

COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Emergency Medical Technician Training Program Approval		Policy Number 1100	
APPROVED: Administration: Steven L. Carroll, Paramedic		Date: January 3, 2023	
APPROVED: Medical Director: Daniel Shepherd, M.D.		Date: January 3, 2023	
Origination Date: February 2001		Effective Date: January 3, 2023	
Date Revised: September 8, 2022			
Date Reviewed: September 8, 2022			
Review Date: September 30, 2025			

- I. **PURPOSE:** To identify the procedure for approval of Emergency Medical Technician programs in Ventura County in accordance with the California Code of Regulations. The purpose of an EMT training program shall be to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system.

- II. **AUTHORITY:** California Code of Regulations, Title 22, Division 9, Chapter 2, Article 3

- III. **POLICY:** EMT training may be offered only by approved training programs.
 - A. The approving authority for Emergency Medical Technician (EMT) training programs that will be managed or conducted by a qualified statewide public agency shall be the Director of the California EMS Authority. This shall apply to the California Highway Patrol, California Department of Forestry, etc.
 - B. The approving authority for Emergency Medical Technician training programs located within the County of Ventura shall be the Ventura County Emergency Medical Services Agency (VCEMS).
 - C. The purpose of an EMT training program shall be to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system.
 - D. EMT training may be offered only by approved training programs. Eligibility for program approval shall be limited to:
 1. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education.

2. Medical training units of a branch of the Armed Forces of the United States including the Coast Guard of the United States.
3. Licensed general acute care hospitals which meet the following criteria:
 - a. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Title 22, Division 5 of the California Code of Regulations; and
 - b. Provide continuing education to other healthcare professionals.
4. Agencies of government, including public safety agencies.
5. Local EMS Agencies

IV. PROCEDURE for EMT Training Program Approval:

- A. The Ventura County EMS Agency shall review and approve the following prior to approving an EMT training program:
 1. A table of contents listing the required information detailed below, with corresponding page/section numbers
 2. A written request for training program approval, signed by the training program director.
 3. A statement verifying usage of the US Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).
 4. A statement verifying program meets or exceeds required course hours outlined in Section IV.C.1 of this policy and meets all content requirements outlined in section 100075 of the California Code of Regulations
 5. Statement signed by training program director that all psychomotor skills outlined in Attachment A of this policy shall be taught, and that all students enrolled in course have been given multiple opportunities to practice required skills in person.
 6. A statement verifying CPR training equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT basic course
 7. Session guides and lesson plans for course(s) taught by program
 8. Samples of cognitive (written) and psychomotor skills examinations used for periodic testing

9. Statement verifying that training program meets psychomotor skills testing requirements, and that all skills listed on the California EMS Authority's Skills Competency Verification Form (EMSA-SCV) are included in the testing.
 10. Copies of checklists and/or verification documents used for final psychomotor skills competency exam.
 11. A final cognitive (written) examination
 12. Statement signed by training program director that a comprehensive performance improvement plan will be required when program performance falls below 3-year average of 80% on 1st pass rate for NREMT cognitive (written) examination.
 13. The name and qualifications of the EMT training program director, program clinical coordinator, and principal instructor(s)
 14. Provisions for clinical experienced, as defined in Section IV.D of this policy
 15. Provisions for course completion by challenge, including a challenge examination (if different from the final examination)
 16. Provisions for a twenty-four (24) hour refresher course including items 1-6 detailed above, required for recertification
 - a. A statement verifying usage of the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996. The U.S. Department of Transportation's EMT-Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation's website, <http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf>.
 17. Statement signed by training program director that an annual report shall be submitted within 45 days of year end. Report shall contain minimum content as outlined in Section IV.L.6 of this policy.
 18. The location at which the courses are to be offered and their proposed dates and times for each class
- B. The Ventura County EMS Agency shall provide, upon request by the California EMS Authority, any or all materials submitted by an EMT training program pursuant to the requirements of this policy for the purposes of assuring all applicable sections of the California Health and Safety Code and/or California Code of Regulations are being met.

- C. Didactic and Psychomotor Skills Laboratory
 - 1. An approved EMT training program shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during psychomotor skills practice/laboratory sessions.
- D. Clinical Experience for EMT
 - 1. Each approved EMT training program shall have written agreement(s) with one or more general acute care hospital(s) and/or operational ambulance provider(s) or rescue vehicle provider(s) for the clinical portion of the EMT training course. The written agreement (s) shall specify the roles and responsibilities of the training program and the clinical provider(s) for supplying the supervised clinical experience for the EMT student(s).
 - a. Supervision for the clinical experience shall be provided by an individual who meets the qualifications of a principal instructor or teaching assistant.
 - b. No more than three (3) students will be assigned to one (1) qualified supervisor during the supervised clinical experience.
- E. Teaching Staff
 - 1. Each EMT training program shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction. Nothing in this policy precludes the same individual from being responsible for more than one of the functions outlined below.
 - 2. Program Director
 - a. Each EMT training program shall have an approved program director who shall be qualified by education and experience with at least forty (40) hours of documented teaching methodology instruction in areas related to methods, materials, and evaluation of instruction. Examples of 40 hours of instruction in teaching methodology include, but are not limited to the following:
 - 1) Four (4) semester units of upper division credit in educational materials, methods, and curriculum development or equivalent; OR,
 - 2) California State Fire Marshall (CSFM) Instructor I and II; OR,
 - 3) National Fire Academy's (NFA) Fire Instructional Methodology Course; OR,
 - 4) National Association of EMS Educators (NAEMSE) Level I Instructor Course.
 - b. Duties of the program director, in coordination with the program clinical coordinator, shall include but not be limited to the following:

- 1) Administering the training program
 - 2) Approving course content
 - 3) Approving all written examinations and the final skills examination
 - 4) Coordinating all clinical and field activities related to the course
 - 5) Approving the principal instructor(s) and teaching assistants
 - 6) Signing all course completion records
 - 7) Assuring that all aspects of the EMT training program are in compliance with this chapter and other related laws
 - 8) Serving as the primary point of contact between the training program and the Ventura County EMS Agency
3. Clinical Coordinator
- a. Each training program shall have an approved program clinical coordinator who shall be either a Physician, Registered Nurse, Physician Assistant, or a Paramedic currently licensed in California, and who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five (5) years. Duties of the program clinical coordinator shall include, but not be limited to:
 - 1) Responsibility for the overall quality of medical content of the program
 - 2) Approval of the qualifications of the principal instructor(s) and teaching assistant(s)
4. Principal Instructor(s)
- a. Each training program shall have a principal instructor(s), who may also be the program clinical coordinator or program director, who shall be qualified by education and experience with at least forty (40) hours of documented teaching methodology instruction in areas related to methods, materials, and evaluation of instruction and shall meet the following qualifications:
 - 1) Be a Physician, Registered Nurse, Physician Assistant, or Paramedic currently licensed in California; or,
 - 2) Be an Advanced EMT or EMT who is currently certified in California.
 - 3) Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.
 - 4) Be approved by the program director in coordination with the program clinical coordinator as qualified to teach the topics to which s/he is

assigned. All principal instructors from approved EMT training programs shall meet the minimum qualifications as specific above.

- b. Examples of 40 hours of instruction in teaching methodology include, but are not limited to the following:
 - 1) Four (4) semester units of upper division credit in educational materials, methods, and curriculum development or equivalent; OR,
 - 2) California State Fire Marshall (CSFM) Instructor I and II; OR,
 - 3) National Fire Academy's (NFA) Fire Instructional Methodology Course; OR,
 - 4) National Association of EMS Educators (NAEMSE) Level I Instructor Course.

5. Teaching Assistant(s)

- a. Each training program may have teaching assistant(s) who shall be qualified by training and experience to assist with teaching of the course and shall be approved by the program director in coordination with the program clinical coordinator as qualified to assist in teaching the topics to which the assistant is to be assigned. A teaching assistant shall be supervised by a principal instructor, the program director and/or the program clinical coordinator.

F. Components of an Approved Program

- 1. An approved EMT training program shall consist of the following:
 - a. The EMT course, including clinical experience;
 - b. Periodic and final written and psychomotor skills competency examinations to include all skills listed in section IV.H.3 of this policy;
 - c. A challenge examination;
 - d. A refresher course required for renewal or reinstatement.
- 2. Ventura County EMS Agency may approve a training program that only offers refresher course(s).

G. EMT Training Program Required Course Hours

- 1. The EMT course shall consist of not less than one hundred seventy (170) hours. These training hours shall be divided into:
 - a. A minimum of one hundred forty-six (146) hours of didactic instruction and psychomotor skills laboratory; and
 - b. A minimum of twenty-four (24) hours of supervised clinical experience. The clinical experience shall include a minimum of ten (10) documented patient

contacts wherein a patient assessment and other EMT skills are performed and evaluated.

1) High fidelity simulation, when available, may replace up to six (6) hours of supervised clinical experience and may replace up to three (3) documented patient contacts

c. The minimum hours shall not include the NREMT cognitive and/or the psychomotor skills examinations for EMT certification.

H. Required Course Content

1. The content of an EMT course shall meet all of the objectives contained in the U.S. current Department of Transportation (DOT) National EMS Education Standards;
2. In addition to National EMS Education Standards, EMT course shall meet all requirements outlined in California Code of Regulations, Title 22, Chapter 2, Section 100075.
3. Students shall be given multiple opportunities to practice all skills included in the National EMS education standards, as well as any additional skills outlined in Sections 100063 and 100075 of the California Code of Regulations. These specific skills requirements can be found at the following web addresses

Section 100063

[https://govt.westlaw.com/calregs/Document/I0913119B5B6211EC9451000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I0913119B5B6211EC9451000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

Section 100075

[https://govt.westlaw.com/calregs/Document/I09A036675B6211EC9451000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I09A036675B6211EC9451000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

a. Simulated or virtual experiences related to psychomotor skills practice will not be permitted, unless specifically granted under special provision or directives issued by the Ventura County EMS Agency and/or the California EMS Authority.

As part of the provision of four (4) hours of tactical casualty care, students shall participate in a hands-on drill or live exercise that allows the practical application of skills and concepts related to the content⁴. All applicants shall

complete Incident Command System (ICS) 100 and 700 training prior to completion of the course.

I. Required Testing

1. EMT training program shall include periodic and final competency-based examinations to test the knowledge and psychomotor skills specified in Section 100075 of the California Code of Regulations, and in the National EMS Education Standards.
2. Satisfactory performance in these written and skills examinations shall be demonstrated for successful completion of the course.
3. Satisfactory performance shall be determined by preestablished standards, developed by the training program director and clinical coordinator, and approved by the Ventura County EMS Agency at the time of program approval / re-approval.
4. The final psychomotor skills exam shall include, at a minimum, all skills listed on the current version of the California EMS Authority's Skills Competency Verification form, EMSA-SCV.

J. EMT Training Program Course Completion Record

1. An approved EMT training program shall issue a tamper resistant course completion record to each person who has successfully completed the EMT course, refresher course, or challenge examination.
2. The course completion record shall contain the following information:
 - a. The name of the individual.
 - b. The date of the course completion.
 - c. Type of EMT course completed (i.e. EMT, refresher, or challenge), and the number of hours completed
 - d. The signature of the training program director
 - e. The name and location of the training program issuing the record
 - f. Statement: "This EMT training program has been approved by the Ventura County EMS Agency"
 - g. Statement in bold and capitalized print: "THIS IS NOT AN EMT CERTIFICATE"

- h. Statement: This program includes required didactic and psychomotor skills training in Epinephrine, Glucometer, Naloxone, and four hours of Basic Tactical Casualty Care”.
 - 3. Within fifteen (15) days of course completion, each program shall submit the VCEMSA EMT Course Completion Roster that is attached to this policy. Students will not be processed for certification until the course completion roster is received by VCEMS.
- K. EMT Training Program Course Completion Challenge Process
 - 1. An approved EMT training program shall have a defined process for any EMT challenge request/application, and shall offer the EMT challenge psychomotor skills and cognitive examination in conjunction with regularly scheduled testing periods.
 - 2. EMT course completion eligibility and challenge process shall be carried out in accordance with VCEMS Policy 304 – EMT Course Completion by Challenge Examination
- L. EMT Training Program Review and Reporting
 - 1. All program materials specified in this policy and in applicable Sections of the California Code of Regulations shall be subject to periodic review by the Ventura County EMS Agency.
 - 2. All programs shall be subject to periodic on-site (announced and/or unannounced) evaluation by the Ventura County EMS Agency
 - 3. EMT training program shall submit a schedule of psychomotor skills labs for each scheduled course (hybrid and/or traditional programs) that includes dates and list of psychomotor skills that are scheduled to be practiced on each date.
 - 4. In the event that an approved EMT training program wishes to add a course to the schedule, notification shall be submitted in writing to the Ventura County EMS Agency no less than sixty (60) calendar days prior to the proposed start date.
 - 5. The EMT training program shall notify the Ventura County EMS Agency in writing, in advance when possible, and in all cases within thirty (30) calendar days of any change in the following:

- a. Program director
 - b. Clinical coordinator
 - c. Principal instructor(s)
 - d. Change of address, phone number or primary point of contact
 - e. Change in course content or course hours of instruction
6. The EMT training program shall submit an annual report to the Ventura County EMS Agency within 45 days of year end. At minimum, this report shall be comprised of the following:
- a. Any changes to course content for the coming year. This does not replace the requirement outlined in Section IV.L.5 of this policy
 - b. Changes to any teaching staff and/or program leadership. This does not replace the requirement outlined in Section IV.L.5 of this policy
 - c. A listing of course dates and locations for the coming year.
 - d. The number of students that successfully completed the program (broken down by term) versus number of students originally enrolled for the same period of time.
- M. Quality Assurance and Improvement
1. At the time of approval and subsequent application for program re-approval, each EMT training program shall submit a comprehensive quality assurance and improvement plan that, at a minimum, addresses the following:
 - a. Methods of student remediation
 - b. Methods of student evaluation in demonstrating competency in both cognitive concepts and practical application of psychomotor skills.
 - c. A plan for continuous review and update of examinations and student materials
 - d. Identifies the text and resource materials that will be utilized by the program
 - e. Samples of student course evaluations
 2. Any program that fails to maintain a three-year average cumulative pass rate of at least 80% within three attempts on the NREMT cognitive examination shall submit a comprehensive improvement plan to the Ventura

County EMS Agency that outlines necessary steps to achieve the desired benchmark.

- a. Data from the National Registry of EMTs will be pulled by the Ventura County EMS Agency on a quarterly basis and shared with EMT programs and with members of the Prehospital Services Committee

N. Withdrawal of EMT Training Program Approval

1. Failure to comply with the provisions of this policy may result in the denial, suspension, or revocation of EMT training program approval by the Ventura County EMS Agency
2. The requirements for training program noncompliance notification and actions are as follows:
 - a. The Ventura County EMS Agency shall provide notification of noncompliance with the requirements of this policy and/or the regulations outlined in applicable sections of the California Code of Regulations. The notification shall be in writing and will be sent by certified mail to the EMT training program director.
 - b. Within fifteen (15) working days from receipt of the noncompliance notification the approved EMT training program shall submit in writing, by certified mail, to the Ventura County EMS Agency on of the following:
 - 1) Evidence of compliance with the provisions of this policy and applicable sections of the California Code of Regulations
 - 2) A plan to comply with the provisions of this policy and applicable sections of the California Code of Regulations within sixty (60) calendar days from the day of receipt of the notification of noncompliance.
 - c. Within fifteen (15) working days from receipt of the EMT training program's response, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the EMT training program, the Ventura County EMS Agency shall issue a decision letter by certified mail to the California EMS Authority and the EMT training program. The letter shall identify the Ventura County EMS Agency's decision to take one or more of the following actions:

- 1) Accept the evidence of compliance provided.
 - 2) Accept the plan for meeting compliance.
 - 3) Place the program on probation.
 - 4) Suspend or revoke the EMT training program approval.
- d. The decision letter shall also include, but not be limited to, the following:
- 1) The date of the Ventura County EMS Agency's decision;
 - 2) Specific provisions found noncompliant by the training program approving authority, if applicable;
 - 3) The probation or suspension effective and ending date, if applicable;
 - 4) The terms and conditions of the probation or suspension, if applicable; and
 - 5) The revocation effective date, if applicable.
- e. If the EMT training program found noncompliant with the requirements of this policy, or with applicable sections of the California Code of Regulations does not comply with subsection b outlined above, the Ventura County EMS Agency may uphold the noncompliance finding and initiate a probation, suspension, or revocation action as described above.
- f. The Ventura County EMS Agency shall establish the probation, suspension, or revocation effective dates no sooner than sixty (60) days after the date of the decision letter, as described above.