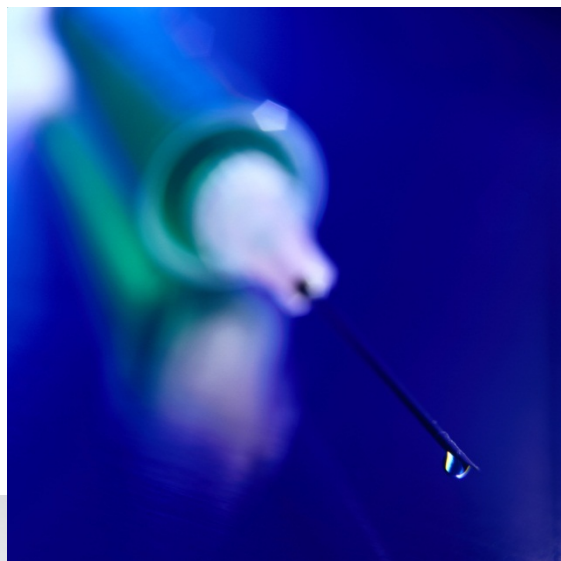**2020**

PA EMS EDUCATION
Policy and Procedures

Bureau of Emergency

Medical Services

1310 Elmerton Ave

Harrisburg, PA 17110

Phone: 717.787.8740

Fax: 717.772.0910

2020 Version 1.0   **15 January 2020**

TABLE OF CONTENTS

DEFINITIONS

AEMT (Advanced Emergency Medical Technician)—An individual who is certified by the Department as an advanced EMT

ALS—Advanced Life Support

Applicant* – Any person entering an application that is not enrolling in a certification class

BLS—Basic Life Support

Bureau—(i) The Bureau of Emergency Medical Services of the Department (BEMS)

CPR (Cardiopulmonary Resuscitation)—Artificial circulation which is performed as a procedure when cardiac arrest occurs

CPR course—A course of instruction in CPR meeting the Emergency Cardiac Care Committee National Conference on CPR and Emergency Cardiac Care standards. The course shall encompass one- and two-rescuer adult, infant and child CPR, and obstructed airway methods.

Continuing education (con ed)—Learning activities intended to build upon the education and experience of EMS providers and EMSVOs to enhance and strengthen the quality of services provided

Continuing education course—A unit of continuing education for which the Department will grant an EMS provider or EMSVO continuing education credit. A course is a set of objectives to which continuing education hours have been assigned.

Continuing education class* – A class is a set date and time at which a continuing education course is offered

Continuing education sponsor—An entity or institution that is accredited by the Department as a sponsor of continuing education courses

Department* – Pennsylvania Department of Health, Bureau of EMS

EMR (Emergency Medical Responder)—An individual who is certified by the Department as an Emergency Medical Responder

EMS—Emergency Medical Services

EMS Educational Institute—An institute accredited by the Department to provide education required for the certification of an EMS provider by the Department

EMS provider educational course—An educational course approved by the Department, other than a CPR course, the successful completion of which is a requirement for securing an EMS provider certification

EMS System Organization* - A term used in the PA EMS Registry to define the umbrella organization or parent company of an educational institute, continuing education sponsor, or EMS agency

1

EMSVO (Emergency Medical Services Vehicle Operator)—An individual who is certified by the Department to operate a ground EMS vehicle

EMSVO QRS Only * (EMSVO Quick Response Service)—An individual who is certified by the Department to operate a ground EMS vehicle exclusively for a Quick Response Service. The EMSVO QRS Only certification does not have reregistration requirements

EMT (Emergency Medical Technician)—An individual who is certified by the Department as an emergency medical technician

EVDT – Emergency Vehicle Driver Training course

EVOC—Emergency Vehicle Operator Course

Medical command course—The course adopted by the Department for medical command physicians which provides an overview of the EMS system and process of medical command

Medical Command Facility (MCF)—A distinct unit which contains the necessary equipment and personnel for providing medical command to and control over EMS providers

Medical command facility medical director—A medical command physician who meets the criteria established by the Department to assume responsibility for the direction and control of the equipment and personnel at a medical command facility

Medical command physician—A physician who is certified by the Department to give medical command to EMS providers

National Registry of Emergency Medical Technicians (NREMT) – The nation's EMS certification organization

PHP (Prehospital EMS Physician)—A physician who is certified by the Department as a prehospital EMS physician

PHPE (Prehospital Physician Extender)—A physician assistant (PA) who is certified by the Department as a prehospital physician extender

PHRN (Prehospital Registered Nurse)—A registered nurse who is certified by the Department as a Prehospital Registered Nurse

Paramedic—An individual who is certified by the Department as a Paramedic

Physician—An individual who has a currently registered license to practice medicine or osteopathic medicine in this Commonwealth

QRS (Quick Response Service)—An operation in which EMS providers of an EMS agency:

> (i) Respond to an actual, reported, or perceived emergency

> (ii) Provide EMS to patients pending the arrival of other EMS providers and resources that have been dispatched to the scene

Regional EMS council—A nonprofit incorporated entity or appropriate equivalent that is assigned by the Department to:

(i) Plan, develop, maintain, expand, and improve EMS systems within a specific geographical area of this Commonwealth

(ii) Coordinate those systems into a regional EMS system

Regional EMS medical director—The medical director of a regional EMS council

Registered nurse (RN)—An individual who has a current original or renewed license to practice nursing in this Commonwealth as a registered nurse

Reregistration*- The process of renewing the registration of a certification in the PA EMS Registry. Providers must meet all requirements to be eligible to reregister, including applicable continuing education requirements and valid Department approved CPR certification.

Residency program—Training approved or recognized by the State Board of Medicine or the State Board of Osteopathic Medicine as a program of graduate medical training for physicians

Scope of practice—The skills that an individual who is certified by the Department as an EMS provider is permitted to perform under the certification level

Special Vehicle Rescue Technician (SVRT)—An individual who is certified by the Department as possessing the training and skills to perform special rescue operations as taught in the special vehicle rescue training program approved by the Department

Standard Operating Procedures (SOPs)—A set of policies and procedures developed and adopted by an EMS agency dispatch center to aid in directing the daily operations of the telecommunications staff

Vehicle rescue technician—An individual who is certified by the Department as possessing the training and skills to perform a rescue from a vehicle as taught in a vehicle rescue technician program approved by the Department

* Definitions added for clarity of terms that do not exist in the EMS Rules and Regulations

OVERVIEW

The PA EMS Registry is the certification and licensure system for the Pennsylvania Department of Health, Bureau of EMS. The PA EMS Registry houses the electronic records for the EMS System. All applications for applicants, students, providers, EMS organizations, continuing education sponsors, educational institutes, and EMS agencies are submitted and processed through the PA EMS Registry.

PROCESS

The information below will outline the different functions and information contained within each component of the PA EMS Registry.

Login Page

- Username – Usernames are the letters PA followed by the user's 6- or 7-digit certification number, (i.e. PA123456). Usernames are not case sensitive.

- Links to the Left

    o Forgotten User Name – Users can click and enter an email address to retrieve the username

    o Change/Reset Password – Users can change/reset registry passwords by verifying information and answering security questions or using email authentication

    o New Provider Application – All new users to the PA EMS Registry click here to enter a new application

    o Registry Help – Directs the user to job aids, help videos, and downloadable files

    o Public Search – Allows for a search of EMS providers and medical command physicians

    o Veterans Registry – Links to the Pennsylvania Department of Military and Veterans Affairs, Veterans Registry

    o National Registry – Links to the NREMT website

    o TRAIN – Links to the TRAIN PA website

Public Search

- The public search is accessed from the login page and allows a search of EMS providers in the Commonwealth.

- Various search parameters are available.

- Search results are not exportable.

- Clicking on "Select" next to a record returned displays basic information regarding the provider, including primary certification type, EMSVO, issue and expiration dates.

- Protected information, such contact information, dates of birth, and social security numbers are not available.

- The public search will not show continuing education completion status.

Top Line Menu

- Home
    - For providers Home page is the practitioner record
    - For regional council staff, Home page is the regional council's queue menu
- Inbox – Messages sent from the regional council or BEMS (via the registry administration menu) to PA EMS Registry users appear here
- Education
    - Scheduled Con Ed
        - This link is specific for the provider who is logged in and shows continuing education classes for which the user is already scheduled.
    - Sponsor/Education Institute Search
        - This search is used to find Sponsor/Educational Institutes and can be narrowed by region or county.
        - An export of the search results provides expiration dates and contact information for the organization.
        - Clicking "*Select*" to the right of an organization listing takes users into a view only version of the organization's record.
    - Course/Class Search
        - Parameters may be set to search for courses or classes.
        - Used to find continuing education courses/classes and certification classes.
        - Clicking "*View*" next to a course and class takes you into the application that was submitted. Users can also manage class rosters here
    - Continuing Education
        - *View Con Ed Courses/Classes* shows con ed courses/classes that

5

belong to any organization with which the user is associated

- o Class rosters can be managed from "My Classes"

  - *Create a New Course Application* allows users who are associated with a con ed sponsor to click and start an application for a new continuing education course to be assigned and approved for continuing education hours

  - *Register a ConEd Class* allows users who are associated with a con ed sponsor to click and register a con ed class for an already approved course

- o Certification Class

  - *Register Certification Class* allows users associated with an educational institute to click and register a certification class (EMR, EMT, AEMT, Paramedic)

  - *Show Certification Class* allows users associated with an educational institute to click and view classes that have already been registered by the educational institute

    - o Class rosters can be managed from "My Classes"

- EMS Practitioner

  - o My EMS Practitioner Record

    - Takes the user back to the practitioner record

  - o Practitioner Search

    - Allows regional council to search any student, provider, or user in the PA EMS Registry

    - Users can select from many search parameters

    - An export of the search exports the contact information for the student, provider, or user

  - o Add New EMS Practitioner

    - Allows regional council staff to assist a person in submitting a new provider application. The applicant should be present. This application should not be completed on behalf of someone who is not present to participate in the application process.

- o Psychomotor Exams
  - Regional council staff click here to enter BLS Psychomotor Exam results for BLS providers, PHRN, PHPE, and PHP applicants.
  - Results may be entered by selecting a specific certification class or adding a single student
  - After results are entered, an email will automatically be sent to the email address in the applicant's record
- Organization
  - o EMS Agency Search
    - Used to find EMS agencies licensed in Pennsylvania
  - o EMS System Organization
    - Used to see any organizations associated with your account
    - Also the first step used to create a new organization or to manage the users of an organization
    - Regional councils may also search of an organization here
  - o Medical Command Facility
    - While linked in the PA EMS Registry, Medical Command Facilities are maintained as a separate database/application.
    - This link opens the Medical Command Facility Search and shows the user any associated medical command facilities.
- Reports
  - o Click on Reports and then select the report type. This is not a drop-down menu
  - o Reports are built on an as-identified basis and will change based on system needs and requirements.
- Administration
  - o General Settings – User Preferences
    - Allows regional council users to determine default queues that appear upon first login to the registry
  - o Send a Message

7

- Allows regional councils to send messages directly to provider PA EMS Registry inboxes

  o User Settings – Update security questions here

- Help

  o Contact Us

    - Click to open a help ticket submission for regional councils that will go to the Bureau of EMS

    - Previously entered help tickets appear here, as well

    - Providers who click on the Contact Us do not have access to the help ticket submission, but see a page with contact information for the regional council

  o Job Aids

    - Menu listing job aids available to provide step-by-step instructions on how to complete various registry functions

  o Videos

    - Menu showing available videos with step-by-step instructions on how to complete various registry functions

- Downloadable Files

  o Files in this list should be those that providers need to have completed and available for upload prior to submitting an application

  o A link to EMS Information Bulletins

Regional Council Queues

- Click "Home" in the top line menu to access regional council queues

- Regional council users are only able to process applications that are in the queue for the respective regional council

- Applications appear in the regional council queues once submitted by the applicant

- The left side of the queue indicates action items or applications that need to be reviewed

- The right side of the queue indicates items that need to be printed after an application is processed and approved

8

- There are four different queue types
  - Education
    - Sponsors
      - All applications, including amendments and renewals, from sponsors and prospective sponsors appear here
    - Courses
      - New continuing education course submissions and amendments appear here
    - Classes
      - Continuing education class and certification class applications, amendments, and renewals appear in this queue
    - Education Institutes
      - Educational institute applications, amendments, and renewals appear here
  - Registry
    - EMS Application
      - All new student applications, provider applications, EMSVO, and registry access applications appear here
    - National Registry
      - National Registry records that did not attach to a provider's record automatically appear here
    - Driving History - Does not apply to regional councils
    - Certification by Endorsement
      - Individuals applying for certification by endorsement appear here
    - Accommodation - Does not apply to regional councils
    - Criminal History/Disciplinary Action- Does not apply to regional councils
    - Disciplinary Action - Does not apply to regional councils
    - Military Reinstatement

9

- - - Expired providers returning from active duty military requesting reinstatement
  - Imported Con Ed
    - Con ed records from Train PA or another automatic submission that did not attach to the provider record appropriately
  - Con Ed by Endorsement
    - Providers who have submitted continuing education by endorsement requests.
  - ALS Psychomotor Exams
    - National Registry ALS Psychomotor Exams that did not attach to a provider's record
    - These may also be accessed through the National Registry Queue
  - Reinstatement Via Endorsement - Does not apply to regional councils
  - EMS Organization
    - EMS System Organization
      - New applications or amendments for EMS System Organizations (parent company) appear here
    - Medical Command Facility
      - Applications and amendments for Medical Command Facilities appear here
  - Agency
    - Agency
      - All applications for licensed EMS agencies, including new applications, amendments, and renewals, appear here
    - VRSR
      - Applications for the Voluntary Rescue Service Recognition (VRSR) program appear here

PA EMS REGISTRY USERS

OVERVIEW

EMS provider and administrative access applications use a building block style construction. All applications start with the basic elements and become more complex, adding additional tabs depending on the application type selected.

PROCESS

The information below outlines the basic application design and information that is collected on each tab.

Application Basics

- Browser

  o The PA EMS Registry was designed for Internet Explorer. Using any browser other than Internet Explorer may result in unexpected errors.

  o Applications should be submitted using a computer. Using mobile devices or tablets may result in unexpected errors.

  o Pop-up blockers should be disabled prior to beginning an application.

- New Provider/User Applications

  o Each provider/user application begins with the applicant selecting the application type from a drop-down menu. Once the application type is selected, the corresponding functional position description is displayed.

  o Providers must agree to the functional position description before proceeding to the application.

  o If the application is for a new EMS provider, the user/provider will also be presented with the memorandum of understanding/assumption of risk agreements to which must be agreed to prior to proceeding with the application.

- Social Security Numbers

  o The individual user/provider application key is the applicant's social security number. The system will not allow duplicate social security numbers. This helps to avoid creation of duplicate and generic accounts.

  o Users will get an error if an application with a duplicate social security number is submitted.

- o Applicants do have the option to enter a Pennsylvania driver's license number or VISA number in lieu of a social security number.

    - ▪ If an applicant enters a driver's license number in lieu of a social security number, processing and approval of the application will be delayed until the Bureau of EMS obtains the social security number from PennDOT

- **Save Feature**

    - o Applicants should gather all required documents prior to beginning an application.

    - o There is no save feature on a provider application.

    - o Because the social security number is the key, an application must be submitted so that the social security number can be verified as unique. As a result, incomplete applications are unable to be saved.

    - o If an applicant is unable to complete the application in one sitting, the application will be lost.

- **Required fields**

    - o Each tab that appears on an application typically has required fields. Clicking on the submit button prior to completion of all required fields will turn all remaining required fields pink. A list of required fields appears at the top of the application.

General Information Tab

- The general information tab collects basic demographics for all users of the PA EMS Registry System.

    - o The demographics collected allow all users to be automatically run through the PA Justice Network.

    - o Name entered should be the provider's legal name as documented on a driver's license or social security card.

- Provider pictures and signatures can be uploaded by the regional council.

- Providers and registry users can update address and contact information without having to contact the regional council.

EMS Application/CPR

- The EMS application tab displays the application type that was submitted.
- Previous EMS certifications entered on the initial application appear on this tab.
- CPR Information will be updated on this tab.
    - Only DOH approved CPR courses appear in the drop-down menu
    - Optional upload for a copy of the CPR Card is available
- Providers with a professional license (i.e. PHRN, PHPE, PHP) will update professional license information at the bottom of this tab.
- PHP applicants will answer questions related to PHP qualifications on this tab and upload supporting documents.
- Military personnel will also enter service information on this tab during initial application.

Education

- New provider/upgrade applicants can search for the certification class to request enrollment.
- Previous educational institutes attended can also be added on this tab.

Driving History

- This tab will display for providers with an EMSVO certification or requesting the add-on for EMSVO.
- Questions related to driving history and substance abuse appear on this tab.
- Driver's license and EVOC documents will be uploaded on this tab. (Providers migrated from the old system have "placeholder" documents uploaded on this tab and not the actual documents.)

Release and Consent

- The submit button for initial applications will be on this tab.
    - Providers must check the box to attest and verify that all information is true and correct
    - Students must acknowledge the Buckley Amendment and Educational Privacy Rights and information releases
    - Applicants under the age of 18 will upload the required forms signed by parents/guardians here.

Certifications

- This tab displays the certification history of the provider for all certification changes that occurred after 1/23/2018, including reregistrations.
- The Print History of certification materials printed by Regional Council appears here.
- Certification class history appears here, including certification examinations completed after 1/23/2018.

Con-Ed

- This is the providers Continuing Education Record
- A con ed status report can be printed at any time from this tab
- A con ed summary will display the hours awarded in the current certification period and the total hours required for the provider level.
- Con ed by endorsement may also be requested at the bottom of the Con-Ed tab

Notes

- Notes can be used for general notes between the regional council and the provider.
  - This field is required when returning applications during processing.
- Secure notes should be used to enter notes that should only be visible to regional council and Bureau of EMS staff.
- Miscellaneous Documents Uploads
  - Any documents that may be pertinent to the provider's record or application may be uploaded here.

Affiliation

- Providers and users who are affiliated with an organization will have an Affiliation tab. The tab will display the organizations with which the provider is affiliated.

Add-Ons

- Appears when providers select "Manage My Certification" on the general information tab. Providers can select from EMSVO, EMS Instructor, or Medical Command Physician.

Medical Command Physician

- This tab displays the application questions required for new medical command physician endorsement. Once submitted and approved, the application questions/uploads cannot be changed.
- This tab will not appear for MCPs certified prior to January 23, 2018

EMS Instructor

- This tab displays for providers who are EMS instructors or who request the add-on for EMS Instructor.
- Questions required for the EMS Instructor application appear on this tab
- Current instructors will see recorded instructor hours

14

OVERVIEW

Students enrolling in EMS education programs are required to submit an electronic application via the PA EMS Registry system. Students cannot become certified providers until the electronic application is submitted and approved. Completing and processing a student's application requires coordination and participation of the student, the educational institute and the regional council.

PROCESS

- The educational institute should provide information regarding the student application to the student before the beginning of class or within the first week of class. This information should include basic instructions on how to complete the electronic application and the class number for the course in which to enroll.
- Students should complete the application within 14 days of the class start date to avoid unnecessary delays in certification. Students will receive an email indicating the application has been submitted and received. Applications are routed to the regional council where the class is being held, not where the student lives.
- Regional council staff should review the application, ensuring that it appears complete and accurate. If the student is under 18, the regional council needs to verify the appropriate memorandum and assumption of risk agreement and student release and consent forms are signed by a parent/guardian and uploaded.
- Applications that are not complete should be enrolled in the class so the student appears on the roster but must be returned to the applicant for additional information, with the appropriate comments written in the notes section. The roster will indicate "no" that the student is not approved.
- Applications that are complete can be approved and the student will receive an email indicating the application was approved.

CONSIDERATIONS

- New students – Defined as an individual who is not in the PA EMS Registry enrolling in a certification class
- Accommodations – A student may request an accommodation for the Pennsylvania (NREMT) EMR/EMT Psychomotor (Practical) Examination. The student will complete the Accommodation section and will be required to upload supporting documentation. The application will be routed to BEMS for review.
    o If the documentation is not uploaded, roster the student, but send the application back to the student with the appropriate comments in the notes section.
- Criminal history – If an applicant indicates a positive criminal history, the application will be routed to BEMS for review.

- Error Message – If an applicant receives an error message the applicant may already have a record in the PA EMS Registry. Assist the applicant with updating information and provide instructions to submit the appropriate application.
- 28 PA Code 1023. Personnel; Subchapter B. EMS Providers and Vehicle Operators

UPGRADE VIA CERTIFICATION CLASS

OVERVIEW

Current providers are able to complete a higher-level certification class to upgrade a primary certification.

PROCESS

- Providers will apply for an upgrade via certification class through the PA EMS Registry.
- Providers may only apply for one certification level higher than the current certification level held. (EMT-to-Paramedic is an exception. An EMT may apply directly for Paramedic without having to be certified as an AEMT.)
- All class and higher level of certification requirements must be met to be certified at the higher level.

CONSIDERATIONS

- Accommodations – An EMR-to-EMT student may request an accommodation for the Pennsylvania (NREMT) Psychomotor (Practical) Examination. The student will complete the accommodation section and will be required to upload supporting documentation. The application will be routed to BEMS for review. EMT-to-AEMT/Paramedic accommodation requests go directly to NREMT.
- Criminal history – If an applicant indicates a positive criminal history, the application will be routed to BEMS for review.
- 28 PA Code 1023.26

OVERVIEW

Non-EMS certified individuals can apply to have administrative access to the PA EMS registry system to manage EMS agencies, continuing education sponsors, educational institutes, or medical command facilities.

PROCESS

- The applicant submits an application through the new provider application.
- Regional council approves complete applications

CONSIDERATIONS

- Expired providers do not need to apply for administrative access. Expired credentials may be used to log in to the PA EMS Registry.

EMSVO AND EMSVO QRS ONLY (NON-EMS PROVIDERS)

OVERVIEW

Individuals who are not EMS providers and who operate ground EMS vehicles for an EMS agency, must apply for an EMSVO certification.

PROCESS

- Individuals complete the electronic application via the PA EMS Registry system.
- The applicant will receive an email indicating the application has been submitted and received.
- Applicants must be 18 years of age and hold a current driver's license
- Regional council review the application, ensuring that it is complete and accurate and a copy of a current valid driver's license and EVOC/EVDT certificate is uploaded.
- For individuals who indicate 'yes' to either the general questions or driving history questions, regional council will forward the application to BEMS for review.
- Incomplete applications should be returned to the applicant for additional information, with the appropriate comments written in the notes section.
- Complete applications should be approved; the applicant will be sent an approval email; the regional council will print and mail certification materials.
- Reregistration is completed by the individual through the PA EMS Registry

CONSIDERATIONS

- 28 PA Code 1023.22 EMS Vehicle Operator and 1023.31 (a) Continuing Education Requirements – EMSVO
- EMS Information Bulletin - Approved Emergency Vehicle Operator Courses
- Reregistration – EMSVO registration is valid for 3 years; 3 EMSVO continuing education credits are required for reregistration.
- Expired EMSVO Certifications – Providers with an EMSVO certification expired less than 2 years must complete the continuing education requirements for the missed registration period; certifications lapsed for more than 2 years require completion of an EVOC/EVDT course within preceding 2 years.
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record
- EMSVO QRS Only does not expire and has no reregistration requirements.

OVERVIEW

An EMR performs BLS skills for an EMS agency involving basic interventions with minimal equipment as:

- a member of a QRS to stabilize and improve a patient's condition until a higher-level EMS provider arrives at the scene; the EMR may then assist the higher-level EMS provider if requested to do so
- a member of the crew of an ambulance or squad vehicle
- a member of a special operations EMS service

An EMR can become Pennsylvania certified by completing an EMR course with a Pennsylvania Department of Health accredited educational institute and passing both Pennsylvania (NREMT) EMR Psychomotor (Practical) Examination and NREMT EMR Cognitive (written) exams OR by completing the Non-DOH EMR Assessment Examination certification process.

PROCESS

Individuals completing an EMR course with a PA DOH-accredited educational institute

- Individuals will complete the electronic application via the PA EMS Registry System utilizing the certification class number supplied by the educational institute.
- The applicant will receive an email indicating the application has been submitted and received.
- Applicants under 18 years of age must print the student release/consent form and memorandum/assumption of risk form and obtain parent/guardian signatures. Both documents must be uploaded into the Registry prior to being eligible for the Pennsylvania (NREMT) EMR Psychomotor (Practical) Examination and NREMT EMR Cognitive (written) Exams. Applicants must be 16 years of age to be eligible for Pennsylvania certification.
- If an application is incomplete, the student should be enrolled in the class and the application sent back for additional information with appropriate comments in the notes section.
- Completed applications should be approved; the applicant will receive an automatic system generated email; the applicant record will remain in student status until CPR information is entered and all requirements are completed (pre-certification confirmation, psychomotor examination and cognitive examination).

 Individuals completing the Non-DOH EMR Assessment Examination certification process

- Individuals will complete the electronic application via the PA EMS Registry System utilizing the current Department of Health, Bureau of EMS, EMR Class number. The applicant will receive an email indicating the application has been submitted and received.
- The application will be approved by BEMS or EHS Federation, as it will appear in the EHS Federation queue.

- Applicant will need to provide a copy of a certification card from one of the four (4) approved EMR courses. Regional council staff will upload the card in the notes tab and mark the applicant complete on the class roster.
- The applicant will complete the pre-certification confirmation and enter CPR certification information.
- The record will remain in student status until the Pennsylvania (NREMT) Psychomotor (Practical) Examination results are entered and the NREMT EMR Cognitive (written) Exam results are posted.

CONSIDERATIONS

- 28 PA Code 1023.24 Emergency Medical Responder and 1023.31 (b) Continuing Education Requirements – EMRs
- EMS Information Bulletin – Emergency Medical Responder (EMR) Courses (Non-Department of Health)
- Students must hold a current CPR certification in compliance with the BEMS information bulletin of approved CPR courses
- Reregistration – EMR certification is valid for 3 years; 18 total continuing education credits are required with at least 12 of those credits as Clinical Patient Care (CPC) credits.
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record
- See Certification by Endorsement

OVERVIEW

An EMT performs basic EMS skills involving basic interventions and equipment found on an EMS vehicle or within an EMT's scope of practice.

An EMT can become Pennsylvania certified by completing an EMT course with a Pennsylvania Department of Health-accredited educational institute and successfully passing both the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination and the NREMT EMT Cognitive (written) Examination OR by applying for certification by endorsement from another state and meeting all requirements.

PROCESS

Students

- Students will complete the electronic application via the PA EMS Registry system utilizing the certification class number provided by the educational institute. The student will receive an email indicating the application was submitted and received by the regional council where the course is being held.
- Applicants under 18 years of age must download and print the student release/consent form and the memorandum/assumption of risk form and obtain parent/guardian signatures. Both documents must be uploaded in the registry prior to being eligible to take the Pennsylvania (NREMT) Psychomotor (Practical) Examination and the NREMT EMT-Assessment Cognitive (written) Examination. Applicants must be 16 years of age to be eligible for these exams.
- If an application is incomplete, the student should be enrolled in the class and the application sent back for additional information with appropriate comments in the notes section.
- Completed applications should be approved; the applicant will receive an automatic system generated email; the applicant record will remain in student status until CPR information is entered and all requirements are completed (pre-certification confirmation, psychomotor examination and cognitive examination).

CONSIDERATIONS

- 28 PA Code 1023.25 Emergency Medical Technician and 1023.31 (c) Continuing Education Requirements – EMTs
- Students must hold a current CPR certification in compliance with the BEMS information bulletin of approved CPR courses
- Reregistration – EMT Certification is valid for 3 years; 24 total continuing education credits are required with at least 18 of those credits as Clinical Patient Care (CPC) credits
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)

OVERVIEW

An AEMT performs basic and advanced EMS skills, which include interventions and administration of medications and vaccines with basic and advanced equipment found on an EMS vehicle or within an AEMT's scope of practice.

An AEMT student can become Pennsylvania certified by completing an AEMT course with a Pennsylvania Department of Health accredited educational institute, successfully passing both the NREMT AEMT Psychomotor (practical) Examination and the NREMT AEMT Cognitive (written) Examination.

PROCESS

Students

- The student will request Upgrade via Certification Class via the PA EMS Registry System utilizing the certification class number provided by the educational institute. The student will receive an email indicating the application was submitted and received by the Regional Council where the course is being held.
- If an application is incomplete, the student should be enrolled in the class and the application sent back for additional information with appropriate comments in the notes section.
- Completed applications should be approved; the applicant will receive an automatic system generated email; the applicant record will remain in student status until CPR information is entered and all requirements are completed (pre-certification confirmation, psychomotor examination and cognitive examination).

CONSIDERATIONS

- 28 PA Code 1023.26 Advanced Emergency Medical Technician and 1023.31 (c) Continuing Education Requirements – AEMTs
- Students must be 18 years of age to become Pennsylvania certified
- Students must hold a current CPR certification in compliance with the BEMS information bulletin of approved CPR courses
- Reregistration – AEMT certification is valid for 2 years; 36 total continuing education credits are required with at least 27 of those credits as clinical patient care (CPC) credits
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record
- AEMTs will expire on 12/31 of the odd year. Providers receiving less than a 2-year certification period will have the continuing education requirements prorated.

PARAMEDIC

OVERVIEW

A paramedic performs basic and advanced EMS skills, which include interventions and administration of medications and vaccines with basic and advanced equipment found on an EMS vehicle or within a paramedic's scope of practice.

An individual can become a Pennsylvania certified paramedic by currently being certified in Pennsylvania as an EMT or AEMT and completing a paramedic course with a Pennsylvania Department of Health accredited educational institute and successfully passing both the NREMT Paramedic Psychomotor (practical) Examination and the NREMT Paramedic Cognitive (written) Examination.

PROCESS

Students

- The applicant will request upgrade via certification class via the PA EMS Registry system utilizing the certification class number provided by the educational institute. The applicant will receive an email indicating the application was submitted and received by the regional council where the course is being held.
- If an application is incomplete, the student should be enrolled in the class and the application sent back for additional information with appropriate comments in the notes section.
- Completed applications should be approved; the applicant will receive an automatic system generated email; the applicant record will remain in student status until CPR information is entered and all requirements are completed (pre-certification confirmation, psychomotor examination and cognitive examination).

CONSIDERATIONS

- 28 PA Code 1023.27 Paramedic and 1023.31 (e) Continuing Education Requirements – Paramedics
- Applicants must be 18 years of age to become Pennsylvania certified
- Applicants must hold a current CPR certification in compliance with the BEMS Information Bulletin of Approved CPR courses.
- Reregistration – Paramedic certification is valid for 2 years; 36 total continuing education credits are required with at least 27 of those credits as Clinical Patient Care (CPC) credits
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record
- Paramedics will expire on 12/31 of the odd year. Providers receiving less than a 2-year certification period will have the continuing education requirements prorated.

PREHOSPITAL REGISTERED NURSE (PHRN)

OVERVIEW

A PHRN performs for an EMS agency basic and advanced EMS skills and additional skills within the scope of practice of a registered nurse under The Professional Nursing Law.

A PHRN applicant may become Pennsylvania certified by submitting an electronic application via the PA EMS Registry. Current or expired Pennsylvania EMS providers should request an Upgrade using Professional License via the PA EMS.

PROCESS

New Applicants

- Applicants will complete the electronic application via the PA EMS Registry system.
- Incomplete applications should be sent back to the applicant with appropriate comments written in the notes section.
- Completed applications should be approved and the applicant will receive an approval email.
- Applicants will need to successfully pass both the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination and the NREMT Paramedic-Assessment Cognitive (written) Examination.

Current/Expired PA EMS Providers

- Applicants will request Upgrade using Professional License via the PA EMS Registry.
- Incomplete applications should be sent back to the applicant with appropriate notes written in the Notes section.
- Completed applications should be approved and the applicant will receive an approval email.
- Current/expired EMR - applicant will need to successfully pass both the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination and the NREMT Paramedic-Assessment Cognitive (written) Examination.
- Current EMT/AEMT – applicant will need to successfully pass the NREMT Paramedic - Assessment Cognitive (written) Examination
- Expired EMT/AEMT/Paramedic less than 2 years – applicant will need to successfully pass the NREMT Paramedic -Assessment Cognitive (written) exam.
- Expired EMT/AEMT/Paramedic greater than 2 years – Applicant will need to successfully pass both the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination and the NREMT Paramedic-Assessment Cognitive (written) Examination.
- Current certified paramedic – no examinations are required.

CONSIDERATIONS

- Considerations – 28 PA Code 1023.28 Prehospital Registered Nurse and 1023.31 (f) Continuing Education Requirements – PHRNs
- Applicants must maintain a current license as a registered nurse with the PA State Board of Nursing.
- Applicants must hold a current CPR certification in compliance with the BEMS Information Bulletin of Approved CPR courses.
- Applicants must be 18 years of age.
- Reregistration – PHRN certification is valid for 2 years; 36 total continuing education credits are required with at least 27 of those credits as Clinical Patient Care (CPC) credits
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record
- PHRNs will expire on 12/31 of the odd year. providers receiving less than a 2-year certification period will have the continuing education requirements prorated.

PREHOSPITAL PHYSICIAN EXTENDER (PHPE)

OVERVIEW

A PHPE performs for an EMS agency basic and advanced EMS skills, and additional skills within the scope of practice of a physician assistant under the Medical Practice Act of 1985 or the Osteopathic Medical Practice Act, or a successor act.

A PHPE applicant may become PA certified by submitting an electronic application via the PA EMS Registry. Current or expired Pennsylvania EMS providers should request an Upgrade using Professional License via the PA EMS Registry.

PROCESS

New Applicants

- Applicants will complete the electronic application via the PA EMS Registry system.
- Incomplete applications should be sent back to the applicant with appropriate comments written in the Notes section.
- Completed applications should be approved and the applicant will receive an approval email.
- Applicants will need to successfully pass both the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination and the NREMT Paramedic -Assessment Cognitive (written) Examination.

Current/Expired PA EMS Providers

- Applicants will request Upgrade using Professional License via the PA EMS Registry.
- Incomplete applications should be sent back to the applicant with appropriate comments written in the notes section.
- Completed applications should be approved and the applicant will receive an approval email.
- Current/Expired EMR - Applicants will need to successfully pass both the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination and the NREMT Paramedic -Assessment Cognitive (written) Examination.
- Current EMT/AEMT– Applicant will need to successfully pass the NREMT Paramedic -Assessment Cognitive (written) Examination
- Expired EMT/AEMT/Paramedic less than 2 years – Applicant will need to successfully pass the NREMT Paramedic -Assessment Cognitive (written) exam.
- Expired EMT/AEMT/Paramedic greater than 2 years – Applicant will need to successfully pass both the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination and the NREMT Paramedic -Assessment Cognitive (written) Examination.
- Current Paramedic– No examinations are required.

CONSIDERATIONS

- 28 PA Code 1023.29 Prehospital Physician Extender and 1023.31 (g) Continuing Education Requirements – PHPEs
- Applicants must maintain a current registered license as a physician assistant with the PA State Board of Medicine or the PA State Board of Osteopathic Medicine.
- Applicants must hold a current CPR certification in compliance with the BEMS Information Bulletin of Approved CPR courses.
- Applicants must be 18 years of age.
- Reregistration – PHPE Certification is valid for 2 years; 36 total continuing education credits are required with at least 27 of those credits as Clinical Patient Care (CPC) credits
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record
- PHPEs will expire on 12/31 of the odd year. Providers receiving less than a 2-year certification period will have the continuing education requirements prorated.

PREHOSPITAL EMS PHYSICIAN (PHP)

OVERVIEW

A PHP performs for an EMS agency basic and advanced EMS skills within the scope of practice of a physician under the Medical Practice Act of 1985 or the Osteopathic Medical Practice Act.

A PHP applicant can become PA certified by submitting an electronic application via the PA EMS Registry. Current or expired Pennsylvania EMS providers should request an Upgrade using Professional License via the PA EMS Registry.

PROCESS

New Applicants

- Applicants will complete the electronic application via the PA EMS Registry system.
- Incomplete applications should be sent back to the applicant with appropriate comments written in the notes section.
- Completed applications should be approved and the applicant will receive an approval email.
- Applicants will need to successfully pass the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination.

Current/Expired PA EMS Providers

- Applicants will request Upgrade using Professional License via the PA EMS Registry.
- Incomplete applications should be sent back to the applicant with appropriate comments written in the notes section.
- Completed applications should be approved and the applicant will receive an approval email.
- Current/Expired EMR provider - Applicants will need to successfully pass the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination
- Current EMT/AEMT/Paramedic– No examinations are required.
- Expired EMT/AEMT/Paramedic less than 2 years – No examinations are required.
- Expired EMT/AEMT/Paramedic greater than 2 years – Applicant will need to successfully pass the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination

CONSIDERATIONS

- Considerations – 28 PA Code 1023.30 Prehospital EMS Physician and 1023.31 (h) Continuing Education Requirements – PHPs
- Applicants must have successfully completed one (1) of the following:
  - A residency program in emergency medicine accredited by a residency program accrediting body recognized by the State Board of Medicine or the State Board of Osteopathic Medicine
  - The first year of a residency program that satisfies the requirements in Section A and the Advanced Cardiac Life Support (ACLS) course, the Advanced Trauma Life Support (ATLS)

course, the Advanced Pediatric Life Support (APLS) or Pediatric Advanced Life Support (PALS) course or, for each of these courses, a course that the Department meets or exceeds the requirements of the course.

- o A residency program in anesthesia, general surgery, internal medicine or family medicine, by a residency program accrediting body recognized by the State Board of Medicine or the State Board of Osteopathic Medicine, and the ACLS course, the ATLS course, the APLS or PALS course or, for each of these courses, a course that the Department determines meets or exceeds the requirements of the course.

- Applicants must hold a current CPR certification in compliance with the BEMS Information Bulletin of Approved CPR courses.
- Applicants must maintain a current license as a physician with the PA State Board of Medicine or the PA State Board of Osteopathic Medicine.
- Reregistration – PHP Certification is valid for 2 years; 36 total continuing education credits are required with at least 27 of those credits as Clinical Patient Care (CPC) credits
- Registry users/providers will not be permitted to reregister without a social security number or individual tax identification number (ITIN) recorded in the registry record
- PHPs will expire on 12/31 of the odd year. Providers receiving less than a 2-year certification period will have the continuing education requirements prorated.
- PHPs are not required to take a cognitive (written) exam.

CPR

OVERVIEW

CPR is required for initial certification and reregistration of a provider certification. Students and providers manage CPR information in the PA EMS Registry. CPR Audits will be completed quarterly by Regional Councils.

PROCESS

- The CPR Card section is found in the EMS Application/CPR Tab. The upload is optional, but the fields are required to be completed.
- CPR Audits will be completed by the Region on a quarterly basis. The Bureau of EMS will provide a spreadsheet each quarter with providers listed by region who should be audited along with direction on how to complete the audit and a completion date for the audit.

CONSIDERATIONS

- 28 PA Code 1023. Personnel; Subchapter B. EMS Providers and Vehicle Operators
- EMS Information Bulletin - State Recognized CPR Programs
- CPR is not eligible for continuing education credits as it is a requirement for certification.
- Students will not be required to enter CPR during the initial application but will be required to enter it in the pre-certification confirmation (PCC).

OVERVIEW

Certification by endorsement is the process of granting a Pennsylvania EMS certification by endorsing the education or examination process of another state or the National Registry of Emergency Medical Technicians.

PROCESS

Applicant:

Applicants for certification by endorsement must submit an application for certification by endorsement in the PA EMS Registry.

Applicants will be required to upload the following:

- Copy of certification to be endorsed
- Copy of valid CPR card
- Background checks in accordance with the background check policy.
- EMS out of state provider verification form
  - This form must be completed by the State EMS Office of the state where the applicant holds the certification to be endorsed and is submitted directly to the Pennsylvania Department of Health, Bureau of EMS.
  - This form is not required for applicants using the NREMT certification for endorsement.
- Applicants will need to present to a Regional Council to verify identity as part of the application process.

Regional council:

Regional council should verify that all appropriate documentation is uploaded into the EMS application and that the provider has met the requirements for the certification level requested.

Documentation verification should include:

- Verify dates and level on out of state certification
- Verify dates and level of the NREMT certification. Inactive NREMT certifications cannot be endorsed.
- Appropriate background checks uploaded
- Valid CPR information entered and copy of the card uploaded
- The application may need to be sent back to the applicant for additional information.

The application should not be approved by the Regional Council until all appropriate documentation is present and the provider has presented in person at a regional council to verify the applicant's identity with a government issued photo id. Verification of identity may be

completed by another regional council if it is more convenient for the applicant. If presenting to a regional council would be a hardship due to distance, technology such as Skype may be leveraged to verify an applicant's identity (this should not be a common practice.) A note should be entered in the providers record detailing the method of verification and the document presented.

Upon approval by the Regional Council the application will be forwarded to the Bureau of EMS for final review and approval. If the applicant has submitted all required documentation the Bureau will approve the application once the out of state verification from is received.

Applicants for an ALS certification will be issued a Pennsylvania certification with an expiration date of December 31st of the current year if an odd numbered year, or the next occurring odd numbered year. Continuing education requirements will be prorated for certification by endorsement applicants. Continuing education for reregistration must be obtained between the Pennsylvania certification issue and expiration dates.

Applicants for a BLS certification will be issued an expiration date at the end of the calendar quarter that the endorsed certification expires but shall not exceed a three-year registration period. Continuing education requirements will be prorated for certification by endorsement applicants. Continuing education for reregistration must be obtained between the Pennsylvania certification issue and expiration dates.

Once approved by the Bureau of EMS, the providers certification materials will populate to the Regional Council print queues for printing.

CONSIDERATIONS

Reference: 28 Pa Code § 1023.33. Endorsement of course or examination

MILITARY REINSTATEMENT

OVERVIEW

Military reinstatement is intended for EMS providers or EMSVOs who return from active military service and who had a certification registration expire during a tour of duty or will have a certification registration expire within 12 months after returning from active military service.

PROCESS

EMS providers who are eligible for military reinstatement will be required to submit official documentation for proof of service as it corresponds to the certification registration expiration dates. This is typically a DD214 or a NGB22.

Eligible providers will need to submit a military reinstatement application in the PA EMS Registry.

Regional Councils will need to verify:

- Uploaded documentation shows active duty service corresponding to the certification expiration date.
    - The certification expiration date must be between the active dates on the supplied documentation or within 12 months of returning from active military service.
- CPR information is valid and current

Upon processing the application, the Regional Council will determine the appropriate amount of extension time to grant the provider up to 1 year. Extension period should be calculated allowing a 2-month extension for every 1 month of deployment (rounding up to 3, 6, 9 or 12 months)

Once a reinstatement application is approved, the provider is immediately made active again. The certification expiration date is extended from date approved to correspond to the extension selected by the Regional Council. The provider will then have until the expiration date to complete the appropriate number of continuing education hours as prorated by the PA EMS Registry to reregister the reinstated certification at the new expiration date.

If the EMS provider is certified at an AEMT level or higher, before the EMS provider may begin work for an EMS agency the EMS provider needs to be approved by the EMS agency's medical director, as having current competency in the knowledge and skills required to provide the level of EMS the EMS agency intends to assign to the EMS provider.

CONSIDERATIONS

- Reference: 28 Pa Code 1023.21 (d) Exceptions to certification registration requirements for members of armed forces.
- DD214 is a regular military form and a NGB22 is National Guard
- Service may be verified at https://scra.dmdc.osd.mil/scra/#/single-record

OVERVIEW

Lapse of registration occurs when a provider fails to meet the continuing education requirements prior to the certification expiration date. Providers who have a lapse of registration must submit an application for reinstatement and choose to reinstate via one of the lapse of registration processes outlined below.

PROCESS

- Continuing Education
  - o Provider must submit a reinstatement application via the PA EMS Registry.
  - o Providers are required to complete all continuing education that would have been required to maintain the certification through all lapsed registration periods.
  - o Once the application is submitted regional council shall calculate the number of continuing education hours required to reinstate.
  - o Regional council shall then send the application back to the provider with the required number of hours, and a "valid through" date along with instructions to resubmit the application once continuing education hours have been completed.
  - o i.e. "12 hours required to reinstate, valid through 09/30/2019"
  - o The PA EMS Registry does not validate continuing education for reinstatement applications.
  - o When the provider has completed all continuing education requirements to reinstate, the regional council shall authorize the provider to complete the required certification examinations.
  - o Examinations
    - Providers who are less than 2 years expired will only be required to take the cognitive (written) exam.
    - Providers who are more than 2 years expired will be required to take both the cognitive (written) and the psychomotor (practical) exams.
  - o Once the provider has reinstated the certification will maintain the same registration period, as though the certification never expired. This may result in a shortened registration period following reinstatement.
  - o Proration of Continuing Education following reinstatement - continuing education requirements will NOT be prorated for providers reinstating via Con Ed, because continuing education hours are only required up through the end of the prior registration cycle.
- Certification Class
  - o Provider must submit a reinstatement application via the PA EMS Registry.
  - o Providers reinstating via a certification class will be expected to successfully complete both the cognitive (written) and psychomotor (practical) exams.
  - o Providers reinstating via certification class will be exempt from the continuing education

35

requirements from the lapsed registration periods.

- o Once the provider has reinstated the certification will maintain the same registration period, as though the certification never expired. This may result in a shortened registration period following reinstatement.
- o Proration of Continuing Education following reinstatement -Continuing Education requirements will be prorated for providers reinstating via a certification class.
- Reinstatement Via Endorsement
  - o Provider must submit a reinstatement application via the PA EMS Registry.
  - o If a provider maintained a certification in another state or an active NREMT certification the individual may reinstate via endorsement of that certification, much like the regular initial certification via endorsement.
  - o The provider will be required to submit:
    - Copy of certification to be endorsed
    - Copy of valid CPR card
    - State background checks for state of residence and state where applicant holds the certification to be endorsed
    - EMS out of state provider verification form
    - This form must be completed by the State EMS Office of the state where the applicant holds the certification to be endorsed and is submitted directly to the Pennsylvania Department of Health, Bureau of EMS.
    - This form is not required for applicants using the NREMT certification for endorsement.
  - o ALS applicants for reinstatement will be issued a Pennsylvania certification with an expiration date of December 31st of the current year if an odd numbered year, or the next occurring odd numbered year. Continuing Education requirements will be prorated for Reinstatement via Endorsement applicants. Continuing education for reregistration must be obtained between the Pennsylvania certification issue and expiration dates.
  - o Applicants for a BLS certification will be issued an expiration date at the end of the calendar quarter that the endorsed certification expires but shall not exceed a three-year registration period. Continuing Education requirements will be prorated for Reinstatement via Endorsement applicants. Continuing education for reregistration must be obtained between the Pennsylvania certification issue and expiration dates.

CONSIDERATIONS

- 28 Pa Code 1023.21 (e) Lapse of Registration
- Applicants for reinstatement who are approaching the 2-year lapsed mark will be granted a 90-day extension beyond the two years as necessary to complete the cognitive (written) examination, without the psychomotor examination being required. The cognitive (written) examination must be scheduled PRIOR to the 2-year mark to receive this extension.

LAPSE OF REGISTRATION – Less than 2 Years Requirements based on date of reinstatement (Not the date the individual may have started the reinstatement process)		CE Requirements Each Cycle
EMR	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT EMR Assessment Exam	• 16 Total • 12 CPC minimum
EMT	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT EMT Assessment Exam	• 24 Total • 18 CPC minimum
AEMT	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT AEMT Assessment Exam	• 36 Total • 27 CPC minimum
Paramedic	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT Paramedic Assessment Exam	• 36 Total • 27 CPC minimum
PHRN, PHPE	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT Paramedic Assessment Exam	• 36 Total • 27 CPC minimum
PHP	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR	• 36 Total • 27 CPC minimum

LAPSE OF REGISTRATION – Expired 2 Years or More Requirements based on date of reinstatement (Not the date the individual may have started the reinstatement process)		CE Requirements Each Cycle
EMR	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT EMR Assessment Exam • EMR Psychomotor Exam	• 16 Total • 12 CPC minimum
EMT	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT EMT Assessment Exam • EMT Psychomotor Exam	• 24 Total • 18 CPC minimum
AEMT	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT AEMT Assessment Exam\ • **AEMT** Psychomotor Exam	• 36 Total • 27 CPC minimum
Paramedic	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT Paramedic Assessment Exam • **Paramedic** Psychomotor Exam	• 36 Total • 27 CPC minimum
PHRN, PHPE	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • NREMT Paramedic Assessment Exam • **EMT** Psychomotor Exam	• 36 Total • 27 CPC minimum
PHP	• Continuing Education required through end of last complete registration cycle • Valid State Recognized CPR • **EMT** Psychomotor Exam	• 36 Total • 27 CPC minimum

BACKGROUND CHECK REQUIREMENTS FOR CERTIFICATION

OVERVIEW

35 Pa.C.S.§ 8113 (i)(1) of the State EMS Act requires individuals applying for certification, and currently certified providers to disclose to the department all misdemeanor, felony, and other criminal convictions that are not summary of equivalent offenses.

Additionally, pursuant to the same section, any sanctions that have been imposed on a license, certification or other authorization of the applicant to practice an occupation of profession must also be reported.

The Department of Health has long required a background check in some form or fashion for out of state candidates seeking initial certification within the Commonwealth. This policy codifies precisely what is required by specific circumstance.

Exclusions:

Certification via professional license, (PHRN, PHPE, PHP) initial and upgrade, are exempt from background check requirements.

Definitions:

In State: an individual who has established a bona fide residence in Pennsylvania

Out of State: an individual who does not have a bona fide residence in Pennsylvania

Residence: Residence should be determined by the state of legal residence, which is demonstrated by having a valid government issued identification document. An out of state college student, living in dormitory housing, that still maintains legal status in another state would not be considered to have established a bona fide residence in Pennsylvania)

PROCESS

1. For in state applicants for initial certification, the applicant is not required to submit any type of background check. The Bureau of EMS (bureau) will conduct an audit of background checks on applicants of this type.
2. For out of state applicants for initial certification, the applicant shall be required to submit a state certified background check from their state of residence and an FBI background check. This procedure does not supersede the RC Memo 2018-20 relating to background checks from Arizona and California. *
3. For international students, FBI background checks must be utilized. Additionally, an immigration document (VISA, green card, etc.) will be required for certification. As has been past practice, this will only allow international students a single certification cycle without providing/securing a social security number and/or Employment Authorization Document (EAD Card).

4. For in state applicants for certification by endorsement, the applicant is required to submit a state certified background check from the state whose certification is being endorsed and an FBI background check.
5. For out of state applicants for certification by endorsements, the applicant is required to submit a state certified background check from the state whose certification is being endorsed, a state certified background check from the state of residence (if different than that of the state whose certification is endorsed), and an FBI background check.
6. Background checks shall be submitted with the application in a manner described by the department.

CONSIDERATIONS

1. Military members who are either active duty or has been discharged from military service within the previous 12 months shall only be required to submit an FBI background check, no state certified background checks are required.
2. Applicants who are endorsing a State of Arizona certification or Arizona is their state of residence, the applicant shall submit an FBI background check. If the applicant was an EMS practitioner in the State of Arizona on or after 01/01/2016, they must also submit a copy of their "Clearance Card". If the applicant does not have a clearance card, they do have the ability to apply for one through the Arizona Bureau of Identification.
3. Applicants who are endorsing a State of California certification or California is their state of residence, the applicant shall submit only an FBI background check.

REREGISTERING CERTIFICATIONS (Recertifying)

OVERVIEW

Reregistration is a process required by all certification levels of EMS providers. It can be completed up to 90 days prior to the certification expiration date if the reregistration requirements have been met, including entering CPR certification and continuing education hours.

PROCESS

The process is not automatic it requires the provider to complete the reregistration process through the PA EMS Registry.

- Reminders to providers:
  - Certification reminder mailing needs to be mailed via USPS at least 60 days but not more than 90 days prior to the end of the quarter. The mailing can be a postcard or a letter. The following information is to be included at the minimum:
    - Header
      - "EMS Certification Reminder – ACTION REQUIRED"
      - "Your EMS Certification Reregistration is due – ACTION REQUIRED"
    - Statement including "reregistration is not automatic, there are several steps you will need to take to reregister your certification"
    - Statement including "job aids are available in the PA EMS Registry to guide you through the reregistration process"
    - Statement including "current CPR certification is required to reregister your certification"
    - Statement including "please ensure your address, contact information and email address are current in your record"
    - Website address: https://ems.health.state.pa.us/registry/
    - Regional Council's contact information
- Automatic emails will be sent at 90 days, 45 days, and 15 days to all providers whose certifications are expiring that have a current email in the PA EMS Registry.
- Print and mail certification materials via USPS (wallet card, letter)

CONSIDERATIONS

- 28 PA Code §1023.2 (c); 1023.3 (c); §1023.22 (d); §1023.24 (c); §1023.25 (c); §1023.26 (c); §1023.27 (c); §1023.28 (c); §1023.29 (c); §1023.30 (d).
- Reregistration is required for all EMS provider levels at least 30 days prior to the end of the current certification period. Reregistration will not be permitted without a social security number or individual tax identification number (ITIN) recorded in the registry record
- Administrative Access expires every three (3) years, but there are not reregistration requirements

41

OVERVIEW

Current and expired providers may choose to downgrade a primary certification to a lower-level certification.

PROCESS

- Providers will apply for a downgrade through the PA EMS Registry.
- Providers may apply for any level lower than the current primary certification.
- If downgrading to EMSVO, providers must provide a copy of a current driver's license and EVOC/EVDT certificate of completion and answer the driving history questions (If not already an EMSVO)
- Expired providers may downgrade to a lower level and then choose to reinstate at that lower level certification.

CONSIDERATIONS

- 28 PA Code 1023.21 (g) General Rights and Responsibilities – Downgraded certification or practice
- Regional councils should contact the provider requesting a downgrade prior to processing, to ensure the provider is aware of all the options regarding downgrading and/or reinstating
- Expired providers may downgrade to a lower level and then choose to reinstate the certification at that lower level using one of the reinstatement processes: continuing education, certification class, or reinstatement via endorsement
- If a provider wants to reinstate the previously held higher certification in the future, the individual will have to follow the lapse of registration process for the higher-level certification which will include taking required certification exams and additional continuing education requirements
- Expiration date will remain the same

ADD-ON CERTIFICATIONS

OVERVIEW

Current EMS Providers may apply for an add-on certification(s) if required qualifications are met. Add-on certifications include Emergency Medical Services Vehicle Operator (EMSVO), Medical Command Physician (MCP) and EMS Instructor.

PROCESS

Emergency Medical Services Vehicle Operator (EMSVO)

- An EMSVO operates ground EMS vehicles for an EMS agency, as authorized by an EMS agency.
- Providers will apply for EMSVO add-on through the PA EMS Registry.
- Regional council shall verify that the applicant is at least 18 years of age, has uploaded documented proof of successfully completion of an approved Emergency Vehicle Operator Course and a copy of a current driver's license.
- EMSVO add-ons are assigned the same expiration date as the primary certification.

Medical Command Physician (MCP)

- An MCP functions under the direction of a Medical Command Facility Medical Director and is responsible for providing medical command to EMS providers whenever medical direction is sought and issuing medical command consistent with statewide protocols.
- Providers will apply for MCP add-on through the PA EMS Registry.
- Regional council shall verify that the applicant is a physician and satisfies one of the following:
  - o Has completed an accredited emergency medicine residency program
  - o Has/had an emergency medicine practice in another jurisdiction and has a combination of training/education to serve as a medical command physician (needs department approval)
  - o Has completed or taught in the last two years the following courses:
    - Advanced Cardiac Life Support
    - Advanced Trauma Life Support
    - Pediatric Advanced Life Support or Advanced Pediatric Life Support
- Regional council shall also verify that the applicant:
  - o Is a practicing emergency medicine physician or has at least 3 years' experience as a full-time emergency physician or is participating as a resident in a second or subsequent year in an accredited emergency medicine residency program
  - o Has a DEA number or is authorized to use a hospital's DEA number
  - o Has successfully completed the Pennsylvania Medical Command Course in person or on TRAIN PA
  - o Has successfully completed the BLS protocol update and the ALS protocol update which

43

are available on TRAIN PA to fulfill additional requirements of the Medical Command Course.

- MCPs add-ons are assigned a three (3) year certification period.

EMS Instructor

- A certified EMS Instructor is approved to teach EMS certification classes.
- Providers will apply for the EMS Instructor add-on through the PA EMS Registry
- Regional council shall verify that the applicant:
  o Is at least 18 years of age
  o Is a current EMT or has a higher level of certification
  o Has current Department approved CPR certification or is a CPR Instructor
  o Has one year or more experience providing EMS care
  o Has successfully completed an approved EMS instructor course, or course approved by the department, or possesses a bachelor's degree in education, a teacher's certification in education or has a master's or doctorate degree
  o Has performed at least twenty (20) hours of instruction monitored by a certified EMS Instructor in an EMS Certification course.
- EMS Instructors are assigned a three (3) year certification period. For ALS providers, the Instructor add-on expiration date may not align with the primary certification expiration date.
- See policy for EMS-Instructor

CONSIDERATIONS

- An EMSVO who operates a ground EMS vehicle exclusively for a QRS operated by an EMS agency does not have reregistration requirements.
- EMSVO applicants must not be addicted to alcohol or drugs, have not been convicted within the last four (4) years of driving under the influence of drugs or alcohol and have not been convicted within the last two (2) years of reckless driving or had a driver's license suspended due to use of drugs or alcohol or because of a moving violation.
- 28 PA Code 1023.22 EMS Vehicle Operator, 1023.2 Medical Command Physician, and 1023.51 Certified EMS Instructors
- EMS Information Bulletin - Recognized EVOC Programs

BLS EXAMINATION AND CERTIFICATION PROCESS (EMR/EMT STUDENTS)

OVERVIEW

The BLS examination process consists of the Pennsylvania (NREMT) Psychomotor (Practical) Examination and the NREMT Cognitive (Written) Examination. Students are eligible for the BLS examination process after successful completion of an EMR/EMT certification class conducted by a Pennsylvania Department of Health accredited educational institute.

PROCESS

Student Responsibilities

- Complete a new provider application or submit an upgrade via certification class application.
- After the educational institute marks the student course complete, the students will receive an email with a link to the pre-certification confirmation (PCC) that will need to be completed prior to the certification being issued. Valid CPR information will need to be entered on the PCC prior to submission.
- An incomplete PCC should not delay psychomotor exam testing.
- Students are responsible for creating an account with the NREMT and all associated testing fees
- Cognitive (written) examinations are computer-based examinations conducted at Pearson-Vue testing centers. Students are responsible for the testing fees and the scheduling of the exam. NREMT will transmit cognitive (written) results to the PA EMS Registry and results will be posted to the student record within a few days of exam completion.
- An applicant for EMS provider certification must make an attempt at the psychomotor (practical) or Cognitive (written) exam within one (1) year from the date of successful course completion. Although a student will not be eligible for state certification if an attempt is not made within one year, the student may still be eligible for NREMT certification.
- Both psychomotor (practical) and cognitive (written) exams must be successfully passed within two (2) years from the date of successful course completion.
- Successful exam attempts are valid toward certification for two years

Educational Institutes Responsibilities

- Upon successful completion of the certification class the educational institute will mark the student as complete in the PA EMS Registry System and the program director must verify the student's successful completion of the course through the NREMT website.
- Educational Institutes will provide a list of eligible students to the Regional Council upon request.

Regional Council Responsibilities

- Completed applications should be reviewed and approved if complete.

- The Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination is scheduled and conducted by each Regional Council.
- The Regional Council will coordinate with the educational institute to schedule the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination
- The Regional Council will ensure evaluators and patient actors are secured for the practical exam.
- The Regional Council will choose scenarios for the Patient Assessment Management/Trauma and Patient Assessment Management/Medical stations from the approved scenarios as provided by BEMS.
- The Regional Council is responsible for the administration of the examination as outlined in the NREMT Examination User's Guide. There are separate guides for EMR and EMT examinations.
- The Regional Council is responsible for providing each student psychomotor (practical) exam results verbally on the day of the exam. The regional council will record those results in the PA EMS Registry and NREMT website.
- Each Regional Council handles same day retesting according to Regional Council policy.

CONSIDERATIONS

- 28 PA Code 1023.21 (c) General Rights and Responsibilities – Certification Examinations
- EMR and EMT students must be 16 years of age to be eligible for Pennsylvania certification.
- EMT students who are under 18 years of age are not eligible for NREMT certification; however, still complete the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination, and the NREMT Assessment Cognitive (written) Exam.
- The Regional Council has the option of allowing students who are affiliated with an out of region educational institute to test at the examination. The Regional Council is responsible for confirming the student is eligible to test and the skill stations needed to test.
- Psychomotor retesting – please refer to the examination matrix for explanation of policies.
- Students who do not make an initial attempt within one (1) year, or are not successful at both psychomotor and cognitive (written) exams within two (2) years of course completion, are not eligible for certification without repeating the entire certification course.
- Pennsylvania (NREMT) EMR Psychomotor (Practical) Examination examination skills may be credited toward the Pennsylvania (NREMT) EMT Psychomotor (Practical) Examination within one (1) year of a successful Pennsylvania (NREMT) EMR Psychomotor (Practical) Examination conducted after March 31, 2018. The following EMR skills may be credited toward the EMT psychomotor skills examination: Oxygen Administration; Bag Valve Mask Ventilation and Cardiac Arrest Management. If a student needs to retest and more than one (1) year has passed since the EMR examintaion, the student must test the skills previously credited. If a student fails four or more skills and requires a full retest, EMR psychomotor skills will not be credited a second time.

- EMR students complete the following five (5) skills for the practical examination: 1) Patient Assessment/Management – Trauma; 2) Patient Assessment/Management – Medical; 3) BVM Ventilation of an Apneic Adult Patient; 4) Oxygen Administration by Non-Rebreather Mask; 5) Cardiac Arrest Management/AED.
- EMT students complete the following seven (7) skills for the practical examination: 1) Patient Assessment/Management – Trauma; 2) Patient Assessment/Management – Medical; 3) BVM Ventilation of an Apneic Adult Patient; 4) Oxygen Administration by Non-Rebreather Mask; 5) Cardiac Arrest Management/AED; 6) Spinal Immobilization – Supine Patient; 7) Random EMT Skill (choose one of the following: Joint Immobilization, Long Bone Immobilization, Bleeding Control/Shock Management, or Spinal Immobilization – Seated Patient).
- The student will not be certified until the pre-certification confirmation is completed and both the practical exam and cognitive (written) exam have been successfully passed.
- Many exam related questions are addressed in the NREMT Examination User's Guide

OVERVIEW

The ALS examination process consists of the NREMT Psychomotor (practical) and the NREMT Cognitive (written). Students are eligible for the ALS examination process after successful completion of an Advanced EMT or Paramedic certification course with a Pennsylvania Department of Health accredited educational institute.

PROCESS

Student Responsibilities

- Complete a new provider application or submit an upgrade via certification class application
- After the educational institute marks the student course complete, the student will receive an email with a link to the pre-certification confirmation (PCC) that will need to be completed prior to a certification being issued.   Valid CPR information will need to be entered on the PCC prior to submission.
- An incomplete PCC should not delay psychomotor exam testing
- Students are responsible for creating an account with NREMT
- Cognitive (written) examinations are computer-based examinations conducted at Pearson-Vue testing centers. Students are responsible for the testing fees and the scheduling of the exam. NREMT will transmit cognitive (written) results to the PA EMS Registry and results will be posted to the student record within a few days of exam completion.
- An applicant for EMS provider certification must make an attempt at the psychomotor (practical) or Cognitive (written) exam within one (1) year from the date of successful course completion. Although a student will not be eligible for state certification if an attempt is not made within one year, the student may still be eligible for NREMT certification.
- Both psychomotor (practical) and cognitive (written) exams must be successfully passed within two (2) years from the date of successful course completion.
- Successful exam attempts are valid toward certification for two years.

Regional Council Responsibilities

- Completed student applications will be reviewed and approved if complete.
- The student will not be certified until the pre-certification confirmation is completed and the student successfully passes both the psychomotor (practical) and cognitive (written) exams.
- The Regional Council will schedule the ALS psychomotor (practical) examination in coordination with the educational institute.
  o The NREMT will then send all testing materials, to include a roster, directly to the NREMT ALS representative prior to the psychomotor (practical) examination.
- The Regional Council will schedule the evaluators for the examination. The Regional Council will coordinate with the educational institute in securing patient actors for the examination.

48

- Upon successful completion of the psychomotor (practical)examination process the NREMT scoring sheets will be sent directly to NREMT for processing and verification.
- NREMT will transmit ALS psychomotor results to the PA EMS Registry and the results will be recorded in the student record within two weeks following the completion of an exam.
- Refer to the NREMT Examinations User's Guide for additional examination information

Educational Institute Responsibilities

- Educational institute program directors must verify that students have met the requirements of the portfolio through the NREMT website.
- Upon successful completion of the certification class the educational institute will mark the student as complete in the PA EMS Registry System and the program director must verify the student's successful completion of the course through the NREMT website.
- The educational institute provides a list of preauthorization to test numbers for eligible students to the NREMT representative for the psychomotor (practical) examination. In some cases, the educational institute may allow individuals from another educational institute to test, however, names of those student students need to be obtained in advance to roster the outside student with the NREMT or the student will not be eligible to take the psychomotor (practical) examination.

CONSIDERATIONS

- Applicants must be 18 years of age or older
- CPR Card information must be valid and current at the time of certification
- Paramedic students are tested on six skills: Patient Assessment: Trauma, Dynamic Cardiology, Static Cardiology, Oral Station Case A, Oral Station Case B, and an Integrated Out-Of-Hospital Scenario.
- Advanced EMT students are tested on 10 skills presented in a scenario type format. Advanced EMT's are tested on the following: Patient Assessment – Trauma, Patient Assessment – Medical, Ventilatory Management (Supraglottic Airway Device and Pediatric Respiratory Compromise), Cardiac Arrest Management / AED, IV and Medication Skills, Pediatric Intraosseous Infusion Skills, Spinal Immobilization, Random EMT Skill.
- This policy does not apply to PHRN and reinstatement students
- Many exam related questions are addressed in the NREMT ALS Handbook

EDUCATIONAL INSTITUTE ACCREDITATION

OVERVIEW

An EMS educational institute shall be a secondary or postsecondary institution, hospital, regional council, an educational institute in a branch of the armed forces or another entity which meets the criteria defined in the rules and regulations.

BLS educational institute - An EMS educational institute that is accredited by the Department to offer BLS educational courses (BLS educational institute) shall evidence the ability to conduct one or more of the following EMS provider educational courses: emergency medical responder course, emergency medical technician course, advanced emergency medical technician course.

ALS educational institute - An EMS educational institute that is accredited by the Department to offer ALS educational courses (ALS educational institute) shall evidence the ability to conduct one or more of the following EMS provider educational courses: BLS courses and Paramedic courses. ALS educational institutes must be Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited or have a letter of review from Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP.)

PROCESS

Educational Institutes Responsibilities

- Submit an application in the PA EMS Registry.
- Ensure compliance with the requirements set forth in the rules and regulations.
- Submit a renewal application at least 180 day but not more than one year prior to the educational institute expiration date

Regional Council Responsibilities

- Provide educational institutes with requirements and responsibilities to become an educational institute
  - Refer to rules and regulations and appendices
- Review submitted application for completeness and accuracy within 30 days of submission
- Verify required documents are uploaded
- Complete an onsite inspection within 30 days of a complete application.

CONSIDERATIONS

- 28 PA Code 1025.2 Accreditation Process
- Appendix
  - Institute/Facility Checklist
  - Equipment Checklist
  - Site Visit Checklist

CERTIFICATION CLASS REGISTRATION

OVERVIEW

Educational institutes are required to register via the PA EMS Registry the location and staffing plan of a course intended to be offered towards satisfying an EMS provider certification educational requirement at least 30 business days before the first class is held.

PROCESS

- The educational institute designee will register certification classes in the PA EMS Registry. The applicant will receive a confirmation email that the application was submitted and received by the Regional Council where the class is being held.
- Regional council shall verify the following:
  o The class registration is received at least 30 days before the scheduled class date.
  o The class instructor is a currently certified PA EMS Instructor.
- Incomplete applications should be sent back with appropriate comments written in the notes section.
- Completed applications should be approved and the applicant will receive an approval email.
- Regional council will coordinate with the educational institute to attend a class session to orient the students to the PA EMS System.

CONSIDERATIONS

- 28 PA Code 1025.1 (b) (3) Accreditation and Operational Requirements of EMS Educational Institutes – Educational Programs
- At least 75% of the instruction provided in certification classes shall be provided by certified EMS instructors with at least 2 years' experience teaching certification classes.

OVERVIEW

Regional Councils are required to make at least one visit to each certification class. This visit should be used to inform students of the certification requirements and answer any questions the students may have.

PROCESS

The visit should address the following topics

- Overview of the EMS system in Pennsylvania
- Pre-certification confirmation (PCC) email
- Criminal history reporting and documentation requirements
- NREMT exam process
- Psychomotor (practical) exam process
- Testing accommodations
- Documentation for providers under the age of 18
- NREMT certification vs. Pennsylvania certification
- Regional Council contact information for questions/concerns related to education and certification

CONSIDERATIONS

- Virtual visits may be used in lieu of in person visits at the discretion of the Regional Council
- Regional Councils may schedule the visit at any time during the certification class

EMS INSTRUCTOR

OVERVIEW

Current EMS providers intending to teach BLS and/or ALS certification courses in Pennsylvania may apply to be an EMS instructor.

PROCESS

- Providers will apply for the EMS-instructor add-on certification through the PA EMS Registry.
- Provider completes/possesses one (1) of the following and upload documentation of verification:
    - EMS instructor course or course approved by the Department
    - Bachelor's degree in education
    - Teacher's certification in education
    - Doctorate or master's degree
- Provider completes at least 20 hours of instruction time in an EMS provider certification course monitored by a certified EMS instructor designated by the EMS educational institute's administrative director. Documentation or instructor evaluation from administrative director of the educational institute where the monitoring occurred is to be uploaded.
- Provider possesses at least one (1) year of experience in providing EMS as an EMT or higher-level EMS provider. Documentation or a letter from an EMS agency manager is to be uploaded.

CONSIDERATIONS

- 28 PA Code 1023.51 Certified EMS Instructors
- All monitored instruction hours must be completed within 12 months of the date of application.
- Provider must be at least 18 years of age.
- Provider must have current CPR certification or current CPR-instructor certification completed and uploaded in the PA EMS Registry.
- Educational institutes should utilize the Department approved instructor monitoring form to provide feedback to the instructor student.

OVERVIEW

Instructor trainers will provide future instructors with the education and teaching methodologies to educate future EMS providers.

REQUIREMENTS:

An instructor trainer applicant must:

- Possess a minimum of a bachelor's degree in education; or teacher's certificate in education issued by the Department of Education; or a doctorate or master's degree;
- Be certified at the level of EMT or above for not less than six years;
- Be currently certified as an EMS instructor in good standing for a minimum of five years;
- Receive an endorsement from a Regional Council.

PROCESS

- Complete the application for an instructor trainer.
- Submit a letter of recommendation from home regional council.
- Provide proof of current EMS Instructor certification.
- Submit official transcripts verifying completion of a bachelor's degree in Education; or a doctorate or master's degree; or a teacher's certificate in education issued by the Department of Education.
- Once the above information is verified, the Instructor Review Board will review all documents provided and make recommendation to the Bureau of EMS for consideration of Instructor Trainer recognition.
  - o Instructor Review Board is established by the Bureau of EMS to review all Instructor Trainer qualifications.
  - o The board is comprised of a minimum of four (4) members appointed by the Bureau of EMS including:
    - BEMS Education Program Manager
    - A Regional Council Education Coordinator
    - A Regional Council Executive Director
  - o Membership shall be a continuous appointment unless revoked by the Bureau of EMS.
  - o Board will meet as needed or requested.

CONSIDERATIONS

- Recognition of an instructor trainer status will be provided by way of a formal letter from the Bureau of EMS.

- Recognition is valid concurrently with EMS instructor certification and is renewable by letter from the Bureau of EMS after verification of completion of at least one (1) instructor trainer class within the previous five (5) years.
- Instructor trainer must maintain original requirements to maintain recognition as an instructor trainer.

CONTINUING EDUCATION SPONSORS

OVERVIEW

Organizations may apply for accreditation as a continuing education sponsor, to offer continuing education classes, by submitting an application through the PA EMS Registry system. Responsibilities of continuing education sponsor include submitting new courses for approval, registering continuing education classes, recording attendance for classes offered, reporting attendance (entering class rosters), course evaluations and if audited, providing access to continuing education records.

PROCESS

- The administrator for the continuing education sponsor will apply for the accreditation through the PA EMS Registry. If the administrator does not have a registry record, the individual will need to apply for an administrative access account.
- Regional council shall verify that the application is complete and that the prospective sponsor has acknowledged the following:
  o If granted accreditation as a continuing education sponsor, the agency and its designated users shall follow all rules and regulations established by the Department and will uphold the responsibilities of an accredited continuing education sponsor. Failure to do so may result in withdrawal or non-renewal of the accreditation.
  o All continuing education programs offered/registered shall meet the following minimum standards:
    - The courses must be of intellectual and practical content and contribute directly to the professional competence, skills and education of EMS providers or EMSVOs.
    - The course instructors shall possess the necessary practical and academic skills to conduct the course effectively.
    - Course materials shall be well written, carefully prepared, readable and distributed to attendees at or before the time the course is offered whenever practical.
    - The courses shall be presented by a qualified responsible instructor in a suitable setting devoted to the educational purpose of the course.
    - Continuing education courses are not required to be taught by an EMS instructor, but the instructor should be a subject matter expert.
- Continuing education sponsors are issued a three (3) year accreditation.
- If the continuing education sponsor has presented at least five (5) classes during the three (3) year accreditation, the sponsor may apply for a renewal. Continuing education sponsors not meeting the five required classes may apply for a one (1) year provisional accreditation.

CONSIDERATIONS

- 28 PA Code 1025.21 Accreditation of sponsors of continuing education and 1025.22 Responsibilities of continuing education sponsors

PROVISIONAL CONTINUING EDUCATION SPONSOR ACCREDITATION

OVERVIEW

Continuing education sponsors who do not meet the required five (5) classes during the three (3) year accreditation are eligible for a one (1) year provisional accreditation.

PROCESS

- The administrator for the continuing education sponsor will apply for the provisional accreditation through the PA EMS Registry. If the administrator does not have a registry record, the individual will need to apply for an administrative access account.
- Regional council shall verify that the application is complete and that the sponsor has acknowledged the following:
  - If granted accreditation as a continuing education sponsor, the agency and its designated users shall follow all rules and regulations established by the Department and will uphold the responsibilities of an accredited continuing education sponsor. Failure to do so may result in withdrawal or non-renewal of the accreditation.
  - All continuing education programs offered/registered shall meet the following minimum standards:
    - The courses must be of intellectual and practical content and contribute directly to the professional competence, skills and education of EMS providers or EMSVOs.
    - The course instructors shall possess the necessary practical and academic skills to conduct the course effectively.
    - Course materials shall be well written, carefully prepared, readable and distributed to attendees at or before the time the course is offered whenever practical.
    - The courses shall be presented by a qualified responsible instructor in a suitable setting devoted to the educational purpose of the course.
    - Continuing education courses are not required to be taught by an EMS instructor, but the instructor should be a subject matter expert.
- Provisional accreditations are valid for one (1) year.
- If the continuing education sponsor has presented at least three (3) classes during the one (1) year accreditation, the sponsor may apply for a renewal.
- Continuing education sponsors not meeting the three (3) required classes will continue to receive a one (1) year provisional accreditation.

CONSIDERATIONS

- There are no limitations on how many times a continuing education sponsor can be issued a provisional accreditation.

NEW CONTINUING EDUCATION COURSE APPLICATIONS

OVERVIEW

Continuing education sponsors may elect to create a new course application for a course not previously approved for continuing education hours.

PROCESS

- The contact person for the continuing education sponsor (or designee) shall complete all the required information for adding a new course.
- Regional council shall ensure the following:
  o The fields under "General" and "Public Information" tabs are completed.
  o Course logistics are provided with full details under the "Course Information" tab.
  o Course objectives and supporting documentation (if applicable) are to be provided under the "Course Objectives" tab. Course objectives need to be reviewed for educational content and validity. The number of continuing education hours requested on the "Course Information" tab must match the minutes provided under the objectives.
  o The fields under the "Course Checklist" tab are completed with any required uploads and/or notes.
  o The fields under the "Course Distribution" tab are completed. Courses selected for proprietary use cannot be distributed. Courses selected as public domain are approved for distribution and replication.
- Once the above information is verified, Regional Council can approve, deny or request additional information from the sponsor to complete the review.

CONSIDERATIONS

- 28 PA Code 1025.23 Advertising
- Continuing Education Hours and Category Assignment Guidelines
- Courses may only be advertised for continuing education if the courses have been approved by Department. While approval is pending sponsors may advertise that continuing education credits have been applied for through the Department. Prior to presenting the course, the sponsor then must advertise whether the course has been approved for credit or not.

CONTINUING EDUCATION CLASS REGISTRATION

OVERVIEW

A continuing education sponsor electronically registers approved courses as continuing education classes at least 30 days before the class is held. This is done to provide education and continuing education credits to EMS providers.

PROCESS

- The administrator for the continuing education sponsor will register all new continuing education classes through the PA EMS Registry.
- Regional Council shall verify the following:
  - The class registration is received at least 30 days before the scheduled class date.
  - The course is listed as "public domain" which means the course is available for everyone to use. If the course is listed as "proprietary," the Sponsor needs to obtain written permission from the course owner to use the course and then is required to upload a copy of the written permission document in the "Class Details" tab.
  - The fields in the "Class Location" tab are complete.
  - The class instructor and instructor qualifications are complete in the "Class Details" tab.
  - The class start time and class end time is equal to or is greater than the total approved continuing education hours.
- Regional Council will review that the instructor listed for the class meets the qualifications to instruct that class.

CONSIDERATIONS

- Grand Rounds – See policy for Grand Rounds
- Class registrations received less than 30 days before the scheduled class date may be approved by the regional council if all other requirements are met
- 28 PA Code 1025.22 (b) Responsibilities of continuing education sponsors – Registration of Course

59

GRAND ROUNDS

OVERVIEW

Grand rounds are **physician lead case review** continuing education sessions.

PROCESS

- Grand rounds continuing education courses are registered in the same manner as other continuing education classes
- Only the approved grand rounds courses in the PA EMS Registry should be registered for continuing education
- Prior to class registration approval the regional council will verify that a physician is listed as an instructor for the class

CONSIDERATIONS

- The grand rounds courses in the PA EMS Registry owned by the Bureau of EMS are the only courses that will give credit more than once per registration cycle for EMS providers.
- No new course applications for grand rounds should be approved

CONTINUING EDUCATION BY ENDORSEMENT

OVERVIEW

If a provider took a course that qualifies for EMS continuing education and it was not registered by a continuing education sponsor, the individual may apply for continuing education by endorsement to receive continuing education credit.

PROCESS

- The EMS provider will apply for con-ed endorsements through the PA EMS Registry
- Providers will have the ability to submit continuing education by endorsement applications up to 90 days beyond the primary certification expiration date. If the date the continuing education was completed was prior to the certification expiration date, once approved, it will count towards reregistration of the certification.
- Regional Council shall verify the following:
  o Supporting documentation (certificate of completion, transcript) has been uploaded to validate the hours for the course and completion date.
  o The course is related directly to the professional competence, skills and education of EMS providers or EMSVO's.
  o The date in the "Date of Completion" field matches the date on the certificate/transcript.
  o The title in the "Title" field matches the course title on the certificate/transcript.
  o The hours in the CPC, Other, EMSVO and Instructor fields are correct.

CONSIDERATIONS

- Regional Council Staff shall search for each course in the EMS registry to see if it is an approved Department course, if it is, the course will be approved for the same hours listed in the registry.
- See Continuing Education Hours and Category Assignment Guidelines
- CPR is not eligible for continuing education credits as it is a requirement for certification
- One (1) college credit is equal to eight (8) hours of continuing education for endorsement purposes

CONTINUING EDUCATION HOURS AND CATEGORY ASSIGNMENT GUIDELINES

OVERVIEW

Continuing education hours should be awarded to objectives that pertain to emergency medical care. Continuing education hours are categorized as either Clinical Patient Care (CPC) or Other.

PROCESS

Regional council staff should evaluate applications for continuing education courses and continuing education by endorsement to ensure that the category hours requested are appropriate for the course objectives.

Clinical Patient Care category should focus on patient treatment or directly relate to human body systems. Objectives related to CPC would include those pertaining to:

- Prehospital emergency care
- Patient treatment
- Anatomy
- Physiology

- Pathophysiology
- Management of Traumatic Injuries
- Bleeding Control

Other category should capture continuing education related to the provision of emergency medical care that is not pertinent to clinical patient care. Objectives related to other would include those pertaining to:

- Prevention
- Well-being of the provider
- Management
- Documentation

- Haz Mat / Chemistry
- Operations
- Communications
- Legal Aspects

EMSVO Objectives related to emergency vehicle driver training can be assigned Other AND EMSVO credit hours.

Some courses will have mixed objectives and will be assigned continuing education hours divided between the two categories. Examples of these courses include:

- MCI Courses
  - Typically, only objectives specific to patient triage would receive CPC, all others would receive Other credit.
- Active Shooter
  - Objectives related to bleeding control and patient care would receive CPC.
  - Scene safety and security objectives would receive Other

CONTINUING EDUCATION AND INSTRUCTOR HOURS FOR PSYCHOMOTOR EXAMS

OVERVIEW

The Bureau of EMS finds it appropriate to award continuing education and instructor hour credits for participation (in a support capacity) in the psychomotor exam process at the BLS and ALS levels.

PROCESS

Continuing Education Hours

- EMS providers are eligible to earn continuing education hours equal to half the times of their participation rate.
  - Ex: An EMT participates in a psychomotor exam for four (4) hours, they are eligible for two (2) hours of continuing education
- Because of the potential for unique presentations and different patient assessment techniques, the Bureau will not impose a maximum number of hours or maximum number of occurrences that may be claimed for credit.
- Continuing education hours may be awarded to individuals serving either as an exercise evaluator or a simulated patient.
- These hours may be credited to the Clinical Patient Care category.
- All education of this type shall be entered as certification by endorsement.

EMS Instructor Hours

- EMS Instructors are eligible to earn instructor hours for evaluation of psychomotor exams on an hour for hour basis.
- All education of this type shall be entered as certification by endorsement.

CONSIDERATIONS

- Regional Councils should utilize the certificate template in the appendix or ensure that custom certificates contain the following information: provider's name, regional council name, date of exam, location of exam, hours of participation, CPC hours earned, EMS Instructor hours earned, regional council signature.

ACCOMMODATIONS

OVERVIEW

The Bureau of EMS can only approve testing accommodations for the Pennsylvania (NREMT) Psychomotor (Practical) Examination. Testing accommodations for the cognitive (written) examination or the ALS psychomotor exam must be submitted directly to the NREMT.

PROCESS

Student Responsibilities

- Students must submit a request for a Pennsylvania (NREMT) Psychomotor (Practical) Examination accommodation with the certification application.
- The student will need to detail on the application the accommodation is being requested.
- The student will need to upload documentation from a health care provider or a subject matter expert who is familiar with the student's physical disability or documented learning disability. The documentation must confirm and describe the disability for which the accommodation is being requested.

Regional Council Responsibilities

- Assist and guide the students in submitting the appropriate documentation with the certification application
- Regional councils do not have a direct role in approving applications with accommodation requests

Bureau of EMS Responsibilities

- Review the student application for completeness and enroll the student in the certification class while the accommodation request is under review
- If the application is incomplete the application should be returned for additional information after the student is enrolled in the certification class.
- Review the accommodation request and issue a letter of approval or denial
  - Regional council will receive a copy of the letter of response
  - Bureau of EMS will upload a copy of the response into the notes section
- Once the accommodation request has been acted upon the application should be approved

CONSIDERATIONS

- Adaptive devices such as amplified stethoscopes are the most common request and are typically approved by the Bureau of EMS
  - Each request for accommodation is reviewed and decided on an individual basis

TRAIN PA LEARNING MANAGEMENT SYSTEM

OVERVIEW

The learning management system (LMS) is an online resource offering continuing education to Pennsylvania's EMS providers. All content offered to the providers from the Department of Health, Bureau of EMS is free of cost to the provider. All content must be approved for continuing education credits with the Pennsylvania PA EMS Registry

PROCESS

All EMS provider TRAIN accounts are linked to the PA EMS Registry to allow for course completion to be recorded on the providers continuing education record in the PA EMS Registry. This link is established by the matching of certain criteria in the EMS attributes in the provider's TRAIN PA account.

- Name
- County of residence
- Zip code
- Certification level
- Certification number

All regional administrators have the ability to alter this information in the provider's TRAIN PA account.

Course listing:

- All courses offered from the Bureau of EMS are listed with the prefix PA-EMS.
- All Department courses are listed with a prefix to match the organization that posts the course, PA-PEMA or PA-BPHP.
- All courses bearing the PA-EMS must first be approved by the Bureau of EMS before being posted on TRAIN PA.

Administration:

- Department/Bureau of EMS:
  - The Bureau of EMS retains the right to revoke any administrative role issued to the region councils.
  - All account activity above the EMS level is to be forwarded to the Bureau of EMS administrator.
  - All account merging is done at the Bureau of EMS level, merging is the only action that cannot be undone in the LMS.
  - Any additional administration training can be requested by contacting the lead Bureau of EMS administrator.
- Regional Council

65

- Each regional council will have a designated lead administrator that will have expanded administration rights.
- Each regional council may have one back up to the lead administrator that mirrors the roles of the lead.
- Each regional council may have unlimited number of admins that have a more restricted administrative role.
- All administrators may have access at the EMS group level.
- A regional council may choose to set an administrator's privileges set to their region only.
- Support emails will be delivered to the regional council administrators in a timely manner from the Bureau of EMS.
- Support email recipients are determined by the regional council lead administrator.

PA EMS EDUCATION POLICY AND PROCEDURES APPENDIX

pennsylvania
DEPARTMENT OF HEALTH

CERTIFICATE OF CONTINUING EDUCATION

PSYCHOMOTOR EXAMINATION PARTICIPATION

This certifies that

_____

Has participated as a patient actor / skill evaluator for a psychomotor examination conducted by:

_____

REGIONAL EMS COUNCIL

Date of Exam:
Location of Exam:

Hours of Participation:

Clinical Patient Care Hours Earned:
EMS Instructor Hours Earned:

Regional Council Representative Signature: _____

To receive credit for this examination, please enter the above information and upload a copy of this certification in the

CE by Endorsement application on the PA EMS Registry

SAMPLE

PA Department of Health
EMS Education Institute Accreditation
Education Institute Equipment Form

_____

EMS Education Institute Name   *Date Inspected*

_____

County of EMS Edu. Institute   **EMS Education Institute Accreditation #**   **Region #** _____   **Inspected by**

Types of Programs Conducted: ☐ EMR   ☐ EMT   ☐ AEMT   ☐ BLS ONLY

☐ Paramedic   ☐ ALS ONLY   ☐ ALS and BLS

_____
Current Accred. Number

The following equipment is based on 24 students. Student to instructor ratio for training equipment is 6:1. Multiple courses being held simultaneously require additional documentation from the education institute. The institute shall identify a structured plan of equipment utilization between the courses. In some occurances this ratio will be larger, this will be identified per occurance on the checklist.

An ALS Education Institute may use an existing BLS package at an education institute site only if it is identified in the equipment utilization plan.

An BLS Training Institute must utilize the list (tabs for BLS). If you wich to request to instruct AEMT courses, you must have the AEMT equipment that will be needed for that specific level.

BLS Airway and CPR

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Oxygen Delivery Equipment:					
Oral Airway Kit sizes 0 through 5	4				
Nasal Airway Kit at least 2 each-16-34 fr.	2				
O2 Case or bag	4				
Non-Rebreather Mask (adult and peds)	4				
Venturi mask /Tracheostomy mask/	2				at least 2 of each
Nasal Cannula (adult and peds)	4				
O2 Tubing	4				
Adult Bag Valve Mask/ with mask	4				
Child/Infant Bag Valve Mask	4				1:12 student ratio
O2 Bottles (filled) (size "D" or "E")	4				
O2 Regulator (capable of 25Lpm or >) and	4				
O2 Regulator Demand Valve OR Flow-	1 total				can demostrate
O2 Keys, Spare "o" rings (non-sparking	Sufficient				
Pocket Mask (w/One way valve & O2)	4				
O2 Humidifier	1				
CPAP unit	1				1:24 student ratio
CPAPcircuits with various size masks	1				1:24 student ratio
Suction Equipment:					
Battery Operated Suction Unit/ capable of	2				1:12 student ratio
Charger for suction unit	2				1:12 student ratio
Suction Catheter Rigid Tip	2				1:12 student ratio
Suction Catheter French Tip (must have	2				1:12 student ratio
Suction Tubing/ wide bore	2				1:12 student ratio
V-Vac, Bulb Syringe, Other non-powered	1				1:12 student ratio

BLS PATIENT TREATMENT

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Bag or Carrying case There should be 4 patient assessment kits, contain each of the items listed below.					
Bag or Carrying case	4				
BP Cuff (manual) can have NIBP additional	1				
Stethoscope	1				
Pen Lights	1				
Unsterile dressings (3x3 or 4x4)	Sufficient				
Sterile dressings (4x4, 8x10)	Sufficient				
Lg. Trauma and Burn Dressings	Sufficient				
Roller gauze or Kling (2" - 6")	Sufficient				
Occlusive dressing	1				
Pen and Documentation pad	1				
Scissors (Trauma or Bandage)	1				
Oral Glucose (single use tube)	1				
Cold Packs	1				
Hot Packs	1				
Alcohol preps (25 packets)	1				
KY Jelly/ water soluble lubricant	1				
Tongue blades	1				
Adhesive tape (1" - 2")	Sufficient				
Triangular Bandages (cravats)	4				
pulse oximeter (CO capable optional)	1				
commercial tourniquet	2				
hemostatic agents	2				1:24 ratio
Electronic Glucose meter and monitoring equ	Sufficient				
Mucosal Atomizing Devices (MAD)	2				
Burn Sheets	Sufficient				1:24 student ratio
Obstetrical Kits - disposable	4				

* - Each bag or carrying case should include the items listed below. Each item should be in good working order and of sufficient quality to be used in field work. There will be a total of 4 bags containing each of the items listed below.

BLS SIMULATION AND TRAINING

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Adult Intubation Manikin	2				
Infant Intubation Manikin	2				
Adult CPR (Torso or Full Manikin)	2				should comply with recommendations 1:12 students
Child CPR (Torso or Full Manikin)	2				should comply with recommendations 1:24 students
Infant CPR	2				should comply with recommendations 1:12 students
Obstetrical simulator	2				
Combination (Code/Trauma) (can be with an airway manikin)	1				
Additional: (list below)					
Dual "training" Stethoscope	2				
Bottle of Nitroglycerin placebo **	4				
Nitroglycerin Spray placebo **	4				
Epinephrine Auto - Injector Pen simulator placebo **	4				
MAD (mucosal atomization device) for intranasal	1				
Oral Glucose	1				
Inhaler placebo **	4				
Football Helmet	1				
Motorcycle or Bicycle Helmet	1				
Moulage Kit w/ Supplies	1				
Placebo Drug Kit **	1				
Aspirin placebo	1				

* Defibrillation skin should be compatible with the Adult CPR Manikin and in good working order. A High Fidelity Simulator can be in place, however a separate simulator must be available for any skill that the High Fidelity simulator cannot perform)

** Medication Placebo's should be clearly marked as not being intended for actual medication. The use of candy or breath freshener is encouraged to ensure safe handling. All appropriate precautions should be taken to ensure that no medication is actually capable of being delivered inadvertently.

BLS SAFETY

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Latex Gloves (small, medium, large and x-large) and Non-Latex	Sufficient				
BSI Kits *	4				
HEPA Mask/ N95	2				
Surgical Masks	1 Box				
Eye protection	1				
Hand sanitizer	Sufficient				
PPE for Rescue Operations (a minimum of demonstration set) (work gloves, eye protection, helmet)	1				1:24 ratio to show proper doning and doffing
* BSI kits can be commericially made or "home made" as long as there is sufficant supplies/ equipment that would be found in a commercial kit					

CLASS INFRASTRUCTURE

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Skeleton	1				1:24 student ratio
Anatomical Charts or models (can be met with skeleton or slides	1 set				1:24 student ratio
TV and DVD/ computer/ CD	1				1:24 student ratio
Overhead and slide projectors/ LCD	1				1:24 student ratio
Writing board surface(chalk, white or SmartBoard)	1				1:24 student ratio
Video/ DVD and PowerPoint or CD	Sufficient				1:24 student ratio
Other media adjuncts (describe type and number)					1:24 student ratio
Vehicle Rescue Tool Set(can be an agreement/ loaner)	1				1:24 student ratio
Stair Chair (demonstration)	1				1:24 student ratio
Orthopedic Stretcher (demonstration)	1				1:24 student ratio
Reeves Stretcher	1				1:24 student ratio
Wheeled Stretcher	1				1:24 student ratio
Patient Care Reports/ or electronic based demo	Sufficient				1:24 student ratio
Intranasal training supplies	1				
Emergency Response Guidebook	Sufficient				
Triage Tags	1				1:24 student ratio
* OB Kits should be commercially made and in good working order. Items such as cord clamps and ties should be in good working order (i.e.. Not clamped shut).					
Mechanical CPR device (optional)	1				can use demonstrated from an agency that has 1

BLS IMMOBILIZATION

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Long Spine Board (Plastic)	3				
Short Spine board (KED /vest Type) can be any manufacture	2				1: 12 ratio
Blankets (wool or cotton)/ or disposable	8				
Pillows	2				
Cervical Immobilization Devices (disposable and reusable)	4				
9' Straps (or 4 sets of spider straps)	16				
Hare Traction type Splint (Adult)/Sager traction type splint	1				either or
Pneumatic Splints (Air or Vacuum)	1 set				
Rigid Splints (Board or Frac-Pak)	2 sets				either or
SAM Splints	2				1: 12 ratio
Cervical Collars (size ranges) can be adjustable	4 sets				

AEMT

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Medications that are currently used in the PA Scope as well as the National at the Paramedic level	Sufficient				medications can be expired must must have sufficent for all students to use training and packaging must meet what they would use in the ambulance
IV Arm/ could be with a full body manikin	2				1:12 student ratio
Mechanical CPR device (optional)	1				can use demonstrated from an agency that has 1
IO Manikin (or other resource) with manual needles	1				1:12 ratio
IO drill trainer with Drill, needles and bone	1				1:24 ratio
medication auto injector both self/peer and patients own	1				
Electronic Glucose meter and monitoring equipment	Sufficient				
Length based pediatric tape approved by the DOH.	1				
Cardiac Monitor Defibrillator (12 lead capable)/purpose of placement and transmission	1				1:12 student ratio
Rhythm Generator	1				1:12 student ratio
End Tidal CO2 monitoring Capnography / can be combined with monitor	1				1:12 student ratio
continuous waveform/ can be combined with monitor	1				1:12 student ratio
Airway/ (King LT,Combi-Tube,iGel, etc) supraglottic	2				
Airway/ manikins capable of accepting supreglottic airways	2				1:12 student ratio
ET Tube Holder/ Commercial tube holder	2				

AEMT and Paramedic

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Winged Infusion needles	Sufficient				
Catheter-Over needles and needless systems	Sufficient				
IV Prep Kits	Sufficient				
IV Administration Sets (10 gtt,15 gtt and 60 gtt)	Sufficient				
IV Solutions (Variety of sizes and types)	Sufficient				
Syringes (variety of sizes)	Sufficient				
Syringes (1cc TB type)	Sufficient				
Sterile Saline or Water	Sufficient				
Vacutainer tubes/connector	Sufficient				
Vacutainer Needles (variety)	Sufficient				
Plastic Biohazard Containers	Sufficient				
Tourniquets-disposable	Sufficient				
Band-Aids	Sufficient				
Alcohol Preps	Sufficient				
IV Site Preps	Sufficient				
Arm Boards	2				
IV Site Holders	Sufficient				
Nebulizer Unit with Saline Solution	1				
Hot Packs	Sufficient				
Cold Packs	Sufficient				
IO Manikin (or other resource) with manual needles	1				1:12 ratio
IO drill trainer with Drill, needles and bone	1				1:24 ratio
medication auto injector both self/peer and patients	1				
Electronic Glucose meter and monitoring equipmen	Sufficient				
Length based pediatric tape approved by the DOH.	1				
Medications that are currently used in the PA Scope as well as the National at the AEMT level	Sufficient				Medications can be expired. Must have sufficent for all students to use training and packaging must meet what they would use in the ambulance

AEMT and ALS Airway

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Advanced Airway Adjuncts:					
Airway/ (King LT,Combi-Tube,iGel, etc) supraglottic	2				
Airway/esophageal (2.5 mm to 9.0 mm) uncuffed/ cuffed	1				
Cricothyrotomy Kit	2				1: 12 ratio
Cricothyrotomy O2 Delivery System	1				1 total
Gastric decompression-NG tube	1				
Intubation Roll or Kit: There should be 2 intubation rolls or kits with each of the items listed below.					
Intubation Roll or Kit	2				
Laryngoscope Handle	1				
blades for Adult and Pediatric, both Miller and Mac	Sufficient				
variety cuffed/uncuffed ET tubes	Sufficient				
10 cc syringe	5				
Adult/Pediatric Stylets	1				
Adult/Pediatric McGill Forceps	1				
ET Tube Holder/ Commercial	2				
1" Tape	2				
KY Jelly Type lubricant	Sufficient				
Silicone lubricant	2				
Other equipment:					
Automated Transport Ventilator Unit	1				1:24 ratio
Chest Decompression Kit	1				1:12 ratio
Chest tube kit (for assist only & gravity devices)	1				1:24 ratio
Meconium aspirator	1				1:12 ratio

ALS CARDIAC

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Cardiac Monitor Defibrillator *(12 lead capable)/synchronized cardioversion)	1				1:12 student ratio
Automatic External Defibrillator **	1				
Pacing/ rhythm Generator	1				1:12 student ratio
End Tidal CO2 monitoring Capnography / can be combined with monitor	1				1:12 student ratio
continuous waveform/ can be combined with monitor	1				1:12 student ratio
Thrombolytic/fibrinolytic initiation/ monitoring	1				1:12 student ratio

*- The cardiac monitor should have paddles or be hands off in nature. It should be capable of doing external pacing , cardioversion ,and monitor a minimum of 3 leads.(preferable 12 lead capable) There should be defibrillator pads, monitoring electrodes, paper and spare batteries in sufficient quantity and quality to provide a quality educational experience for the student. Can be monophasic or biphasic. There should be a central battery recharging system accessible at all times. Can use " Dart Bags/ i Simulates" etc for monitor teaching and scenarios

** - The AED should be either live or placebo in nature. If "live", it should have a training mode or a method of diffusing energy safely for training purposes (in accordance with manufacturers recommendations. In accordance with PA DOH Policies, all AED's should be 2010 AHA Compliant or the most recent approved version.

ALS SIMULATION

Equipment Item	Required Quantity	# of Excellent Units	# of Good Units	# of Fair Units	Comments:
Medications that are currently used in the PA Scope as well as the National at the Paramedic level	Sufficient				medications can be expired must must have sufficent for all students to use training and packaging must meet what they would use in the ambulance
Morgan Lens/ eye irrigation	1				1:12 student ratio
IV Arm	2				1:12 student ratio
Chest Decompression simulator	1				
Cricothyrotomy simulator	1				
indwelling catheters and implanted central IV port access	1				
Mechanical CPR device (optional)	1				can use demonstrated from an agency that has 1
* Defibrillation skin should be compatible with the Adult CPR Manikin and in good working order.A High Fidelity Simulator can be in place, however a separate simulator must be available for any skill that the High Fidelity simulator cannot perform)					
Electronic Glucose meter and monitoring equipment	Sufficient				
assist in chest tube insertion kits/ demostration	2				
*The use of high and low fidelity mankins can be used as long that the functions and capablities allow the student to perform the same skills					

Facility Checklist

EMS Education Institute: _____

Training Site Name: _____

_____
(Street Address)

_____   _____   _____
(City)   (State)   (Zip Code)

☐ Yes ☐ No   Secured equipment storage space

☐ Yes ☐ No   Sufficient size for didactic instruction

☐ Yes ☐ No   Sufficient size for skill instruction

☐ Yes ☐ No   Sufficient seating for students

☐ Yes ☐ No   Adequate lighting of classroom area

☐ Yes ☐ No   Adequate heat and ventilation in classroom area

☐ Yes ☐ No   Free from outside distractions

☐ Yes ☐ No   Facility meets fire and life safety codes

☐ Yes ☐ No   Lectern and demonstration table supplied

☐ Yes ☐ No   Chalkboard / Whiteboard or image writing board

☐ Yes ☐ No   LCD projector and projection screen in the classroom area

☐ Yes ☐ No   Convenient location of light switches

☐ Yes ☐ No   Unobstructed view to the front of the classroom

☐ Yes ☐ No   Sufficient space for audio-visual equipment

☐ Yes ☐ No   Practice area large enough to have (1) instructor for every (6) students and equipment

☐ Yes ☐ No   Sufficient rest rooms nearby the classroom

☐ Yes ☐ No   Smoking policy for classrooms. No smoking with the lecture or practice areas

☐ Yes ☐ No   Provide basic instructional support material

☐ Yes ☐ No   Provide audio, visual, and kinematic aids to support and supplement didactic instruction

☐ Yes ☐ No   ADA Compliant Facility

Inspected by: _____

[Place any notations on the reverse side of this form or attach]

Date of Inspection: _____   ☐ Approved   ☐ Not Approved

Notations: **[All notations on this form shall be dated and signed by the person entering the notation]**

SITE VISIT CHECKLIST

Below is a list of items that you will need to present during your site inspection. Please have all of these documents available for review.

☐ Statement of compliance with the National Education Standards and/or Pennsylvania Department of Health, Bureau of EMS approved courses.

☐ Written competencies for successful completion of course(s), including didactic, clinical/field and psycho-motor skills

☐ Statement of compliance with the Pennsylvania Department of Health Accreditation, EMS Education Training and Certification Overview

☐ Non-discrimination policy, which must include; student selection process and pre-testing requirements

☐ Quality Assurance Program for educational programs at each certification level.

☐ ADA Accommodations policy

☐ Advisory Committee - must include the names and titles of the members

☐ Attendance policy

☐ Class size (both minimum and maximum numbers of students)

☐ Counseling policy-to include contact information of how to initiate counseling

☐ Course schedule - for each course

☐ Course syllabus-per certification level

☐ Course Objectives, competencies and description of course goals

☐ Dismissal policy

☐ Harassment policy

☐ Grievance policy and procedure

☐ Insurance verification for the liability of the Instructors and Institution

☐ Key Personnel policy (EMS Education Institute must agree to notify EMS Regional Council in writing, of changes within 30 days)

☐ Rules of Conduct

☐ Student rights and responsibilities

☐ Successful completion criteria

☐ Student Records and files (must have all PA DOH, BEMS completed forms)

☐ Cost by the student, per certification level

☐ Quality Assurance and Review Process to include student evaluations of the program