a pelvic fracture	<input type="checkbox"/>
<b>E. Wound Management</b>	
Sterile burn sheets	<input type="checkbox"/>
Sterile 10" x 30" multi-trauma dressings	<input type="checkbox"/>
Sterile ABD pads, 5" x 9" or larger	<input type="checkbox"/>
Sterile 4"x4"s	<input type="checkbox"/>
Sterile occlusive dressings, 3" x 8" or larger	<input type="checkbox"/>
Adhesive tape, assorted sizes and types	<input type="checkbox"/>
Self-adhering roll gauze bandages – Kling or equivalent	<input type="checkbox"/>
Triangular bandages	<input type="checkbox"/>
Commercial Arterial Tourniquet – CAT®, MAT®, etc.	<input type="checkbox"/>
Hemostatic dressings	<input type="checkbox"/>
Heavy-duty bandage scissors or shears	<input type="checkbox"/>
<b>F. Infection Control – Quantities and sizes of all PPE must be sufficient for entire crew.</b>	
Protective eyewear – full peripheral glasses, goggles or face shield	<input type="checkbox"/>
NIOSH N-95 or N-100 face masks	<input type="checkbox"/>
Protective gowns or coveralls	<input type="checkbox"/>
Protective shoe covers	<input type="checkbox"/>
Disposable exam gloves meeting NFPA 1999 requirements – S, M, L, and XL	<input type="checkbox"/>
Must include hypoallergenic/latex-free types	
Portable sharps containers	<input type="checkbox"/>
<b>G. Medications</b>	
Simulated medications appropriate to the scope of practice	<input type="checkbox"/>
Simulated Metered Dose Inhalers	<input type="checkbox"/>
Nebulizers	<input type="checkbox"/>
Drug atomizers	
Auto Injector trainers	<input type="checkbox"/>
Syringes in appropriate quantities and sizes – 1ml, 3ml, 5ml, 10ml, 30ml, 60ml	<input type="checkbox"/>
Needles in appropriate quantities, sizes and lengths. Some greater than 1.5" in length for IM medication administration	<input type="checkbox"/>
<b>H. OB Equipment</b>	
OB kits with bulb syringe	<input type="checkbox"/>
<b>J. Miscellaneous – OPTIONAL</b>	
Blankets	<input type="checkbox"/>
Cold packs	<input type="checkbox"/>
Hot packs	<input type="checkbox"/>
Sheets	<input type="checkbox"/>
Stair chair or suitable substitute	<input type="checkbox"/>
Towels	<input type="checkbox"/>
Wheeled stretcher, multi-level, with 5-point (over shoulder) patient restraint system	<input type="checkbox"/>
Morgan lens simulator	<input type="checkbox"/>

## CCT Equipment List

The following equipment is required to conduct a CCT education program in addition to equipment identified in the Sponsor of Continuing Education and BLS Equipment List. The CCT Institute will provide an adequate amount of equipment to allow all enrolled students the ability to practice the psychomotor skills required to meet required competencies.

### A. General

Patient monitoring system capable of cardiac rhythm monitoring, 12-lead acquisition, data transmission, transcutaneous pacing, defibrillation and cardioversion	<input type="checkbox"/>
Surgical Cricothyrotomy Set	<input type="checkbox"/>
Surgical Chest tube set	<input type="checkbox"/>
Full Transport Ventilator	<input type="checkbox"/>

### B. IV and Medication Administration

Adjustable IV Medication Pump	<input type="checkbox"/>
Mini-drip IV administration set, 60gtts/ml. May utilize Select-3® sets or equivalent	<input type="checkbox"/>
Macro-drip IV administration set, 10 to 15gtts/ml. May utilize Select-3® sets or equivalent	<input type="checkbox"/>
IV catheters, sizes 14g, 16g, 18g, 20g, 22g and 24g	<input type="checkbox"/>
Adequate site preparation materials – alcohol or povidone	<input type="checkbox"/>
Venous tourniquets	<input type="checkbox"/>
Length/weight based pediatric drug and equipment reference – <i>Broselow</i> tape or equivalent	<input type="checkbox"/>

### C. Monitoring

ETCO2 Monitoring Capability	<input type="checkbox"/>
Invasive Monitoring Capability	<input type="checkbox"/>
Cyano-Kit	<input type="checkbox"/>

### D. Ventilation

Full Transport Ventilator	<input type="checkbox"/>
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### E. Medications

Simulated medications appropriate to the scope of practice	<input type="checkbox"/>
Simulated RSI Medications	<input type="checkbox"/>