



# Sacramento County Continuing Education (CE) Provider Application & Renewal Guide



**Objective:**

To provide providers with a guide to ensure proper steps are taken to submit a Continuing Education (CE) Provider application or renewal in Sacramento County.

**Continuing Education Provider Definition:**

*“EMS Continuing Education Provider means an individual or organization approved by the requirements... to conduct continuing education courses, classes, activities or experiences and issue earned continuing education hours to EMS Personnel for the purposes of maintaining certification/licensure or re-establishing lapsed certification or licensure” – State of California Title 22, Division 9: Prehospital Emergency Medical Services, Chapter 11, Article 1.*

**How to Become a Continuing Education Provider in Sacramento County:**

An agency, whose headquarters are located in Sacramento County, wishing to become a Continuing Education Provider, and are offering courses for Emergency Medical Technicians (EMT’s), Advanced Emergency Medical Technicians (AEMT’s) or Paramedics, may submit an application to Sacramento County EMS Agency (SCEMSA) for approval.

**How to Apply:**

A request to become a CE provider must be submitted to SCEMSA and contain all requested information in an attached packet, including but not limited to:

- (1) Name and address of the applicant;
- (2) Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;
- (3) The type of entity or organization requesting approval; and,
- (4) The resumes of the program director and the clinical director.

Applications must be received at least sixty (60) days before the first scheduled course of instruction – SCEMSA will notify the applicant that the application was received and shall notify the applicant within sixty (60) days of receipt of the application with the decision of approval or denial.

SCEMSA may approve CE providers for a period of four (4) years. The expiration date shall be no more than four (4) years from the last day of the month in which the application was approved.

**Submit to the following:**

[https://dhs.saccounty.gov/PUB/EMS/Pages/GI-CONTINUING-EDUCATION-\(CE\)-PROVIDER-APPROVAL-FORMS.aspx](https://dhs.saccounty.gov/PUB/EMS/Pages/GI-CONTINUING-EDUCATION-(CE)-PROVIDER-APPROVAL-FORMS.aspx)

**CE Providers for EMS Personnel Requirements:**

In order to become a CE Provider in Sacramento County, an applicant must submit an application to SCEMSA and any required fee as specified by SCEMSA, and Title 22, Division 9, Chapter 11 § 100393, at least sixty (60) calendar days prior to the date of the first educational activity.

The applicant must also ensure:

- (1) Content: The content of all CE courses must be relevant - designed to enhance the practice of prehospital emergency medical care, and be related to the knowledge base or technical skills required for the practice of emergency medical care.
- (2) Required staff: The CE provider shall have a Program Director, Clinical Director, Instructors, who have relevant experience and education:
  - a. Program Director: Shall be qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty (40) hours in teaching methodology
  - b. Clinical Director: A currently licensed as a physician, registered nurse, physician assistant, or paramedic. The clinical director shall have had two (2) years of academic, administrative or clinical experience in emergency medicine or EMS care within the last five (5) years.
  - c. Instructors: Shall be approved by the program director and clinical director as qualified to teach the topics assigned, or have evidence of specialized training.
- (3) CE Hours: One continuing education hour (CEH) is any one of the following:
  - a. Every fifty (50) minutes of approved classroom or skills laboratory activity.
  - b. Each hour of structured clinical or field experience when monitored by a preceptor assigned by an EMS training program, EMS service provider, hospital or base station
  - c. Each hour of media based/serial production CE as approved by the CE provider approving authority.
  - d. **CE Courses will not be approved for courses less than one (1) hour.**
- (4) Records: Records shall be maintained for four years and shall contain the following:
  - a. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance;
  - b. Record of time, place, and date each course is given and the number of CE hours granted;
  - c. A curriculum vitae or resume for each instructor;
  - d. A roster signed by course participants, or in the case of media based/serial production courses, a roster of course participants, to include name and certificate or license number of EMS personnel taking any CE course, class, or activity and a record of any course completion certificate(s) issued;
  - e. All records from the applicant must be made available to SCEMSA upon request.
- (5) Certificates and Documents as Proof of Completion: The CE Provider shall issue to students a tamper resistant certification of completion within thirty (30) calendar days of course completion. Certificates shall contain the following information:
  - a. Name and certification or license number of the participant,
  - b. Course title,
  - c. Dates of course,

- d. “This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one) \_\_\_\_ instructor-based, \_\_\_\_ non-instructor based”,
  - e. Signature of Program Director, Clinical Director, or course instructor,
  - f. CE provider name and address,
  - g. “This certificate must be retained for a period of four (4) years”.
- (6) Changes: Any changes to names, address, telephone numbers, program director, clinical director or contact person **shall** be submitted to SCEMSA within thirty (30) calendar days of the change.
- (7) Subjected to Site Visits: A CE provider shall be subject to scheduled site visits by SCEMSA. Individual classes, courses or activities shall be open for scheduled or unscheduled visits.

**SCEMSA CE Policies**: Please see the attached to ensure the program application follows all SCEMSA policies:

<https://dhs.saccounty.gov/PUB/EMS/Documents/PoliciesProceduresProtocols/4000/PP-4302%20Continuing%20Education%20Provider.pdf>

**Fees**: Applicant must submit an application to SCEMSA and any required fee as specified by SCEMSA, and Title 22, Division 9, Chapter 11 § 100393, at least sixty (60) calendar days prior to the date of the first educational activity. Additionally, an annual fee will be required in order to keep an approval status. Please see:

<https://dhs.saccounty.gov/PUB/EMS/Documents/Fees%20FY%202023-24.pdf>

**Renewal of Application**:

The CE provider shall submit an application for renewal at least sixty (60) calendar days before the expiration date of their CE provider approval in order to maintain their approval status. All requirements shall be met and maintained in order to be in good standing for renewal as specified in Title 22, Division 9, Chapter 11 §100395.