

**COUNTY OF SACRAMENTO
EMERGENCY MEDICAL SERVICES AGENCY**



Program Document: **EMR Training Program Requirements and Approval Process**

Policy Number: 4303.04

Initial Date: 01/15/19

Last Approved Date: 09/11/25

Effective Date: 05/01/26

Next Review Date: 09/01/27

Signature on File

EMS Medical Director

Signature on File

EMS Administrator

Purpose:

- A. To establish the Emergency Medical Responder (EMR) training program approval process and ongoing requirements of a Sacramento County EMS-approved EMR training program.

Authority:

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Division 9

Policy:

- A. Sacramento County EMS Agency (SCEMSA) has the primary responsibility for approving and monitoring EMR training programs located within the Sacramento County region to ensure their compliance with state law, regulations, local policy, and national standards/guidelines.
- B. Eligible individuals/organizations (not including statewide public safety agencies) intending to conduct an EMR training course in the SCEMSA region shall obtain SCEMSA approval prior to beginning instruction.
- C. SCEMSA shall be notified, in writing, within thirty (30) calendar days of any change in the program name, address, telephone number, principal instructor, primary contact, and/or training assistants.
- D. All approved EMR Training Programs are subject to scheduled or unscheduled site visits by SCEMSA staff.

Training Program Requirements:

- A. The following shall be met in order to be eligible for SCEMSA EMR Training Program approval:
1. Course content shall meet or exceed the EMR Training Standards and Instructional Guidelines established by the United States National Highway Traffic Safety Administration (NHTSA).
 2. Each training program shall have an approved Principle Instructor who meets the following minimum requirements:
 - a. Currently certified or licensed in California, at a minimum, as an EMT.
 - b. Have at least one (1) year of EMS experience, at a minimum, as an EMT.
 - c. Qualified by education and experience with at least forty (40) hours of documented teaching methodology instruction in areas related to methods, materials, and evaluation of instruction.
 3. In addition to the approved principal instructor, each training program may also utilize teaching assistants who meet the following minimum requirements:
 - a. Currently certified or licensed in California, at a minimum, as an EMR.
 - b. Have at least one (1) year of EMS experience, at a minimum, as an EMR.
 - c. Have any combination of knowledge, skills, and experience in teaching the course subject matter.
 4. Classroom space, including any breakout skills rooms, will be adequate in size and number for the number of students being instructed.
 5. The training program shall ensure there will be at least one (1) principle instructor or teaching assistant for every ten (10) students during skills practice/laboratory sessions.
 6. Each principal instructor or teaching assistant shall have access to all training equipment.
 7. The training program will utilize a final written examination that has a minimum of 100 questions that covers the entire spectrum of EMS care for both adults and pediatric patients, including but not limited to:
 - a. Airway, Respiration & Ventilation
 - b. Cardiology & Resuscitation

- c. Trauma
 - d. Medical
 - e. Obstetrics/Gynecology
 - f. EMS Operations
8. The training program shall issue a tamper-resistant EMR Course Completion Certificate. The course completion certificate shall be issued within ten (10) calendar days of the completion of the class. The course completion certificate shall contain the following information:
- a. Name of individual
 - b. Date of course completion
 - c. Training program name and address
 - d. Type of EMR course completed (initial or refresher) and the number of hours completed
 - e. Signature of program principal instructor
 - f. The name and location of the training program issuing the record
 - g. The following statements MUST be printed on the course completion record in bold print:
 - i) "This is not an EMR certificate"
 - ii) "This course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date and shall be recognized statewide"
 - iii) "This course has been approved by the Sacramento County Emergency Medical Services Agency"
9. Each EMR training program shall have an EMR Refresher Course included.

Record Keeping:

- A. All course records shall be maintained for a minimum of four (4) years and be made available to SCEMSA upon request:
- 1. Records on each course offered, including but not limited to:
 - a. Course title
 - b. Course objectives
 - c. Course outlines
 - d. Qualification of instructors
 - e. Dates of instruction and location
 - f. Participation sign-in rosters
 - g. Course completion records issued

- h. Summaries of test results
- i. Course evaluations or other methods of evaluation
- 2. A roster of all students who participated in the EMR training course, including information regarding whether the candidate passed or failed and any remediation that was provided.

EMR Program Approval:

- A. Eligible individuals/organizations interested in obtaining program approval shall submit a completed EMR Training Program Provider Application to SCEMSA. A completed initial/renewal application shall include the following:
 - 1. A statement verifying that the program meets or exceeds the NHTSA Educational Standards and Instructional Guidelines, which can be located at: [National Emergency Medical Services Education Standards - EMR Instructional Guidelines](#).
 - 2. Samples of written and skills examinations used for student testing, including the proposed final written and skill examination.
 - 3. The name and qualifications (resume) of the proposed Principle Instructor and any proposed Teaching Assistants.
 - 4. The location at which the course will be offered and the proposed dates.
 - 5. A statement verifying that appropriate equipment and adequate classroom space is available for the classes to be taught.
 - 6. The applicable initial or renewal program fee(s).
- B. SCEMSA shall notify the applicant within ten (10) working days of receiving the request that the request has been received and shall specify what information, if any, is missing.
- C. SCEMSA shall provide written notification of program approval or disapproval within thirty (30) calendar days of receipt of the application.
- D. Program approval shall be granted for a two (2) year period.
- E. The training program shall submit an application for renewal to SCEMSA at least sixty (60) calendar days before the expiration date of their EMR training program approval in order to maintain continuous approval.
- F. All EMR training program requirements as specified in this policy shall be met and maintained for program renewal.
- G. SCEMSA-approved EMR Training Programs must keep payment of EMR training fee current to maintain EMR Training Program approval.

Withdrawal of EMR Program Approval:

- A. Noncompliance with any criteria required for EMR training program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy may result in denial, probation, suspension, or revocation of EMR training program approval by SCEMSA.
- B. Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as follows:
 - 1. SCEMSA shall notify the approved EMR training program principal instructor in writing, by certified mail or in person, of the provision of this policy with which the EMR training program provider is not in compliance.
 - 2. Within fifteen (15) days of receipt of the notification of noncompliance, the approved EMR training program shall submit in writing, by certified mail or in person, to SCEMSA one of the following:
 - a. Evidence of compliance with the provisions of this policy, or
 - b. A plan for meeting compliance with the provisions of this policy within sixty (60) days from the day of receipt of the notification of noncompliance.
 - 3. Within fifteen (15) days of receipt of the response from the approved EMR training program, or within thirty (30) days from the mailing date of the noncompliance notification if no response is received from the approved EMR training program, SCEMSA shall notify the approved EMR training program in writing, by certified mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the EMR training program approval.
 - 4. If SCEMSA decides to suspend or revoke the EMR training program approval, the notification specified in this section shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting the probation or suspension or the effective date of the revocation, which may not be less than 60 days from the date of the SCEMSA letter of decision to the EMR training program.