

NEW YORK STATE DEPARTMENT OF HEALTH

EMS PROGRAM

Administrative Manual For EMS Educational Programs



2013



Table of Contents

INTARODUCTION	I-1
COURSE SPONSORSHIP	II-1
BLS, ALS, Specialty Course Sponsors	II-1
Minimum Teaching Requirements	II-1
Distributive Learning Sponsors	II-4
Equipment and Supplies	II-5
Quality Improvement Courses	II-5
Course Sponsor Approvals	II-6
New Course Sponsor Approval Process.....	II-6
ADMINISTRATIVE REQUIREMENTS FOR SPONSORS	III-1
Planning, Faculty.....	III-1
Academic Policies and Procedures	III-2
Curricula, Educational Facilities	III-4
General Record Keeping Requirements, Financial Record Keeping	III-5
Faculty and Sponsor Administrator Requirements.....	III-5
Medical Director, Paramedic Program Director.....	III-6
Individual Course Files	III-6
Individual Student Files.....	III-7
Equipment Inventory, Subcontracting Responsibilities	III-7
Course Audits & Quality Control, Actions and Penalties.....	III-8
Practical Skills Certification Examination	III-8
State Written Certification Examination	III-9
Additional Requirements for ALS Sponsors.....	III-9
Course Sponsor Clinical Requirements.....	III-10
ALS Sponsor Internship Experience, Course Medical Director	III-11
Student and Graduate Evaluation/Assessment.....	III-11
ALS Sponsors Who Plan to Conduct Paramedic Original Courses	III-12
Additional Requirements for Specialty Sponsors	III-13
Distributive Learning Course Requirements.....	II-3
PARAMEDIC COURSE SPONSORS	IV-1
Course Sponsorships.....	IV-1
Course Sponsor Consortiums	IV-1
Sponsorship Resources	IV-2
Student and Graduate Evaluation/Assessment.....	IV-5
PRE-CORUSE ACTIVITIES	V-1
Course Management Responsibilities	V-1
Sponsor Administrator.....	V-1
Course Sponsor Administrator's Liaison.....	V-2
Certified Instructor Coordinator (CIC)	V-2
Certified Lab Instructor (CLI)	V-3
Paramedic Program Director.....	V-3
Course Medical Director	V-4
Clinical/Internship Preceptor	V-5
Clinical Coordinator, Continuing Education Instructor	V-5
Regional Faculty, Program Coordinator	V-6
Application for EMS Certification Courses.....	V-7
Short Duration Courses.....	V-8
Direction for Completing the Course Application.....	V-9

Direction for Completing the Course Schedule.....	V-13
Course Admission Criteria, Determining Student Eligibility – CFR/EMT.....	V-15
CFR and EMT Refreshers	V-16
Original Advanced EMT Courses	V-16
ALS Refresher Courses	V-17
Certification Process and Timelines	V-19
ALS Rapid Refresher Course	V-22
Course Application.....	V-23
Course Memorandum, Application for AEMT Rapid Refresher	V-24
Distribution of Exam Grading Sheets, Practical Exam Administration	V-24
Other Paperwork, Funding.....	V-24
Specialty Course Sponsors	V-25
Advanced Standing	V-27
FIELD INTERNSHIPS.....	VI-1
What is the Field Internship Experience?	V-1
AEMT, CC, P Requirements	V-2
COURSE CANCELLATION.....	VII-1
COURSE FUNDING POLICIES & PROCEDURES.....	VII-2
THE FIRST CLASS SESSION	VIII-1
Directions for Completing the Student Application (DOH-65)	VIII-4
Directions for Completing the Course Memorandum.....	VIII-5
The Learning Contract.....	VIII-7
ACTIVITIES DURING THE COURSE	VIII-11
Attendance Records, Class List, Course Number & Student ID	VIII-11
Verification of ED Observation Completion	VIII-11
Physician’s Role During In-Hospital Observation.....	VIII-13
Responsibilities of the Nurse During In-Hospital Observation.....	VIII-13
Responsibilities of the EMT Student During In-Hospital Observation.....	VIII-15
Verification of Advanced Clinical/Internship Experience Completion	VIII-17
Medical Director’s Certification of Course Completion (DOH-3379)	VIII-17
Exam Tickets	VIII-18
Certification Examination Requirements	IX-1
Required Practical Skills Testing Stations	IX-2
Retesting	IX-2
Advanced EMT Retesting Policy.....	IX-3
NYS Written Certification Examination	IX-3
ACTIVITIES TO COMPLETE THE COURSE.....	X-1
Directions for Completing the Final Practical Skills Examination Summary Sheet	X-3
Directions for Completing the Student’s Ineligible to Take the State Exam	X-5
State Certification Examination Results	X-9
The Written Certification Examination.....	X-10
DISSOLUTION OF COURSE SPONSORSHIP	XI-1
APPENDICES	XII-1

Introduction

This manual has been prepared to help familiarize both the Sponsor's Administrator and the Certified Instructor Coordinator (CIC) with the policies and procedures of NYS-BEMS with respect to the administration of EMS educational programs. We have tried to make this an informative resource to assist with managing a Course Sponsorship, planning courses, conducting the courses, and the end of course paperwork. We have included a number of sample forms with detailed instructions that you should refer to with each course.

It is very important that all sponsors adhere to the administrative procedures described in this manual. Attention to detail when completing the course paperwork will prevent delays and eliminate errors in the certification process.

Please take the time to read this manual very closely. This version incorporates numerous changes, some of which are in response to the revised State EMS Code (Part 800) and Bureau of EMS Policy Statements.

Whenever possible we have tried to incorporate modifications that will decrease your workload as well as ours. If you have any questions while going through this manual or during your courses, please do not hesitate to contact the NYS DOH BEMS Central Office at (518) 402-0996, ext. 1, 4. Your Field Rep. is a resource person who should not be overlooked.

Course Sponsorship

Any entity that wishes to offer any type of Bureau of EMS certification or continuing education course that is approved by the Department of Health's Bureau of Emergency Medical Services (NYS-BEMS) must first have an approved Sponsor's Agreement on file with NYS-BEMS. This agreement is valid for a two year period beginning on July 1 and expiring on June 30. The agreement is developed between the Sponsoring entities Chief Executive Officer, Course Medical Director, Sponsor's Administrator AND the NYS-BEMS. The agreement, with its required attachments, is reviewed by the Regional EMS Council for their recommendation, then sent on to the BEMS Area Office and Central Office for final approval or denial. The length of the approval process for a new course sponsorship is dependent on many factors, but usually takes between 6 and 12 months. Great care is taken to assure that there is a documented need for another course sponsor while assuring that the pool of students is not diluted for current course sponsors.

The year that a Course Sponsor's agreement is scheduled to expire, NYS-BEMS Central Office will mail out renewal applications. There are two forms of renewal applications, a Short Renewal and Long Renewal. The Long Renewal must be submitted with all current policies and procedures and any additional ancillary documents. The Short Renewal only requires those documents that have been changed since the Course Sponsor's last renewal.

The renewal forms contain instructions on how and where to submit the application. The REMSCO serving your area and the NYS-BEMS Area Office will both receive copies of the application. The original application with original signatures will be sent to the NYS-BEMS Central Office.

If you are reading this manual for the purpose of developing a Course Sponsorship and need a copy of the current Sponsor's Agreement, contact the NYS-BEMS Central Office. Since this document is periodically revised it is not included in this manual. The following sections are an annotated description of the key responsibilities of a Course Sponsorship.

A Course Sponsor must be either a corporation, as filed with the NYS Department of State, an official DBA, or a NYS municipal entity (e.g. city, town, village). There are three types of Course Sponsors – BLS, ALS, and Specialty. Within each type of sponsorship there are many specific courses that the NYS-BEMS may grant approval for the sponsor to offer. **Simply because an entity applies to be a sponsor does not mean they will be automatically approved by NYS-BEMS to teach all courses.**

Failure to have a current Sponsor's Agreement approved by NYS-BEMS Central Office will result in rejection of course applications. Graduates of courses conducted by non-approved sponsors will not be admitted to State certifying practical skills or written

examinations. Absolutely no sponsor or person is authorized to conduct any NYS-BEMS educational programs without an approved Sponsor's Agreement on file with the NYS-BEMS Central Office. Approval will come in the form of a letter from the NYS-BEMS Central Office approving a specific sponsor's agreement and authorizing the sponsor to teach a specific list of courses. The specific courses that each type of sponsor may be authorized to conduct are as follows:

Basic Life Support (BLS) Courses

Certified First Responder (CFR) Original
Certified First Responder (CFR) Refresher
Emergency Medical Technician (EMT) Original
Emergency Medical Technician (EMT) Refresher
Emergency Medical Technician (EMT) CME Refresher Core Content
Advanced Standing EMT Original Course

Advanced Life Support (ALS) Courses

Advanced EMT (AEMT) Original
Advanced EMT (AEMT) Refresher
EMT-Critical Care (EMT-CC) Original
EMT-Critical Care (EMT-CC) Refresher
Paramedic (P) Original
Paramedic (P) Refresher*
ALS CME Refresher Core Content for each level
Advanced Standing Original Courses

* Course sponsors who wish to offer paramedic refresher courses, must also be authorized to teach AEMT, CC, and/or paramedic original courses.

Specialty Sponsor

Certified Instructor Coordinator (CIC)
Certified Lab Instructor (CLI)
Certified Instructor Update
Continued Medical Education (CME)

Minimum Teaching Requirements

Course sponsors must meet a minimum number of courses taught within a 4 year period. The 4 year period will begin either on their initial approval date or from their last long form renewal, whichever is longer. The course sponsor must conduct at least one course for each level of courses they are approved to teach. For example, if a

course sponsor is approved to teach CFR, EMT, paramedic original and paramedic refresher, they must conduct at least one of those courses within the 4 year time period. Failure to conduct the required courses could cause the sponsorship the loss of approval to offer those courses. If the courses are unable to be conducted due to low enrollment, the BEMS will evaluate the need for that particular level course to be offered in the sponsorship's approval area.

Distributive Learning Sponsors

The Bureau of EMS (BEMS) strives to assure that each Course Sponsor offers the highest quality EMS education possible. To continue the success of EMS education in New York State it is imperative that we find new ways to deliver EMS education to the people who need it, while maintaining the quality of the education. Distributive learning can play an important role in the delivery of quality EMS education.

Distributive learning is an instructional model that allows Course Sponsors, instructors, students, and educational content to be located in different, non-centralized locations so that instruction and learning may occur independently. The distributive learning model can be used in combination with traditional classroom-based education, operate independently as a traditional distance learning course, or educators may choose to operate a virtual classroom through television, satellite, telephone, or the Internet.

Application Process:

1. Any distributive learning course, which leads to NYS BEMS certification, and whose content/hours is more than 50% distributive learning, must be conducted by a BEMS approved Course Sponsor who has been authorized to teach that level course for at least two years prior to the start of the distributive learning course.
2. Course Sponsors who wish to utilize distributive learning must file, with the BEMS, a Distributive Learning Course Sponsorship Upgrade Application.
3. If the distributive learning course will be taught within a county previously authorized by the BEMS through an approved Course Sponsor Application, the sponsor must notify the Regional EMS Council for that county where the course will be located. The NYS DOH BEMS Regional Office for that region will be required to approve the upgrade application and the site(s) where the course will be taught prior to advertising for the course.
4. If the distributive learning course will be taught within a county which has not been previously authorized by BEMS through an approved Course Sponsor Application, the sponsor must have approval from the Regional EMS Council and the NYS DOH BEMS Regional Office for the county where the course will be taught. The BEMS Central Office must give final approval. If the Course Sponsor plans on teaching more than one course, they must submit an application for Course Sponsorship Upgrade.

Distributive Learning Course Requirements:

The BEMS must assure that all students receive the same high quality education and are held to the same standards whether they are in a traditional classroom or enrolled in a distributive learning class. Course Sponsors must adhere to this standard and abide by the following:

Student and instructor policies and procedures must be updated to reflect any and all changes with reference to distributive learning courses.

A minimum of one Certified Instructor Coordinator (CIC) must be present at each remote/receiving site during practical skills/laboratory and examination sessions.

A minimum of one CIC must be present at the transmission/originating site of lecture sessions. Faculty requirements at receiving sites during lecture sessions is dependant on the site and style of distributive learning. This requirement will be determined by the BEMS Central Office upon application by the sponsor.

Interactive Video/Television/Computer-Based Programs.

Ensure that all instructors/faculty are appropriately trained in the technical aspects of operating specific distributive learning equipment.

In the case of interactive television, ensure that each originating site and each receiving site has two-way audio capability so that participants and faculty may communicate throughout the session with little to no delay. In the case of computer-based activity, ensure that timely communications between the students and the CIC are available to address student concerns.

Policies and procedures must be in place in the event of a communications failure to ensure that timely communications are available to address student concerns. This policy may include, but not be limited to rescheduling of classes, assignments and examinations.

Ensure that each interactive television or video site and each receiving site has sufficient projection equipment suitable for transmitting projected images without loss of reproduction quality.

Ensure that each site has audio transmission and receiving equipment suitable for instantaneous two-way communications between all sites.

Equipment and Supplies:

Course Sponsors shall have dedicated equipment and supplies necessary to develop the student's competencies defined by the educational session's objectives at each site as required by the course schedules. Sufficient quantities of equipment to meet the objectives shall be available to maintain a minimum participant-to-equipment and instructor ratio of six-to-one.

Course Sponsors shall provide adequate restrooms and common areas, adequate environmental controls to maintain students comfort and safety.

Course Sponsors shall submit an inventory list of all audiovisual equipment, which will be used for the purpose of providing distributive learning courses.

Quality Improvement (QI) Courses

Any course sponsor with an approved course sponsor's agreement with NYS-BEMS is authorized to teach QI courses. These courses are designed to provide QI education for those providers who require additional education within their scope of practice, but outside of their traditional certification course. An example would be an ALS provider who through quality assurance was found to be in need of remediation for intubation. A course sponsor, at the request of the REMSCO or an agency Medical Director can provide this remedial education. However, if this remedial education contains a clinical component where the provider must go to a clinical site, then the course sponsor must apply for a course number through NYS-BEMS.

To apply for a course number the course sponsor must complete a Course Application and submit a course outline for the remediation. This outline must include the cognitive, psychomotor and affective objectives that will be used during this course. These objectives must be within the scope of practice for the particular level of certification that the provider is currently certified. The best way to accomplish this is to cut and paste the objectives from the appropriate curriculum in to the course document you will be submitting to NYS-BEMS and using during the course.

These QI courses must have a start and end date as well as the normal cumulative evaluations as with any other certification course. Course and student files must be developed and used as with any other certification course and are subject to audit by NYS-BEMS. These courses will not be eligible for a NYS-BEMS written certification examination, will not be eligible for any NYS-BEMS funding reimbursement, and students will not receive any course complete/certification from NYS-BEMS. The NYS-BEMS funding policies do pertain to these courses.

For additional details on this topic please contact the NYS-BEMS Central Office.

Course Sponsor Approvals

Part of the approval process is a site inspection of classrooms, equipment, recordkeeping, etc. NYS-BEMS will use an approved guide to determine if all classroom and examination facilities meet or exceed the minimum standards set-forth by NYS-BEMS. The document outlining these standards will be provided to the applicant.

Once an applicant for course sponsorship has been approved by NYS-BEMS, the new course sponsorship will be approved on a probationary status for a minimum of one year. During this period the NYS-BEMS Area Office staff will conduct "spot" checks during courses as well as an audit at the end of the first completed course. This is done not only to assure that the new sponsorship is adhering to all requirements, but to also give assistance if needed. At the end of the one year probationary period the sponsorship will either be released from probation, will have an additional year of probationary period or may have their agreement with NYS-BEMS placed on suspension or possibly revoked.

The approval from NYS-BEMS will state what level of certification courses the sponsor is approved to teach and also what counties they may be taught in. If a course sponsor wishes to teach in a county outside of their approved area, they must contact NYS-BEMS Central Office to file an upgrade application.

New Course Sponsor Approval Process

Any entity wishing to become a BEMS approve Course Sponsor must make an official request to the BEMS Central Office. This request must be on company letterhead for the entity requesting to an application. This letter must contain the following information:

1. What counties you wish to conduct courses in.
2. What level of certification courses you wish to teach.
3. Why you feel there is a need for an additional course sponsorship within the counties you wish to conduct courses in.
4. Letters of recommendation from EMS agencies where your student population will come from.
5. Needs assessment showing a documented need for an additional course sponsorship within the counties.

After this information is received, the BEMS Central Office will send out the application packet to become a Course Sponsor. Each application will have an expiration date. If the application is not received in the BEMS Central Office by the expiration date, the application will not be considered and you must request a new application.

Once the application has been completed, you will follow the directions for submission to the BEMS Central Office, BEMS Area Office, and the REMSCO. The REMSCO will review and provide a recommendation to the BEMS Central Office (please refer to the REMSCO Sponsor Guidelines manual). Once the BEMS Area Office receives the application, they will review the packet and schedule a site visit and audit of your facilities. During this process, the BEMS Central Office will review the application packet and discuss any changes with the applicant's Sponsor Administrator. A final determination will be made once the BEMS Central Office, REMSCO and BEMS Area Offices have completed their reviews. Approval will come in the form of a letter to the Sponsor's Administrator.

Administrative Requirements for Sponsors

The Following requirements apply to all types of sponsors. As a part of implementing the sponsor's agreement supporting documentation is required to verify compliance with these requirements.

Planning

Each Course Sponsor shall on or before July 1 and January 1 of each year submit to the appropriate regional emergency medical services council(s) (REMSCO) and the NYS-BEMS Central and Area offices a projected schedule of courses for the next six months, including the course type, tentative dates and locations, and proposed certified instructor coordinators. By law the REMSCOs are responsible for coordinating EMS training within their region. Approval of EMS education conducted by the sponsor is solely the responsibility of NYS-BEMS. To help the REMSCOs coordinate training it is helpful to communicate with them about the courses you plan to conduct so that the courses will fit into the regional training needs. Each course offering requires a copy of the course application to be sent to the REMSCO to keep them informed of the educational programs being conducted within their counties.

As you read through this manual it will become evident that the planning for courses, once the sponsorship is in place, takes time. Course planning should be done at least three to four months in advance to assure the program will have the appropriate faculty, advertisement, facilities, interim exams developed, books, supplies, resources, students and adherence to the NYS-BEMS administrative procedures described in this manual. You must also figure in your time-line the deadlines for submission of the course application and schedule to BEMS for approval.

Faculty

Instructors are not "free agents"; **they are employees of the sponsor.** All sponsors must maintain on file the names, addresses, phone numbers and qualifications of all their employees including the CICs, CLIs, and guest faculty. Each course must have a CIC that is approved by NYS-BEMS to conduct the specific type of course. The CIC for each certification course must have a current Basic or Advanced EMT certification at the level of the course being taught or higher, that is valid throughout the duration of the course. The CIC certification must also be valid throughout the duration of the course. The information on how a prospective faculty member of your entity can become certified as a CLI or a CIC is located in the Policy Statement on Instructor Certification (appendix of this manual).

The sponsor must ensure that 50% of the faculty for all course lab sessions are certified instructors, CLI or CIC (except CPR sessions, which require CPR instructors). The sponsor must notify NYS-BEMS Central Office in writing prior to any changes in the CIC, Course Medical Director, course schedule, examination dates, location of a course or testing location.

Academic Policies and Procedures

A well thought out set of policies and procedures must be prepared by the sponsor and distributed to each student at or before the first class session of the course. We require that the student sign for their copy of this “rule book”. A separate set of student policies and procedures must be developed for each level of certification course the sponsorship is approved to teach. This policy book must include at a minimum the policies that are discussed below and approved by NYS-BEMS at time of applying to become a Course Sponsor.

All interim modular exam passing grades and any provisions for re-testing of interim modular exams must be clear to each student at the beginning of the course as well as the entire mathematical equation of how the overall grade for the course is calculated. The process used to calculate the student’s interim modular and final grades must be in writing and provided to the students.

Attendance requirements should be clearly spelled out to the students. It is the position of NYS-BEMS that the students are responsible for 100% of the material in all courses. The procedure for waiving portions of a course is described in the individual refresher curriculum and referred to as the “Challenge Mechanism”. Advanced standing in original courses is available to students who fit the criteria described in the Policy on Advanced Standing, found on the BEMS web site.

It is reasonable of the sponsor to develop a policy, which addresses exactly how many missed sessions they are willing to makeup with a student. This must also include what methods the sponsor will accept for the student to makeup these session. Some sponsors have developed a videotape library of all the lectures in the course for this purpose. They will loan the student the video and require the student to take a quiz on the material after viewing the tape. Since EMS courses are not correspondence courses and the students miss out on the interaction in the classroom and the ability to ask questions while watching a video, this type of make up sessions must be kept to a minimum (i.e. less than 10% of the course didactic sessions). Sponsors and CICs are strongly encouraged to be aware of other courses in their area so a student may be able to attend a make-up session at another course location. The CIC of record must contact the CIC of record for the other course to obtain permission for his/her student to attend their session and to obtain confirmation of attendance in writing.

The clinical experience objectives and requirements for each course must be specified in your policies. It must be clear to the student how they will be expected to achieve the objectives during the clinical experience and what behavior is expected.

Personal conduct and ethics must be spelled out in a policy as well as the course termination/expulsion and appeal procedures. The emergency class cancellation procedure should be spelled out so that students know how they would find out if a class is cancelled due to inclement weather or instructor illness. Most sponsors use

specific procedures (i.e. radio stations, dispatch centers, etc.) for these announcements. NYS-BEMS strongly encourages the use of radio and television stations for the purpose of these cancellations.

The students must be informed of the textbooks that are required for the course. Most sponsors are not and should not be in the “book selling business”, therefore let the students know in advance where they can purchase the books for the course. Sponsors can not mandate that the students purchase textbooks and other items from the sponsor. The sponsor must list at least one alternative to purchasing the items through the sponsor.

The sponsor must have a policy on tuition refunds, if tuition is charged for courses. THE NYS-BEMS requires that the sponsor refund at least 75% of the tuition if the student drops within two weeks or before the third class session, which ever comes first, unless an alternative policy has received prior approval from NYS-BEMS.

The sponsor is required to have a learning contract for all refresher courses and when advanced standing is offered. The learning contract should be addressed in the policy manual. We strongly recommend that all sponsors use a learning contract for all certification courses. The learning contract is discussed in detail later in this manual.

Since NYS-BEMS only reimburses course sponsors for those student who become certified, course sponsors are encouraged to develop a policy for those students who do not become certified within 1 year of completing the course so they may recoup some of the monetary costs. Many course sponsors now have a policy that states, “if for any reason you do not obtain certification within 1 year of completing the course you are enrolled in, you will be responsible for payment in full as outlined in the funding policy”.

Finally, the sponsor should maintain a complete set of the NYS-BEMS policy statements, State Emergency Medical Advisory Committee (SEMAC) Advisories and state-wide protocols on file and should provide appropriate in-service training to keep the faculty aware of these documents and any recent changes.

Below is a list of some of the required policies and procedures that must be included for all courses. A separate set of policies and procedures must be developed for each level of certification courses that the sponsorship is teaching.

1. Attendance requirements and make-up procedures.
2. Personal conduct and ethics policy.
3. Eligibility requirements (i.e. age, functional job description, EMT certification, etc.).
4. Required and ancillary supplies and materials required (i.e. textbooks, lab fees, identification, pocket mask, lab coat, etc.).
5. Tuition requirements and refund policy.
6. Expulsion and termination procedures.

7. Appeals process procedure, which must include the CIC, Medical Director, one at-large person, and then finally the NYS-BEMS Area Office.
8. Performance requirements and evaluations (i.e. didactic, practicals, clinical, internship, grading policy, grade calculation policy, etc.).
9. Testing and retesting requirements.
10. American's with Disabilities Act documentation.
11. Class cancellation policy and notification process.
12. Learning contracts.
13. Course goals and objectives.
14. Practical skills exam policies and procedures.
15. Course completion requirements.
16. Remediation and/or supplemental tutoring requirements and documentation.

Curricula

The sponsor must adhere to the minimum standard curriculum as published by NYS-BEMS for all certification and continuing education courses. The sponsors may exceed the minimum requirements, add instructional hours and content as long as the course does not exceed the "scope of practice" for the certification level for all courses. These additions must be approved by NYS-BEMS Central Office. However, sponsors must keep in mind that by making a course too cumbersome or lengthy may deter prospective students from taking the course and thereby diminish the number of certified providers in an area. All courses must be taught in sequence with the divisions and modules of the curriculum. The sponsor must adhere to the faculty requirements that are spelled out in the curriculum and/or NYS-BEMS policy. The sponsor must maintain an office copy of each curriculum for the courses they offer and all CICs must receive a copy of the curriculum for the specific courses they plan to teach.

It is important to remember that the courses you teach are state-wide courses. **Instructors must teach to the state-wide curriculum and not to local protocol.** The educational responsibility for local and agency protocols lies with the individual agency the person belongs to.

Educational Facilities

The facilities used for educating students and holding classes will be reviewed and approved by NYS-BEMS at the time of initial course sponsor approval. Please refer to the document Classroom Design Standards developed by NYS-BEMS for further details and requirements.

General Record Keeping Requirements

Each approved Course Sponsor must adhere to the record keeping requirements found in Part 800, this manual and any other NYS-BEMS policies or memorandums.

The sponsor must maintain on file for a period of at least five (5) years all individual student and course files. The following is a synopsis of what the general record keeping requirements are:

1. Each sponsor must have on file their currently approved NYS-BEMS Course Sponsor's Agreement.
2. Only NYS-BEMS approved curriculum can be used for NYS-BEMS certification courses and these curricula must be on file.
3. Course announcements must be kept with each course file.
4. Each sponsor must submit a six month plan of courses to their respective REMSCO, NYS-BEMS Area Office and Central Office Education unit. This must occur by July 1st and January 1st of each year.
5. An annual review of all evaluation instruments used during course instruction (i.e. written quizzes, exams, final exam, skills evaluations, etc.).
6. A list of learning resources must be kept and distributed to all students.
7. Equipment and supply inventories, distribution policies, replacement policies and procedures, and equipment maintenance schedules developed to manufacture guidelines.

Financial Record Keeping

The Bureau of EMS and the Office of the State Comptroller can audit a course sponsor's financial records at any time. If a course sponsor receives New York State money then they must adhere to certain accounting practices.

1. A sub account must be used that will include only NYS funds received for BEMS reimbursement of courses.
2. This sub account must show all deposits received from NYS for reimbursement.
 - a. The course number the money is received for must be documented with the deposit recorded.
 - i. i.e. \$12,250.00 received for course #012000.
3. This sub account must show all expenses drawn from NYS reimbursement funds.
 - a. The nature/detail of the expense must be documented with the expense recorded.
 - i. i.e. \$400.00 for new suction unit.

Faculty and Sponsor Administrator Requirements

1. Faculty and employee time and attendance requirements and records.

2. Personnel conduct and ethics policies.
3. Employment requirements and qualifications for all staff members.
4. A current up to date and past list of all faculty.
5. Clinical and field internship faculty selection process, orientation program and supervision policies, which must be approved by the sponsor's Medical Director and reviewed no less than yearly.
6. Faculty discipline and appeals process.
7. Annual and end of course faculty performance evaluations completed by the students. This would include the CIC, lab staff, MD, clinical instructors, preceptors, etc.
8. Schedule pay scale for all staff.

Medical Director

1. Employment requirements and current resume on file.
2. Job description, employment application and letter of agreement or contract.
3. Active role in disciplinary and appeals process.
4. Active role in annual review of all evaluation instruments.

Paramedic Program Director

1. Employment requirements and current resume on file.
2. Job description.
3. Active role in disciplinary and appeals process.
4. Active role in annual review of evaluation instruments.

Individual Course Files

1. Course application (Gold) (DOH-782)
2. Course approval notification (white) (DOH-782)
3. Course schedule
4. Course memorandum (DOH-263)
5. Student applications (copies)
6. Verification of membership forms (copies) (DOH-3312)
7. Copy of each module exam and quizzes
8. copy of comprehensive final exam
9. Results of quizzes, module exams and final exam
10. Copy of challenge and Final PSE Summary Sheet (DOH-2733)
11. Copy of student roster – completed attendance record
12. Copy of student ineligible to take state examination
13. NYS written certification exam results
14. Copy of NYS voucher (DOH-788)
15. copy of NYS reimbursement (check and/or stub)
16. Student attendance sheets with sign-in and sign-out times
17. Faculty attendance sheets with sign-in and sign-out times
18. Additional items as required

Individual Student Files

Student Files: Each student must have an individual file that includes at a minimum the following items:

1. Course policies and procedures signature of receipt
2. ADA signature of receipt
3. Copy of EMT/AEMT card as required
4. Learning contract – refresher students
5. Challenge and Final PSE skills sheets
6. CPR evaluations (written and skills)
7. Answer sheets for all quizzes, modular exams and final exam
8. Module psychomotor evaluation tools and sign-off
9. Counseling memos (signed by CIC and student)
10. Clinical internship (hospital) documentation
11. Field internship (ambulance) documentation
12. Preceptor evaluations
13. Medical Director's Affirmation (ALS courses) (DOH-3379)
14. Health records
15. Insurance information (student liability/malpractice)
16. Additional items as required.

All aforementioned records must be kept on file and available for NYS-BEMS and Office of the State Comptroller (OSC) for auditing purposes. These records will be made available to NYS-BEMS or OSC staff upon request for auditing and investigatory purposes. All course and student records are considered property of the NYS-BEMS and must be kept in a locked/secure location free from environmental extremes.

Equipment Inventory

The sponsor must maintain an inventory of supplies and equipment adequate for the teaching of the specific courses, volume of courses, and volume of students they choose to teach. All equipment purchased with State funds must be labeled with an inventory number, Property of NYS-BEMS, and the sponsor's code. The sponsor must maintain a master inventory of all State owned equipment with their corresponding inventory numbers. It must be understood that equipment purchased with State funds is the property of the State of New York. Should the sponsor close or choose not to renew the sponsor's agreement all equipment must be returned to NYS-BEMS or dispersed in a NYS-BEMS approved method. Financial records must adequately reflect an audit trail, following Federal General Accepted Accounting Procedures, of all NYS reimbursement dollars that are received and disbursed from the sponsorship.

Subcontracting Responsibilities

Under no circumstances will a Course Sponsor be authorized by NYS-BEMS to subcontract obligations or responsibilities as specified in the sponsor's

agreement. To encourage sponsors to use evaluators other than their own faculty, the NYS-BEMS does allow a different sponsor to conduct the practical skills examination. The sponsor of record for the course may receive State funding, as available, for conducting the examination.

Course Audits & Quality Control

The NYS-BEMS staff or Regional Faculty as designated by the NYS-BEMS may audit any class, instructor presentation or examination, either announced or unannounced, for purposes of instructor certification, complaint investigation or routine monitoring. NYS-BEMS staff may audit the sponsor's course management and the financial aspects of courses receiving State funding. The NYS Department of Health or the NYS Comptroller's Office may conduct a financial audit of any sponsor receiving State funding at any time.

The course quality control need not only come from "outside" sources. Peer review of instructors and evaluations of employees by the sponsor for the purpose of improving the quality of the course is required by NYS-BEMS.

Actions and Penalties

Any time a course sponsorship or its employees are found to be in violation of Article 30, Part 800, BEMS Policies, Course Sponsor's Administrative Manual or any other BEMS requirements, the sponsorship may be issued a State of Deficiency (SOD) or Violation Notice (VN). Any course sponsorship who receives 2 or more SODs or VNs within a 12 month time-period, may be placed on probation for a term designated by BEMS. BEMS reserves the right to also cancel the agreement with the course sponsorship to provide courses for violation probationary status or for any other violations.

Practical Skills Certification Examination

The NYS-BEMS Final Practical Skills Examination is the first part of the two part process to become certified. NYS-BEMS allows Course Sponsors to administer this exam, but the exam is the property of the NYS-BEMS. The NYS-BEMS Final Practical Skills Examination must be conducted in accordance with the procedures described in the NYS-BEMS Practical Skills Examination Administrative Manuals in all Original and Refresher courses. Every student in a certification course must receive a copy of the Practical Skills Examination testing sheets at least two weeks prior to the practical examination. However, the use of these testing sheets during the course as a study aid is prohibited. Sponsors are encouraged to develop their own skills teaching and evaluation forms that are much more comprehensive and detailed for use during the learning phase of their education. **Absolutely no student will be admitted to a practical skills examination without completing all the course requirements including the clinical and internship experience. Any student who has filed an**

unsigned Student Application (DOH-65) will not be allowed to take the Final Practical Skills Examination or Challenge Practical Skills Examination until such time that the NYS-BEMS has determined that the student is eligible for certification. Students in original advanced courses must have a “Medical Director’s Certification of AEMT Course Completion” (DOH-3379) on-file prior to admission to the practical skills exam.

State Written Certification Examination

The NYS-BEMS Written Certification Examination is routinely administered at the same location where the course was located. It is the responsibility of the Course Sponsor and CIC to assure that the location is adequate for use as a testing site for the written exam. This must include at a minimum:

- Adequate heating and air conditioning
- Adequate restroom facilities
- Adequate lighting
- Adequate tables and chairs to allow one seating space between each student during the exam
- Adequate acoustics with limited distractions
- Adequate parking
- Adequate emergency exits and plans in-place
- Adequate staff to secure building after exam

The NYS-BEMS will assign an examination proctor for your course. This proctor will arrive at the testing location approximately 30 – 60 minutes prior to the scheduled start time of the exam. The proctor is in-charge of administering the exam and assuring that the testing location meets the needs of the NYS-BEMS for testing. The course CIC or other sponsor representative must be at the testing location to assist the proctor with any issues that may arise. Someone with authorization must stay in the building to secure the building once the exam has completed and the proctor is ready to leave.

Prior to the written examination, the sponsor will receive copies of the class list and the CIC will be sent the exam roster and student exam tickets. The sponsor must review these materials as soon as they are received so corrections can be made by the Certification Unit when appropriate. After grading of state certification exams, the class results for each course will be sent to the sponsor. It is the responsibility of the sponsor to inform the CIC of the student exam results for the course they have completed. Examination results will not be released by the NYS-BEMS in any other form and will not be released via telephone.

Additional Requirements for ALS Sponsors

Conducting advanced courses is considerably more complex than running an EMT course. It is the responsibility of the Course Sponsor to assure that all students in original advanced EMT courses have a current NYS EMT certification, which will be valid throughout the duration of the advanced EMT course. This is important because

the students who go to clinical sites and participate in an internship are not merely “observers”, they are “participants” in the care and are required to provide advanced procedures under the supervision of a preceptor on actual patients. **The NYS-BEMS will not enroll any student in to an advanced EMT course who does not have a valid NYS EMT-B or higher certification card valid throughout the duration of the course.**

Many advanced sponsors require students to carry either personal or ambulance service malpractice insurance. They also require the appropriate health physicals and inoculations, which are consistent with the requirements of the hospital in which the clinical sites are located.

Often advanced sponsors will offer other certifications within an advanced EMT program. For example it is not uncommon for a graduate of an original Paramedic course to exit the course with a certificate for Pre-hospital Trauma Life Support, Basic Trauma Life Support or Pre-hospital Pediatric Care Course, American Heart Association Advanced Cardiac Life Support, Pediatric Advanced Life Support, and a CPR card as well as authorization to sit for the State Paramedic practical skills and written exams. Each of these additional training programs, when integrated into an advanced EMT course are beneficial additions and will add to the complexity of the program. However, the Course Sponsor can not mandate that a student pay for or receive course completion cards or certification cards from these ancillary courses. The Course Sponsor can require the student to successfully complete the course with out actually paying for “a card” at the end of the course.

Course Sponsor Clinical Requirements

Each Course Sponsor must negotiate a clinical agreement/contract with each of their clinical and internship sites. These sites usually consist of hospitals, clinics, EMS agencies, etc. These agreements are legal documents that outline at a minimum, liability insurance requirements, health physical requirements, responsibilities of the student, preceptor, Course Sponsor, and facilities to be used. Affiliation agreements must be reviewed at a minimum of every two years and must be valid for no longer than six years. Affiliation agreements must be in-place for all Course Sponsors before they will be approved to teach NYS-BEMS courses. These agreements are required for all courses except for CFR.

Next, the Course Sponsor must develop a network of preceptors who are authorized and approved by the Course Sponsor’s Medical Director, to teach students in the clinical and field internship settings and write evaluations of the student’s progress in attaining the objectives. This is not just a matter of keeping track of students logging clock hours, but rather to ensure students have a beneficial clinical experience which meets the specific clinical objectives. The preceptor is a part of the educational process and thereby is considered a “teacher”. It is crucial that preceptors understand their role and are able to fulfill this vital link in the educational chain. Course Sponsors must have a written procedure of how preceptors are chosen as well as a

preceptor orientation program that is approved by their Medical Director and NYS-BEMS.

The objectives for each clinical site must be clear, concise and shared with each student and the preceptors prior to initiation of the clinical experience. There are State minimum required clinical hours for all courses specified in the course guide of the curriculum. ALS sponsors may feel free to add clinical hours and requirements provided the requirements do not exceed the scope of practice. A copy of the clinical hours, objectives for each rotation, method of assuring competency is achieved in each objective, location of the clinical sites to be used and the contact person's name, title and phone number at that facility, must be on file with NYS-BEMS. Students are not allowed to perform any skill unless they are in the presence of their approved preceptor.

ALS Sponsor Internship Experience

The ALS Sponsor must also develop objectives for the internship experience, which conform with the requirements of NYS-BEMS Policy #89-11, all curricula and are approved by the Course Sponsor Medical Director. This will necessitate developing agreements with ambulance services and establishing a network of preceptors who must write evaluations for the sponsor on the conduct and progress of the interns. This internship must be separate from any other internship such as an internship for regional credentialing. The student must conduct their internship in the presence of their assigned preceptor at all times.

The Course Medical Director

The ALS Sponsor must employ or contract with a Course Medical Director. In an advanced EMT course the Course Medical Director plays a very important role and therefore must be familiar with pre-hospital care and EMS education. This is not just a physician who is "willing to sign off". In addition to assuring the medical accuracy of the information being taught to the students, the Course Medical Director is responsible for reviewing all evaluation tools, authorize the preceptors to supervise interns and students in the clinical and internship settings, review agreements with clinical and internship sites, assist the Program Coordinator (CIC) as needed with counseling students, teach some segments of the course, assist in the practical skills exam and other duties depending on the specific Course Sponsor. **The most important role of the Course Medical Director in an original AEMT, EMT-CC or Paramedic course is to certify to the New York State Department of Health that each student has fulfilled all the course requirements and is eligible to sit for the State certifying ALS Final Practical Skills Exam.**

Student and Graduate Evaluation/Assessment

A. Student Evaluation

- a. Frequency and Purpose
Evaluation of students must be conducted on a recurrent basis and with sufficient frequency to provide both the students and sponsorship faculty with valid and timely indications of the students' progress toward and achievement of the competencies and learning domains stated in the curriculum.
- b. Documentation
Records of student evaluations must be maintained in sufficient detail to document learning progress and achievements.

B. Outcomes

- a. Outcome Assessment
The sponsorship must periodically assess its effectiveness in achieving its stated goals and learning domains. The results must be reflected in the review and timely revision of the program.

Outcome assessments include but are not limited to: exit point completion, graduate satisfaction, employer satisfaction, job placement, and state certification exam results.
- b. Outcome Reporting
The sponsorship must periodically submit its goal(s), learning domains, evaluation systems (including type, cut score, validity, and reliability), outcomes, its analysis of the outcomes and an appropriate action plan based on the analysis

ALS Sponsors Who Plan to Conduct the Original Paramedic Course

All new ALS sponsors offering Paramedic Original courses authorized after January 1, 1988 must employ a full time Paramedic Program Coordinator (CIC) whose services are dedicated solely to running the Paramedic program. The ALS Course Sponsor, authorized after January 1, 1988, must also be an accredited post-secondary education institution such as a university medical center, senior college, community college, vocational school, medical center, or other institution that meets comparable standards for education in this field. All institutions must be affiliated with an accredited medical center or hospital, and EMS system, which supports Paramedic education.

If you are considering applying for sponsorship of an original Paramedic program, it is important to work closely with the NYS-BEMS Central Office. It is suggested that work begin at least 9 months in advance to assure that you are fully aware of the complexity of conducting this type of course and that you have planned the program thoroughly.

Additional Requirements for Specialty Sponsors

The continuing education courses and the instructor certification courses are combined administratively and called specialty programs. NYS-BEMS works with sponsors to assure that all students across the State have access to these training programs, while the volume of sponsors authorized to conduct continuing education and instructor certification courses is not so large as to make it impractical to conduct the highest quality programs. The faculty of the CLI, CIC, and Certified Instructor Updates are trained directly by the NYS-BEMS for the specialty sponsor for the specific course for which they have been trained by NYS-BEMS.

Specialty sponsors are required to teach their courses where they are needed, rather than only teaching at one fixed location. The regional (REMSCO) training plan spells out exactly how many instructor courses each specialty sponsor may conduct for the current fiscal year.

Most of the administrative paperwork for conducting continuing education courses and instructor certification courses is described in this manual. However there are some specific administrative requirements for the continuing education courses and the instructor certification courses that are available directly from the NYS-BEMS Central Office.

Additional Requirements for Paramedic Course Sponsors

The DOH BEMS encourages all paramedic course sponsors who are approved to teach paramedic original courses, to become accredited through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. As of the 2013, the National Registry of EMTs requires that any person wishing to receive their National Registry for paramedic, must have graduated from an accredited paramedic program. If a course sponsor does not wish to become accredited, they must advise all potential students that they will not be eligible for National Registry.

Course Sponsorships

A paramedic original course sponsorship must be at least one of the following:

1. A post-secondary academic institution accredited by an institutional accrediting agency or equivalent that is recognized by the U.S. Department of Education, and must be authorized in the State of New York to provide a post-secondary program or to approve college credits, which awards a minimum of certificate at the completion of the program.
2. A hospital, clinic or medical center accredited by a healthcare accrediting agency or equivalent that is recognized by the U.S. Department of Health and Human Services, and authorized in the State of New York to provide healthcare, which is affiliated with an accredited post-secondary educational institution or equivalent or an accredited graduate medical education program, which awards a minimum of a certificate at the completion of the program.

Course Sponsor Consortiums

The DOH BEMS encourages consortiums so resources can be shared. A consortium is an entity consisting of two or more members that exists for the purpose of conducting an educational program. Within a consortium, at least one member must meet the requirements listed above under Course Sponsorships.

Course Sponsorship Goals

A. Program Goals and Outcomes

There must be a written statement of the sponsorship's goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the

sponsorship. The communities of interest that are served by the sponsorship include, but are not limited to, students, graduates, faculty, sponsor administration, hospital/clinic representatives, physicians, employers, police and fire services, key governmental officials, and the public.

Sponsor-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with both the mission of the sponsoring institution(s) and the expectations of the communities of interest. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the sponsorship.

B. Appropriateness of Goals and Learning Domains

The sponsorship must regularly (at least annually) assess its goals and learning domains. Sponsorship personnel must identify and respond to changes in the needs and/or expectations of its communities of interest. An advisory committee, which is representative of these communities of interest, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring sponsorship responsiveness to change. Hospital/clinic representatives should include supervisory and administrative personnel to whom the students or graduates deliver their patients and who provide training sites for students; Physician representatives should include the emergency physicians to whom students and/or graduates deliver their patients as well as trauma surgeons, internists, cardiologists, pediatricians, and family physicians; Employer representatives should include employers of the sponsorship's graduates and the ambulance supervisory personnel and administrative personnel where the students perform internships.

Sponsorship Resources

A. Type and Amount

1. Sponsorship Resources

Sponsorship resources must be sufficient to ensure the achievement of the sponsorship's goals and outcomes. Resources include, but are not limited to: faculty, clerical/support staff, curriculum, finances, classroom/laboratory facilities, ancillary student facilities, hospital/clinical affiliations, field/internship affiliations, equipment/supplies, computer resources, instructional reference materials, and faculty/staff continuing education.

For most sponsorship's, there should be a full-time clerical position that reports to the program director. Instructional aids may include clinical specimens, documents and related materials, reference materials, equipment, and demonstration aids.

2. Hospital/Clinical Affiliations and Field/Internship Affiliations

For all affiliations students shall have access to adequate numbers of patients, proportionally distributed by illness, injury, gender, age, and common problems encountered in the delivery of emergency care appropriate to the level of the Emergency Medical Services Profession(s) for which training is being offered. Hospital/clinical experiences of the sponsorship should include the operating room, recovery room, intensive care unit, coronary care unit, labor and delivery room, pediatrics, and emergency department, and include exposure to an adequate number of pediatric, obstetric, psychiatric, and geriatric patients.

B. Personnel

The sponsorship must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions and to achieve the sponsorship's stated goals and outcomes.

1. Program Director

a. Responsibilities

The program director must be responsible for all aspects of the program, including, but not limited to:

- I. the administration, organization, and supervision of the educational program,
- II. the continuous quality review and improvement of the educational program,
- III. long range planning and ongoing development of the program,
- IV. the effectiveness of the program and have systems in place to demonstrate the effectiveness of the program,
- V. cooperative involvement with the medical director,

- VI. adequate controls to assure the quality of the delegated responsibilities.
- VII. provide overall direction and coordination of the planning, organization, administration, periodic review, continued development, funding and effectiveness of the paramedic program

b. Qualifications

- I. preferred, but not required to have a minimum of a Bachelor's degree in an EMS or business related field
- II. current NYS BEMS certification as a paramedic
- III. current NYS BEMS certification as a certified instructor coordinator (CIC)
- IV. ACLS certified instructor through the American Heart Association or equivalent entity

2. Clinical Coordinator

a. Responsibilities

- I. Oversight of all clinical and field internship locations
- II. Liaison between preceptors and students
- III. Coordination of all student assigned rotations
- IV. Preceptor selection process and training

3. Medical Director

a. Responsibilities

- I. Review and approval of educational content of the program to certify its ongoing appropriateness and medical accuracy
- II. Review and approval of the quality of medical instruction, supervision, and evaluation of the students in all areas of the program
- III. Review and approval of the process of each student throughout the program and assist in the development of appropriate corrective measures when a student does

not show adequate progress

- IV. Assurance of the competence of each graduate of the program in the cognitive, psychomotor, and affective domains
- V. Approve selection process for preceptors
- VI. Adequate controls to assure the quality of the delegated responsibilities

b. Qualifications

- I. A currently licensed NYS physician who practices within the geographic location of the course sponsorship
- II. Have adequate training and/or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care
- III. Be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issues regarding the education of EMS providers

Student and Graduate Evaluation/Assessment

C. Student Evaluation

- a. Frequency and Purpose
Evaluation of students must be conducted on a recurrent basis and with sufficient frequency to provide both the students and sponsorship faculty with valid and timely indications of the students' progress toward and achievement of the competencies and learning domains stated in the curriculum.
- b. Documentation
Records of student evaluations must be maintained in sufficient detail to document learning progress and achievements.

D. Outcomes

- a. Outcome Assessment
The sponsorship must periodically assess its effectiveness in achieving its stated goals and learning domains. The results must be reflected in

the review and timely revision of the program.

Outcome assessments include but are not limited to: exit point completion, graduate satisfaction, employer satisfaction, job placement, and state certification exam results.

b. Outcome Reporting

The sponsorship must periodically submit its goal(s), learning domains, evaluation systems (including type, cut score, validity, and reliability), outcomes, its analysis of the outcomes and an appropriate action plan based on the analysis

Pre-course Activities

Course Management Responsibilities

The Course Sponsor's Administrator is responsible for the management of the entire training program including fiscal management, training administration, supervising the employees of the sponsor, and adhering to the policies and procedures in this manual. All Course Sponsors are required to submit a Sponsor's Agreement once every two years in order to offer any NYS-BEMS course. Without an approved Course Sponsor's Agreement on file with the NYS-BEMS Central Office, courses will not be approved and students will not be allowed to sit for the certifying exams.

It takes a number of dedicated people to make a training program effective. The following is a list of the titles and job responsibilities of each of the "players" to help guide the reader to an understanding of who is responsible for what areas. Obviously the number one responsibility for each person is the ability to work together in a "people oriented" business!

Sponsor Administrator

The administrator has the overall responsibility for the administrative and fiscal aspects of the training program. This person does not need to be EMS qualified or have a clinical background since they are rarely involved in actual instruction. However, the NYS-BEMS does encourage this person to have knowledge of the EMS system and sound educational theories.

Typical responsibilities include:

- Securing adequate teaching facilities for the course.
- Timely submission of the paperwork described in this manual.
- Liaison between the faculty, students, Course Sponsor and NYS-BEMS.
- Attend Regional EMS Council meetings.
- Conducting the courses within the established budget.
- Accounting for all receipts and expenditures for the course and ensuring that the faculty are paid in a timely manner.
- Ordering equipment, supplies and maintaining inventory.
- Assure that the CIC and sponsorship complete their duties as spelled out in the learning contract.
- Adhering to the requirements of the sponsor's agreement and NYS-BEMS policies.
- Keeping the faculty informed about new policies issued by NYS-BEMS.

Course Sponsor Administrator's Liaison

This position is for those Course Sponsor's Administrators who wish to have another person designated to receive information from the Bureau of EMS on their behalf. The liaison is not allowed to sign for the Course Sponsor's Administrator. This position is not a mandated position and many Course Sponsors may not have a need for this position. The Liaison must agree to comply with the conditions and requirements of Part 800.20 of the Rules and Regulations, and the administrative policies and procedures outlined in the current Administrative Manual for EMS Educational Programs and its supplements. As a Liaison to the Course Sponsor's Administrator they will be responsible for receiving correspondence from the New York State Department of Health Bureau of EMS and assuring that the Course Sponsor's Administrator is aware of all correspondence.

Certified Instructor Coordinator - CIC

Employed by the sponsors, the CIC is the person with the overall responsibility for the academic integrity of a specific course and the selection of the course faculty. The CIC must be knowledgeable in many aspects of pre-hospital care and certified as a CIC throughout the entire course and should be certified at the level of the course being conducted or higher. The CIC needs to be clinically competent and should be currently active in EMS to maintain credibility with the students. Refer to current BEMS policy statements for CIC certification. A CIC must be present during all the course sessions to ensure the program continuity and that course objectives are met. If the CIC of record is unable to attend a session, another CIC must take their place for that session. The CIC is an employee of the sponsor and accountable to the Sponsor's Administrator. Refer to the current NYS-BEMS Policy Statement with regards to CIC and CLI requirements.

Typical responsibilities include:

- Providing a liaison between the students, the Course Sponsor, the local medical community and NYS-BEMS.
- Conducting the course in compliance with the State approved curriculum, policies and procedures as they appear in this manual or its updates.
- Ensuring that all learning and skill objectives are presented and met.
- Selecting faculty to teach the course and orienting them to the curriculum objectives.
- Administering the entire interim skills and didactic examinations. Assisting the NYS-BEMS Proctor, if needed, with verifying identification of students at the written examination.
- Being present at all class sessions, including final written exam, to take attendance, counsel students, provide feedback to students on their performance throughout the course, and assure that each student completes his/her commitment spelled out in the learning contract.
- Preparing required course paperwork in a timely manner.
- Preparing the interim exams with the review of the Course Medical Director.

Adhering to the NYS-BEMS policies in this manual.

Certified Lab Instructor - CLI

Employed by the sponsor, the CLI guides the students through the practical skills portion of the course. They must be certified at least as an EMT with a minimum of one year's experience providing prehospital care. The CLI needs to be clinically competent and field active to maintain credibility with the students. The CLI is an employee of the sponsor and accountable to the CIC.

Typical responsibilities include:

- Assuring all students are taught the skills properly.
- Maintaining consistency and uniformity when demonstrating practical skills.
- Assuring the students are supervised during practice sessions to maximize practical time and minimize lecturing.
- Being a good role model for future EMS personnel.
- Bringing problems with students to the attention of the CIC.
- Being an objective evaluator for practical skills examinations.
- Adhering to the NYS-BEMS policies and procedures spelled out in this manual.

Paramedic Program Director

The Paramedic Program Director is the person who provides overall direction and coordination of the planning, organization, administration, periodic review, continued development, funding and effectiveness of the paramedic program. An EMT-Paramedic Original Course Sponsor must employ a full-time program director whose sole responsibility is to the EMT-Paramedic educational program. He/She must be currently certified as a New York State (NYS) Certified Instructor Coordinator (CIC), must maintain NYS certification as a Paramedic, and be qualified through academic preparation, training and experience to teach the course. He/She must maintain certification with the American Heart Association as an ACLS Instructor or have equivalent instructor level training. The Program Director is an employee of the Course Sponsor and accountable to the Course Sponsor's Administrator. When the Paramedic Program Director is not the course CIC, the Bureau may consider alternative staffing criteria. Some of the Paramedic Director's responsibilities are:

- Processing of student applications
- Screening and selection of students
- Scheduling of classes and faculty assignments
- Coordination of examinations and evaluations of students
- Preparation of assessment materials

- Administering the didactic, clinical, and field internship phases of the program
- Development and availability of required equipment and materials for each class
- Maintain adequate inventory of training equipment
- Provide counseling services to students
- Liaison among students, program staff, sponsor, and affiliates
- Supervision of student progress in clinical and internship experience

Coordinating multiple Paramedic Original Courses at the same location:

The sponsoring institution is required to employ at least one full-time Paramedic Program Director. If an agency plans to conduct more than one Paramedic Original Course at a time, they must identify sufficient employees (primary CIC, lab coordinator, clinical coordinator, etc.), adequate to assure the success of each course. A CIC may not be the CIC of record for more than one Paramedic Original Course at a time.

Coordinating multiple Paramedic Original Courses at different locations:

If the second Paramedic Original Course is not at the same location, the sponsoring institution must identify a full-time CIC whose sole responsibility is to the second Paramedic Original Course, or submit a specific plan that outlines how the responsibilities for classroom, lab, clinical and field internship coordination, will be accomplished at the remote site. This plan must be approved by the Bureau.

Course Medical Director

The course Medical Director is a physician who is the ultimate medical authority for the course. He/she should be an active emergency physician who understands the role of EMS, is familiar with the course curriculum and is willing to work closely with the CIC to supervise the medical quality of the training program. The Course Medical Director is an employee of the sponsor accountable to the Sponsor's Administrator. The Course Medical Director must be the Course Sponsor Medical Director unless NYS-BEMS has approved an assistant Course Medical Director for a specific course. This must be requested by the Course Sponsor Medical Director at the time the Course Application is submitted to NYS-BEMS Central Office. DOH form DOH-297 is to be completed and submitted with the Course Application.

Typical responsibilities include:

- Resolving questions and issues regarding the medical content of the course.
- Orienting and approving the preceptors used in original ALS courses.
- Reviewing the clinical and internship contracts with the clinical sites.
- Resolving questions and issues regarding local medical procedures and protocols.
- Assisting the CIC in lecturing and/or recruiting other physicians or specialists to lecture.
- Approving all evaluation tools developed by the CIC for medical accuracy.

Working with CIC, to assure that the students attain the clinical and internship objectives. Approve the internship per NYS-BEMS Policy 89-11 and NYS approved curricula.

In original ALS courses the Course Medical Director must certify to the NYS Department of Health that each individual student has completed all course requirements including the internship experience prior to their admission to the State certifying ALS Practical Skills Examination (DOH-3379).

Adhering to the NYS-BEMS policies and procedures spelled out in this manual.

Clinical / Internship Preceptor

The Preceptor guides the students through the clinical and internship portions of the course. The Preceptor must be considered an arm of the CIC and falls under the educational umbrella for the student. They are a critical component of the educational process. Sometimes students just do not know exactly what to pay attention to or need instant feedback on their clinical performance. The preceptor should be a person with mastery level skills who is clinically active and competent and very familiar with the objectives of the course and the students' objectives in the clinical and internship sites. They must be selected by the Course Medical Director and orientated in their role. The preceptor is an employee of the sponsor and accountable to the CIC. It is not uncommon for preceptors to be nurses in the clinical setting who are working in their role in the hospital emergency department and also receiving some type of incentive to complete evaluations on students assigned to their facility. Although considered "employees" of the Course Sponsor this does not require financial compensation.

Clinical Coordinator

The Clinical Coordinator is not a mandated position by NYS-BEMS, but it is strongly encouraged that all ALS Course Sponsors employ a person to fulfill this position. The Clinical Coordinator is the person who oversees all aspects of clinical and field rotations. This would include, but not be limited to student scheduling, site visits to students clinical sites, handling issues that arise at clinical sites between students and clinical site staff, etc.

Continuing Education Instructor

Individuals who are selected to teach the formal continuing education courses developed by NYS-BEMS (i.e.: CEVO, PPPC, etc.) are referred to as Continuing Education Instructors. They undergo additional training in the specific courses that they are authorized to teach for NYS-BEMS. They teach the specific course for a specialty sponsor approved to offer the course. Each Continuing Education curriculum may have specific instructor and/or student requirements that pertain to that specific course.

Regional Faculty

Individuals who are selected to teach the instructor certification courses are referred to as Regional Faculty. They undergo additional training in the specific courses that they are authorized to teach for NYS-BEMS (i.e.: CLI or CIC). They teach for a specialty sponsor that has been approved by NYS-BEMS to offer instructor courses. In addition Regional Faculty can, upon the assignment of NYS-BEMS conduct audits of instructors going through the certification process and other duties as assigned by NYS-BEMS. To remain as a regional faculty member the individual must continue to be clinically active and teach in EMS courses.

Program Coordinator

The CIC for the CLI, CIC or Certified Instructor Update courses are regional faculty members who are excellent role models for future instructors. The Program Coordinator is approved by the NYS-BEMS Central Office. All the responsibilities of the CIC listed above are responsibilities of a Program Coordinator for the instructor certification programs. In addition the Program Coordinator may, upon assignment of NYS-BEMS conduct instructor level quality assurance audits of CICs or CLIs. Please refer to the current BEMS policy statement.

Application for EMS Certification Courses

The Course Application (DOH-782) and Course Schedule must be completed and submitted to NYS-BEMS no less than 30 days prior to the start of the course. Some sponsors have kept older versions of the Course Application which are no longer used as they do not have all the information needed to process your course. Check the date in the lower left corner, just above the "Course Approval Notification" ticket. The date should be 04/03 or greater. If another date appears you need to order new applications from the NYS DOH Distribution Center. **All Course Applications and Schedules received less than 30 days before the start date of the course will be returned to the sponsor unapproved and you will not be authorized to conduct the course.** There are four copies to the Course Application and Course Schedule, which need to be distributed as follows:

- White copy – NYS-BEMS Central Office **BY CERTIFIED MAIL.**
- Yellow copy – NYS-BEMS Area Office Field Rep.
- Pink copy – Regional EMS Council
- Gold copy – Sponsor's course file at the sponsor's office.

The reason for certified mail is to assure that you receive a receipt that the NYS-BEMS received your mailing in time. This receipt should be kept in the course file.

NYS-BEMS will not accept signed documents such as the course application and/or student applications via FAX machine or other electronic transmission

Short Duration Courses

Any course of short duration or offered in a condensed format (i.e.: three week EMT-B course or Paramedic Rapid Refresher) must have a minimum of eight weeks for the NYS-BEMS to process the student application and set up the written certification examination. Therefore if you plan to run a short or condensed format course you must either delay the exam until at least eight weeks after the student applications will be received by NYS-BEMS or pre-register the students. **When pre-registering students the sponsor must attach the completed student applications, covered by the course memorandum, to the course application and schedule assuring that the complete package is sent by certified mail to NYS-BEMS so that it is received by NYS-BEMS absolutely no later than eight weeks prior to the scheduled examination.**

Course applications that are submitted late, incomplete or incorrect will be returned to the Course Sponsor for appropriate corrections or changes and, if necessary, the rescheduling of the course and/or examination date.

All courses must have NYS-BEMS approval. The Course Sponsor has approval when they receive a course approval number in the mail from NYS-BEMS, **PRIOR** to the start of the course. The course number is assigned and the approval ticket is mailed to the address placed on the bottom of the application. The course number must be used on all correspondence with NYS-BEMS since we file the courses by the course number. It is very important to inform the students of the course approval number. If a student needs to retest the certifying examination, they **must** have this course number.

If for any reason the course needs to be cancelled after a course application has been submitted, you must notify NYS-BEMS Central Office, the NYS-BEMS Area Office Field Rep., and the Regional Council by using the Course Cancellation Notification (DOH-80) described later in this manual.

Direction for Completing the Course Application

Please note if you are running a NYS-BEMS approved continuing education course as an add on to a certification course then two separate course applications and course schedules are required for submission. **The Course Application must be completed using pen, preferably black ink, and printed legibly.**

SECTION **Instructions**

- 1, 2, 3. Please do not write in these sections. All of the shaded areas are for NYS-BEMS use only.

4. **TYPE OF COURSE:** Please put an “X” in the box that indicates the course type you are intending to offer. You may choose only ONE box. For Rapid Refresher course you must write in the type of course.

5. **INSTRUCTOR COORDINATOR (CIC) NUMBER:** Write the number of the certified instructor of record in these boxes. If no number is placed in this section, the application will be returned to the sponsor. Please make sure the CIC number is accurate. If the course is a continuing education course and the instructor is not a CIC, use the continuing education instructor number assigned by NYS-BEMS. The CIC must be valid for both NYS-BEMS EMS certification and CIC certification through the duration of the course.

- I/C EMT NUMBER:** The EMT certification number of the instructor must be entered here.

6. **CIC NAME:** Enter the instructor’s last name, then their first name.

7. **STREET ADDRESS:** Fill in the street address, post office box or the rural route that the instructor wishes to use when doing business with NYS-BEMS. Their home address is preferable for ease of contact.

8. **CITY:** Enter the city, town or village that corresponds with the street address entered in section 7.

9. **STATE:** Enter the state that corresponds with the city in section 8.

10. **ZIP CODE:** Enter the zip code that corresponds to the city in section 8.

11. **COUNTY:** enter the first four letters of the county name that corresponds to the address provided. Example: St. Lawrence is “STLA”, New York is “NEWY”, Schenectady is “SCHE”, etc.

HOME TELEPHONE: Enter the home telephone number for the CIC.

DAY TELEPHONE: Enter the daytime or other telephone number where we can contact the CIC during normal business hours.

12. **STARTING DATE:** Enter the date of the first class session.

13. **PRACTICAL EXAMINATION DATE:** The date that has been selected for the final practical skill examination is to be placed here. This date can not be any less than 5 days prior to the scheduled NYS Written Examination date.

14. **WRITTEN EXAMINATION DATE:** Please write the date that this course intends to take the NYS-BEMS Written Certification examination. It must be one of the dates on the latest published schedule.

15. **NORMAL DAY(S) OF SESSIONS:** Enter the first three letters of the days that the course will be conducted on and the corresponding start and end times for the course days.

SPONSORING AGENCY NUMBER: Each Course Sponsor is assigned a NYS-BEMS reference number. Please be sure to enter the correct one for your sponsorship.

NAME OF COURSE SPONSOR: Write the official name of the Course Sponsor as submitted on the Course Sponsor's Application.

NAME OF SPONSOR'S ADMINISTRATOR: Enter the name of the Course Sponsor's Administrator. This must be the same person that was noted on the Sponsor's Agreement. If there is a change in personnel, please notify NYS-BEMS in writing prior to submitting any course application with new names on them.

DAY TELEPHONE NUMBER: Enter the daytime telephone number where we can contact the sponsor's Administrator if the need arises.

16. **REQUEST FOR FUNDING** check the box that applies to your organization. Refer to the section of this manual that describes the funding procedures and rules.

17. **CLASS LOCATION:** Where the course being held. If the NYS-BEMS Final Practical Skills Exam will be held in another location you must attach a letter, to that effect to the Course Application.

18. **STREET ADDRESS:** The address where the course will be held.

19. **CITY:** The name of the town, city or village.

20. **STATE:** The State where the course is being held is New York State (NY).

21. **ZIP:** The zip code of the address where the course is being held.

22. **COUNTY:** The name of the county where the above address is located.

Please read the paragraph above the signature lines very carefully. Be sure that all three lines are signed by the appropriate person. All certification courses require a Course Medical Director's signature and he/she must be the same physician who is listed on the Sponsor's Agreement. **Understand that forgery is a criminal offense and will be prosecuted to the fullest extent under the law.**

All signatures must be original signatures. We will not accept an application where someone has signed for another person or an ink stamp has been used. The date should be entered after each signature is placed on the form.

Under the last signature line is the distribution list for the different colored pages of the application. Please send the copies to the designated entities. If the Course Sponsor does not send the Regional Council their copy of this application NYS-BEMS will not, so please follow the directions on the form.

The bottom section of the application is a tear away that is returned to the sponsor by NYS-BEMS notifying them of the course approval and the assigned course number. In the space provided please type or print the address of the Course Sponsor so that this approval can be promptly returned. Also write in the CIC's name and the course type in the space provided. On both the application and the approval ticket there is an inventory control number. Please use that number to match the approval notification and your copy of the application so that you know which one of your course applications was approved.

Direction for Completing the Course Schedule

The sponsor **MUST** include a course schedule. Many sponsors use a computerized form to generate their schedules. When they plan a new course they simply plug in the times, dates and faculty. If you are running a continuing education course as an add-on to a certification course, two separate course applications and schedules are required.

ITEMS THAT MUST BE INCLUDED ON EACH COURSE SCHEDULE

COURSE SPONSORSHIP: The name of the sponsorship must appear on the schedule.

COURSE LOCATION: The location where the course is being held.

COURSE TYPE: Enter the certification level and whether it is an original or refresher course.

NAME OF MEDICAL DIRECTOR: This is required for Advanced level courses. This should be the same person who signed the course application.

PRATICAL SKILL EXAM LOCATION AND DATE: This should have the location date and times the practical is scheduled for. If you are running a continuing education course that does not have a practical skills exam you can leave this section blank.

STATE CERTIFYING WRITTEN EXAM: The place, date and time of the State written exam. The NYS-BEMS Certification Unit may contact you to change the site if your class has a small number of students. The exam must be a time and day specified in the examination schedule if it is a certifying examination.

TEXTBOOK USED: Please enter the name of all the textbooks that will be used in the course as well as the version number.

DATE & DAY: the dates and days that the course will be held.

TIME AM/PM: The times that the classes will meet. For example "7:00pm to 10:00pm".

YOUR SESSION NUMBER: This is the sequence of classes that the instructor will follow throughout the course.

CONTACT/TOPIC: The title of the class being presented on for each specific session. It should correspond with the course outline.

PRIMARY INSTRUCTOR: This should be the name of the person instructing the class for the specific session. If the session is a practical skill lab session please list **STAFF**.

Course Admission Criteria

Priorities for admitting students into NYS-BEMS training programs vary from sponsor to sponsor (i.e.: first priority are members of NYS EMS Agencies). These requirements should be based on the regional EMS needs. Admission priorities must be documented in the sponsor's policies and must be made available to applicants who request it. The sponsorship approval can be revoked if admission is denied because of race, color, ethnicity, creed sex, sexual preference or religious beliefs. We strongly advise sponsors to print their admission criteria on any advertising materials for the course. In addition the admission application should collect all the appropriate information to determine if a student meets the eligibility requirements for the specific course (i.e.: date of birth, EMT number, etc.).

Determining Student Eligibility

It is the responsibility of the Sponsor's Administrator and the CIC to review all applicants to courses and assure to the NYS-BEMS that they do not accept students who are ineligible to take the course. Occasionally a student is ineligible to become certified because the student refuses to sign the student application. This may be because they have been previously convicted of a crime or are under charges as listed in the affirmation. The specifics on how to deal with this student are discussed in the section of this manual for completion of the student application.

Common to eligibility for all EMS levels of certification is the following requirement:

"I affirm that, in accordance with the requirements of 10 NYCRR 800, I have NOT been convicted of any misdemeanors or felonies. I understand that if I have a conviction it will be individually reviewed and that any such conviction may not be an automatic bar to certification. The Department of Health will determine if the conviction is applicable under the provisions of Part 800."

Certified First Responder

To be eligible for enrollment in the course, the candidate for certification must be at least 16 years old by the last day of the month in which the State Written Certification Examination for the course is scheduled.

Emergency Medical Technician

To be eligible for enrollment in the course, the candidate for certification must be at least 18 years old by the last day of the month in which the State written certifying examination for the course is scheduled.

CFR and EMT Refresher

Candidates do not need to hold a current certification card in order to enroll in a refresher course. However, they must have proof that they were once certified in the State of New York at or above the level of the refresher course in which, they are enrolling in. No candidate will be allowed to enroll in a refresher course unless they have been previously or are currently certified. Occasionally, NYS-BEMS will grant a candidate permission to enroll in a refresher course based upon previous training in another state. The student must submit a letter from NYS-BEMS to the CIC for proof of eligibility and any advanced standing that has been granted. **Please staple a copy of the documentation to the student's application form (DOH-65) and send it to NYS-BEMS along with the rest of the student applications.**

Candidates with a "Lapsed Certification" pursuant to Section 800.8 State EMS Code: all CFR/EMT certifications will expire at 12 midnight on the expiration date shown on the certification card. After that time the individual is no longer certified. The candidate may NOT practice as a NYS certified provider. Pursuant to Section 800.18 State EMS Code, at any time in the future, an individual may enroll in a refresher program and complete the course requirements. They must take and pass both the State certifying Practical Skills Examination and the State certifying written examination in order to renew their certification. These candidates are eligible to take all portions of the challenge components of the refresher course.

If the candidate fails the State Written Certification Examination he/she may retest once, either at the level originally sought or at a lower level of certification. The first and second attempts to pass the Written Certification Examination must be completed within one year of passing the course's Final Practical Skills Examination. If after the second examination the student fails, he/she may enroll in an original or refresher course. If the student wishes to enroll in a refresher course, he/she must do so within one year of the date of the course completion.

Original Advanced EMT Courses (AEMT, EMT-CC, P)

The candidate must have a current NYS EMT- Basic certificate that will remain valid throughout the entire advanced EMT course and through the date of the scheduled NYS-BEMS Written Certification Exam. If the student's certification expires, he/she will not be eligible to participate in the clinical; or internship experiences and will be unable to complete the course and take the certifying examination. Course Sponsors may develop a learning contract with individuals whose card will expire during the course. These learning contracts must delineate when the student will need to complete an EMT-Basic refresher course. **The learning contract must be stapled to the Student Application when submitted to NYS-BEMS.**

ALS Refresher Courses (AEMT, EMT-CC, EMT-P)

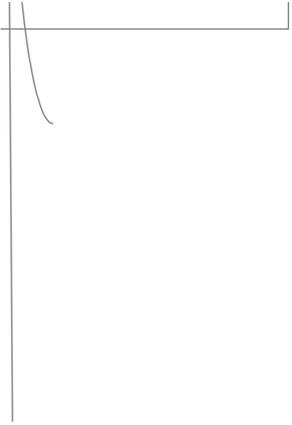
The candidate must have a current advanced EMT card at the level of the course in which he/she is enrolling that will expire within the next eighteen (18) months or be an advanced EMT with a lapsed certification.

Candidates with a "Lapsed Certification" pursuant to Section 800.8 EMS Code: all Advanced EMT certifications will expire at 12 midnight on the expiration date shown on the certification card. After that time the individual is no longer certified. The candidate may NOT practice as an Advanced EMT. Pursuant to Section 800.18 State EMS Code: at any time in the future, and individual may enroll in a refresher program and complete the course requirements. They must take and pass both the States certifying Practical Skills Examination and the State certifying written examination in order to renew their certification. These candidates are eligible to take all portions of the challenge components of the refresher course. Any person who has been expired for more than six years is also eligible to take an original course.

Occasionally, NYS-BEMS will grant a candidate permission to enroll in a refresher course based upon previous training in another state. The student must submit a letter from NYS-BEMS to the CIC as proof of eligibility and any advanced standing that has been granted. **Please staple a copy of the documentation to the student's application form (DOH-65) and send it to NYS-BEMS along with the rest of the student applications.**

If the candidate fails the State Written Certification Examination he/she may retest once, either at the level originally sought or at a lower level of certification. The first and second attempts to pass the Written Certification Examination must be completed within one year of passing the course's Final Practical Skills Examination. If after the second examination the student fails, he/she may enroll in an original or refresher course. If the student wishes to enroll in a refresher course, he/she must do so within one year of completion of the course.

Certification Process and Timelines



ALS Rapid Refresher Course (AEMT, EMT-CC, Paramedic)

Purpose

The ALS rapid recertification program is designed to allow currently certified ALS providers who remain clinically active and competent, admission to the State practical skills and written recertification examinations without the necessity of completing a full refresher course. Based on the Service Medical Director's affirmation that the recertification applicant is clinically competent and qualified to continue practicing, the ALS provider can apply for admission to an ALS Rapid Recertification exam. In essence, emphasis will be shifted from periodic refresher courses (once every three years) to on-going assessment and physician directed quality assurance, quality improvement and continuing education.

Eligibility

The Service Medical Director will establish specific written requirements for participation in the ALS rapid recert program; these requirements must be maintained on file by the EMS service. The criteria for eligibility will include, but is not limited to all of the following:

1. NYS-BEMS ALS certification must be valid and remain valid through the date of the first class session.
2. Actively practicing as a New York State Certified ALS provider within a regionally approved ALS system.
3. Clinically competent and qualified to practice as an ALS provider.
4. Remains proficient in all of the cognitive and performance objectives of the New York State approved ALS curriculum.
5. In the judgment of the Service Medical Director the candidate is of sound character and judgment.
6. Successfully completed the national cognitive and skills objectives in Basic Cardiac Life Support (BCLS) Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care as outlined in the Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care: Recommendations of the [most current] National Conference.
7. Other requirements as set forth by the Service Medical Director.

The determination of whether a candidate meets the above criteria is made solely by the Service Medical Director and shall be based on, but not limited to, direct clinical observation, evaluation of performance through quality improvement/quality assurance activities, in-service training, and continuing medical education (CME).

Since the recertification candidate's last certification, he/she must have participated in activities to review and/or be evaluated on all of the areas of the core-content of the ALS curriculum. It is essential that the applicant's Service Medical Director be satisfied that all criteria has been met.

1. *Policy Statement 11-05, Providing Medical Control:*

“Service Medical Director” means a physician identified by an EMS service who has been approved by one or more REMAC(s) as having met their credentialing policies and procedures, who is directly responsible for the medical care provided by the certified EMS personnel of that EMS service, and who provides and participates in the EMS service’s quality improvement program.

The New York State practical skills examination must be administered by a Course Sponsor approved to conduct AEMT Refresher Courses. The Course Sponsor must not have a vested interest in the outcome of the examination (i.e., an EMS provider agency should not conduct an examination for its own members/employees). If no independent Course Sponsor is available in an area, the department may consider an exemption to this policy, on a case-by-case basis.

Candidates who have failed the practical skills examination portion of the AEMT Rapid Recertification must enroll in and successfully complete a traditional Refresher course prior to being admitted to another practical skills examination. Candidates who have failed the state written certification exam for the Rapid Recertification after two attempts must enroll in and successfully complete a traditional Refresher course (including the practical skills examination) prior to being admitted to another Written Certification Examination.

To apply for the State Certification Examination the Course Sponsor must submit a Course Application (DOH-782), Course Memorandum (DOH-263), and attach an Application for AEMT Rapid Recertification (DOH-4010) for each recertification candidate. This material must be received by the department at least 8 weeks prior to the proposed written certification examination.

Course Application

The Course Application (DOH-782) must be complete with original signatures. Under section 4, Type of Course, the sponsor should check OTHER, and write in AEMT RAPID RECERT with level. For sections 5-11, enter information on the Certified Instructor Coordinator (CIC) who will coordinate the practical skills examination. For section 12, Starting Date, enter the date you are submitting the application (the Starting Date must precede the Practical Examination Date). For section 13, Practical Examination Date, enter the date you will be conducting the practical skills examination (the Practical Examination Date must precede the Written Examination Date). For section 14, Written Examination Date, enter the date you are requesting the State written certification examination (must be on a scheduled exam date). A course schedule must accompany the Course Application.

Course Memorandum

The course Memorandum (DOH-263) must be completed on both sides and attached to the Course Application. Under Course Information, check the box for EMT-AEMT-Refresher. Under section D, Other, write in AEMT Rapid Recert (AEMT, CC or P). Leave blank the line for Class Day(s) and Class Time(s).

Application for AEMT Rapid Recertificaion

An application for AEMT Rapid Recertification (DOH-4010) must be completed and submitted with original signatures on both sides of the form. This is a two-sided form that will only be accepted as such, do not submit this application on two separate sheets. An application for each candidate must be attached to the Course Memorandum. Leave the Course Number blank, this number will be assigned upon approval of the application and returned to the sponsor with the Course Approval Notification form.

The Course Sponsor is responsible for verifying that the Service Medical Director is a physician identified by an EMS service who has been approved by one or more REMAC(s) as having met their credentialing policies and procedures.

Distribution of Exam Grading Sheets

Copies of the exam-grading sheet for each practical skills station must be distributed to the candidate at least one week prior to the practical skills examination.

Practical Exam Administration

As with regular refresher courses, the practical skills exam must include all skill stations as outlined in the Advanced Level Examination Coordinator's Manual.

Other Paperwork

Upon receipt and approval of the above, the sponsor will be sent a Course Approval Notification, Class Roster and Student Examination Ticket for each candidate. At the time of the written certification examination the sponsor must provide the exam proctor with the signed Class Roster and Final Practical Skills Examination Summary sheet (DOH-2733). Each candidate must sign their Student Examination Ticket in front of the proctor.

Funding

Course Sponsors should review the most current "EMS Course Funding Policy Statement" for information on reimbursement rates and eligibility requirements. The candidate can not be charged tuition and/or other fees for the AEMT Rapid Recertification.

Administrative costs will include, but are not limited to, processing the application forms and paperwork, providing candidates with advance copies of the grading sheets, and distributing examination admission tickets to candidates who pass the practical skills examination.

Specialty Course Sponsors Only

Future Continuing Education Courses

From time to time the NYS-BEMS will offer non-certification courses as continuing education. Information pertaining to these types of courses will be sent the appropriate Course Sponsors on an as-needed basis.

Please refer to the current BEMS policy statement for instructor original and renewal certifications.

Certified Lab Instructor (CLI)

The CLI course prepares a candidate to become certified to teach lab skills in NYS-BEMS certification courses. The candidate must meet the following entry requirements:

1. Complete a CLI course application (DOH-2259).
2. Hold current certification as a NYS EMT-B or Advanced EMT.
3. Must have achieved 85% or greater on a NYS EMT or Advanced EMT written certification examination within the last three years of the start date of the CLI course.
4. Those who have recertified through the Pilot EMS Recertification Program must contact the Bureau of EMS Central Office at 1-800-628-0193 to take a NYS EMS written examination for an "instructor score," if the candidate has not done so in the past three years. The "instructor score" will not affect the candidate's EMT/AEMT certification expiration date.
5. Must be currently active and providing pre-hospital care with an EMS agency and have a minimum of one year of clinical experience within the last three years.
6. Submit a letter of recommendation from the Course Sponsor that will be providing the instructor internship.
7. Successfully complete the pre-screening examination.

Certified Instructor Course (CIC)

The CIC course prepares a candidate to become certified to teach didactic sessions and coordinate the administration of a certification course. The candidate must meet the following entry requirements:

1. Complete an Application for Instructor Certification (DOH-2260).
2. Hold current certification as a NYS EMT or Advanced EMT.
3. Hold current certification as a NYS CLI.
4. Must have taken a NYS EMT/AEMT written certification examination within the past three years and scored at least 85%. Candidates who wish to teach advanced courses must also score at least 85% on the advanced portion of the AEMT exam. The CIC candidate must be certified at or above the desired teaching level.
5. Those who have recertified through the Pilot EMS Recertification Program must contact the Bureau of EMS Central Office at 1-800-628-0193 to take a NYS EMS written examination for an "instructor score," if the candidate has not done so in the past three years. The "instructor score" will not affect the candidates EMT/AEMT certification expiration date.
6. Must be currently active and providing pre-hospital care with an EMS agency and have a minimum of two years of clinical experience (two of the last three years).
7. Submit a letter recommendation from the Course Sponsor that will be providing the instructor internship.

NOTE: Clinical Experience Substitution – May be given to RNs, RRTs, PAs, or other NYS licensed allied health personnel who are NYS EMTs and would like to become a CLI or CIC. Clinical experience substitution ***may*** be issued by written permission of the NYS-BEMS Central Office.

Certified Instructor Update

The Certified Instructor update is designed to fill the 6-hour continuing education requirement for recertification of the CLIs and CICs. The program is designed to be a mechanism for communicating new information to the certified instructors throughout the State. This course is only open to CICs and CLIs and can only be offered by Specialty Course Sponsors.

Continuing Education Instructor

As need arises NYS-BEMS conducts development workshops to certify additional continuing education course instructors. To be eligible the candidate must first be certified in the course that he/she plans to teach. There are additional requirements depending on the specific course.

Regional Faculty: CIC or CLI

As the need arises, NYS-BEMS conducts development workshops to certify additional regional faculty to teach either the CLI or CIC courses. To be eligible the candidate must first be certified in the course that he/she plans to teach and recommended to the NYS-BEMS Central Office by their NYS-BEMS Field Representative. There are additional requirements depending on the specific course.

Policy on Advanced Standing for Allied Health Personnel and NYS-BEMS Certified Providers

I. Purpose

Please refer to the current BEMS Policy Statement to assure you have the most updated information!

The purpose of this section is to clarify the procedures for granting Advanced Standing in EMT and AEMT certification courses (EMT, AEMT, EMT-Critical Care and Paramedic). No Advanced Standing is allowed for the CFR course.

Allied health personnel and NYS certified providers frequently request the opportunity to “challenge” the exams to become an EMT or AEMT. Since the abilities of individuals even with the same credentials vary widely, we do not allow individuals to challenge the State exams. The nature of pre-hospital care demands different perspectives, skills and decision making abilities than care of patients in a purely clinical environment. However, allied health personnel have a wealth of knowledge and experience which can make them valuable members of the pre-hospital team. It is reasonable to assess each person’s strengths and weaknesses individually, and provide additional training, as necessary, to ensure that knowledge and skill levels are acceptable.

The individual assessment abilities, waiving of class and/or clinical sessions where strength has been demonstrated, and remediation on weak areas is called granting “Advanced Standing”.

When appropriate, Course Sponsors, through their Medical Director and Certified Instructor Coordinator (CIC), are encouraged to review and evaluate the experience and education of the student and grant "Advanced Standing." This can be in the form of waived attendance of specific class session for the individual or a modified course schedule for the entire class. Course Sponsors are not required to offer Advanced Standing, but they are strongly encouraged to accommodate these students when ever possible. Course Sponsors may also charge students a fee for Advanced Standing evaluation, but should take care to not make the fee so exorbitant that students can not afford the process.

The course sponsor, Medical Director and CIC must take great care in evaluating prior experience and education because of the enormous diversity within similar training programs. As an example, the specific course objectives of an Advanced EMT and EMT-Critical Care program may vary from location to location. While some candidates may be competent in a particular objective, others may need review or may not have covered the objective at all in their original course. Even a professional license does not guarantee a candidate's competency in all of the specific objectives of a course. A Registered Nurse (RN) who is a Certified Emergency Nurse (CEN), and has ACLS and

ATLS or equivalent training with work experience in an emergency department, may need to complete a small portion of a paramedic program or a field internship in order to complete all of the objectives. An RN with long term care experience may need to attend the majority of the paramedic course in order to complete all of the objectives.

The only way to determine a student's educational needs is to review the student's prior education and experience, and then assess current knowledge and skills.

II. Who Can Offer Advanced Standing?

In order to award Advanced Standing at a given level, a course sponsor must first have successfully completed three (3) or more full-original courses at that level.

The course sponsor, medical director and CIC must be thoroughly familiar with the New York State Department of Health Bureau of EMS's curriculum and all course requirements, content, and the nuances of prehospital education before they are able to properly assess the appropriateness of Advanced Standing. This can only be achieved through the experience of teaching and administering the course.

III. Candidate Eligibility Requirements

Each candidate must meet the eligibility requirements for the course they are enrolled in as defined by the state approved course curriculum.

To be eligible for Advanced Standing in an EMT course, the candidate must have current certification or licensure in of the following professions listed below:

- Registered Nurse
- Nurse Midwife
- Nurse Anesthetist
- Nurse Practitioner
- Physician Assistant
- Physician

To be eligible for Advanced Standing in an AEMT course, the candidate must have current certification as a NYS EMT-B or AEMT, which must remain valid throughout the duration of the course, and New York State certification or license in one on the professions listed below:

- Advanced EMT
- EMT-Critical Care
- Registered Nurse
- Nurse Midwife
- Nurse Anesthetist
- Nurse Practitioner

- Physician Assistant
- Physician

A few specific class sessions may be waived for Licenses Practical Nurses, Respiratory Therapist and other medical and allied health professionals when appropriate.

IV. Procedures

1. The candidate must be enrolled in an original course.
2. Advanced Standing students can be enrolled in an original course with students who are not seeking Advanced Standing. However, those students who will be granted Advanced Standing must have been given a modified course schedule that is also contained in the student's file. If it is determined that all students have received Advanced Standing, then a modified course schedule must be submitted to NYS-BEMS.
3. Standalone Advanced Standing courses can be developed if all students will be granted Advanced Standing for the same cognitive and psychomotor objectives. For example, a Paramedic original course can be designed as an Advanced Standing course for EMT-CC providers. Each student must be given the same evaluation tools to determine eligibility to enter the course. If a student does not pass all required cognitive and psychomotor objectives that are required for entrance in to the course, then the student can not be enrolled.

These standalone courses must be submitted to NYS-BEMS as an original course, along with a modified course schedule that accurately represents the required sessions of all students who will receive Advanced Standing.

4. The Medical Director and CIC must review and verify the candidate's credentials. This shall include obtaining copies of the candidate's license(s), certification(s) and/or course completion records from relevant continuing education programs (e.g., CPR, ACLS, PALS or equivalent, clinical training and experience). A copy of these documents must be maintained in the Student File.
5. The candidate's cognitive knowledge, psychomotor skills and clinical proficiency must be assessed. The level of proficiency required to "waive" session attendance or to modify the class schedule must be equal to or greater than the entry-level proficiency of a graduate from an original course at this level.

The candidate's assessment must be based on the specific objectives for the session to be waived. For classroom session, cognitive knowledge must be assessed with written examinations. For lab sessions, psychomotor skills must be assessed with practical skills testing. It is important to cover all of the objectives for the session. As an example, a

trauma lab session could not be waived based solely on the results of a state practical skills exam. There are more than 88 psychomotor skill objectives in the paramedic program, less than a dozen are tested on the state practical skills exam. Simply passing the spinal immobilization (seated-patient) station does not assess a candidate's proficiency in rapid-takedown, rapid-extrication, backboard immobilization, etc.. Course Sponsors must have psychomotor evaluation forms that have been approved by NYS-BEMS for all psychomotor objectives.

6. The course Medical Director may grant Advanced Standing for some of the objectives of the hospital clinical and ALS Field Internship for a candidate who can document prior hospital or prehospital care experience relevant to specific objectives of the clinical/internship experience. All candidates must complete an ALS Field Evaluation. The candidate must demonstrate the ability to serve as a team leader in a variety of prehospital emergency situations.

The candidate should serve as the team leader on an ALS unit for at least 50 prehospital emergency responses, a portion of which must include prehospital care of patients requiring ALS care.

7. Once the decision is made by the course Medical Director to grant approval for Advanced Standing, the candidate and CIC must sign a written agreement (learning contract) that outlines the candidate's course requirements.
8. Once a candidate has successfully completed all course requirements to the satisfaction of the course Medical Director, he/she is eligible to take the State certifying Practical Skills and Written Examinations.
9. If the course is conducted exclusively for students with Advanced Standing (i.e., an EMT-P course exclusively for EMT-CC's or a course exclusively for experienced emergency nurses) the sponsor shall file a modified course schedule with the department only after the assessment and evaluation of all candidates has been completed. This may include moving the examination date forward.

DOH must receive the request at least eight (8) weeks prior to the requested examination date.

10. The course sponsor must maintain, for a period of five years, an individual candidate's file (student record) which includes a copy of the student-sponsor agreement, all of the candidate's credentials, records of performance on assessment exams (written and practical), ALS field internship evaluation and documentation of completion of all course requirements. If a Course Sponsor plans to offer Advanced Standing they must develop written Advanced Standing procedures as part of their Policy and Procedures Manual. [NYCRR-800.20 a (8)].

11. Student files must contain all evaluation tools, modified course schedules, modified policies and procedures, modified clinical and field requirements as well as any other modifications due to Advanced Standing.

The NYS-BEMS and the Office of the State Comptroller have the ability to audit any Course Sponsor files related to the process of student certification in order to assure that all students have completed all course requirements and objectives for all curricula to meet the qualifications of certification.

Requirements for Course Sponsors Granting Advanced Standing

Each student must meet the eligibility requirements for the course they are enrolled in as defined in the Administrative Manual for EMS Educational Programs.

The ALS Sponsor must develop the written interim module examinations they plan to use to measure competency of these students. The exam items must be referenced to the didactic objectives of the course curriculum and approved by the Course Sponsor's Medical Director.

Sponsors may only grant advanced standing to a NYS-BEMS certified provider for didactic sections of the course that the student has previously been certified for within a NYS-BEMS certified course. For example a certified EMT-CC may take an interim exam on EKGs given in an original EMT-P course. If the student demonstrates competency, by obtaining an 80% or greater, on the interim exam the ALS sponsor may grant advanced standing in the sessions of the EMT-P original course that cover the EKG objectives in which the student has demonstrated competence.

A learning contract must be developed which clearly states the sessions that the student is required to attend. Based upon their demonstration of competency on interim written examination the learning contract may waive specific sessions of the course. The student, the ALS sponsor and the CIC must maintain a copy of the learning contract.

Advanced Standing for the Clinical Experience and/or Internship Experience

The waiver of clinical and/or internship can be done on an hour for hour and/or objective for objective basis within the same content area with the approval of the Course Medical Director. The Medical Director must complete an assessment of the student prior to issuing any advanced standing for clinical experience and/or internship experience.

State Practical Skills and Written Examinations – Certification exams must be given to all students in the standard manner. Neither can be waived for any student.

The Student File – The sponsor's student file must clearly show the student's performance on the written exams and contain a copy of the learning contract. If the Course Medical Director authorized any advanced standing for a portion of the clinical

experience and/or the internship experience, a letter, signed by the Course Medical Director, must be placed in the student's file explaining the assessment process that was done and advanced standing granted.

Student Requirements

Any AEMT who is currently certified is eligible to receive advanced standing in an original EMT-CC course or an original EMT-P course provided the following requirements are met:

1. They pass the interim examinations covering the content objectives for which they wish to obtain advanced standing.
2. Abide by the attendance requirements as outlined in their signed learning contract.
3. Refer to the current NYS-BEMS Policy Statement with regard to Advanced Standing.

Advanced Standing in EMT Courses

Advanced standing for EMT-B courses is allowed for those licensed Allied Healthcare Providers listed above as well as CFRs. Student evaluation must follow the aforementioned procedures for any EMT curriculum objective. These students must be enrolled as original course students.

Field Internship for Original Advanced Courses

Please refer to current NYS-BEMS Policy Statements. This policy is intended to describe the field internship requirement. It is also designed to issue notice to ALS Course Sponsors offering Advanced EMT (AEMT) or Paramedic (P) or EMT-Critical Care (EMT-CC) courses which begin after January 1, 1990 that students will not be eligible to take the State certifying examination until they have completed all the course requirements and the field internship experience.

What is the Field Internship Experience?

The field internship experience is a period of **supervised experience** on a pre-hospital EMS unit. It provides the student with increasing patient care responsibilities, which proceed from observation to working as a member of a team. It is the responsibility of the CIC and the Course Medical Director to prepare the behavioral objectives for the internship program. Students must be familiar with these objectives before the internship begins so the students know exactly what will be expected of them during this phase of their training. The internship generally begins after the students have mastered the skills of the course in the classroom and clinical setting and comes **before** the final practical skills examination. There must be a provision for physician evaluation of student progress in acquiring the desired skills developed through this experience.

The pre-hospital EMS unit must have communication capabilities with on-line Physician Medical Control. The student must be under the direct supervision and observation of a preceptor who is certified at or above the level he/she is supervising. All preceptors must be approved by the Course Medical Director to evaluate the performance of the student during this field internship.

The internship experience has three distinct phases: observation, participation and leadership. The initial position of the student on the pre-hospital care team should be that of an observer. After progressing through record keeping and participation in actual patient care the student should be placed in a position of running the call. This is always done as an extra team member with the preceptor directly observing the student in case it becomes necessary to intervene. Since the student has not yet been certified by the NYS-BEMS as an Advanced EMT, he/she is not authorized to provide any ALS patient care in the absence of the specified preceptor that the Course Medical Director has named and authorized to act in a supervisory capacity during the internship.

Since the student will be applying his/her skills, under supervision of a preceptor, on patients in both the clinical experience and the field internship experience of the training program, it is essential that the student continue to hold a current NYS EMT certification throughout the entire Advanced EMT course. For this reason the admission requirements in this manual specifically state that all applicants for an Original AEMT,

EMT-CC, and P course must hold a valid NYS EMT certification that extends throughout the entire Advanced EMT training course.

AEMT, EMT-CC, P Field Internship Requirements

The student needs to see a sufficient number of patients requiring ALS procedures to ensure appropriate patient care exposure. It is not the intention of NYS-BEMS to define the term "sufficient". At this time the specific quality and quantity of exposure will rest in the hands of the Course Medical Director or as stated within the appropriate curriculum that specifically addresses the field internship. The Course Medical Director is ultimately responsible for the quality of the student's education. He/she must define the number of procedures or calls each student must experience during the internship. Before successful field internship completion, the student must exhibit competence in the following skills, at a minimum, while caring for a patient(s): (refer to current curriculum requirements)

It is the responsibility of the Course Medical Director to certify to NYS-BEMS that each student in an Original AEMT, EMT-CC and P course has completed all the course requirements including the clinical and field internship, by completing a Medical Director's Affirmation **DOH-3379 PRIOR** to the student's admission to the Final Practical Skills Examination.

Course Cancellation

If a BEMS approved course must be cancelled for any reason, a Course Cancellation Notification (DOH-80) must be completed. There are many reasons to cancel a course such as: low enrollment, CIC illness, unavailability of faculty, etc. This form, the DOH-80, is used when the course has been applied for by sending the Course Application, the sponsor has received the written approval notification and the course has been assigned a course number. **The sponsor's administrator is responsible for sending in the course cancellation notification as soon as the course is cancelled.**

If notification is not done in a timely manner (more than 8 weeks prior to the state written exam date), the sponsor may be required to incur all the costs incurred by BEMS in the testing setup. The course cancellation notification is sent to the following distribution:

1. The actual form is mailed or faxed directly to NYS-BEMS Central Office Certification Unit at 518-402-0985.

NYS DOH BEMS
875 Central Avenue
Albany, New York 12206

2. A photocopy of the form should be sent or faxed to the following:
 - A) The NYS-BEMS Area Office.
 - B) The Regional EMS Council.
 - C) Maintain a copy in the course file.

Directions for the Course Cancellation Notification

This form is available and can be filled out on our web site. Remember to print the form and fax or mail it to our office.

Please type or print the required information:

Course Sponsor Number: Write in the identification number assigned to the sponsor by NYS-BEMS.

Sponsor Name: Write the name of the Course Sponsorship as approved by NYS-BEMS.

Course Type/Level: Write in the type of course. I.E.: Basic EMT, Original CFR, EMT-P Refresher, etc.

Course Number: Write in the course number assigned to the course by NYS-BEMS.

Certified Instructor Coordinator: The name of the CIC that was listed on the course application.

Course Start Date: As stated on the course application.

Written Test Date: As stated on the course application

Cancellation Date: The date the course was cancelled.

Sponsor Administrator: Sign and date the form.

Reasons for Cancellation: Please tell us, briefly, why the course was cancelled.

NYS EMS Course Funding Policies & Procedures

At the time this publication was developed, funds are available in the State budget, to subsidize the costs of training various levels of EMS certifications and to pay for the costs of conducting the State CFR/EMT/ALS Practical Skills Exams. As the availability of funds fluctuates decisions are made by NYS-BEMS to fund specific types of courses and sponsors. State funds are not guaranteed from year to year. The NYS-BEMS and the State Emergency Medical Services Advisory Committee annually reviews course funding availability and how it should be dispersed. Currently, NYS-BEMS Policy Statement 02-10 contains information pertaining to course funding and reimbursement. For current information please review this or replacement policy statements.

In previous years the NYS-BEMS has authorized Course Sponsors to request 50% funding for a course at the start of the course based on student enrollment. ***However, this practice is no longer available.***

NYS Standard Voucher

All requests for NYS-BEMS reimbursements must be submitted on the current State of New York Standard Voucher. These vouchers may be downloaded from the BEMS web site. The following instructions will assist you in filling out the voucher correctly. If a voucher is not correct or mistakes are found in our processing of your voucher, the voucher will be returned to you without payment and must be resubmitted. This will delay your reimbursement.

Directions for the NYS Standard Voucher

Please refer to the BEMS web site for the most up to information pertaining to completion and submission of the voucher.

SUBMIT THE VOUCHER WITHIN 15 DAYS OF RECEIVING THE WRITTEN EXAMINATION RESULTS

Verification of Membership

In order for a student to be eligible for course reimbursement through NYS-BEMS, they must complete the Verification of Membership form DOH-3312. This form must be provided to the students at the first class session and must be returned to the CIC prior to the Final Practical Exam and preferably within 2 weeks of the start of the course. This form must be kept in the student's file at the Course Sponsorship. These forms will be reviewed during audits conducted by NYS-BEMS and the NYS Office of the State Comptroller to assure student eligibility for NYS funds.

It is not the responsibility of the Course Sponsor to determine the validity of the completed form or if a form has a forged signature. If you feel that the form may not be valid or signatures were forged you should contact the NYS-BEMS Area Office serving your area. Depending on the circumstances an investigation may ensue.

The First Class Session

General Comments

Each NYS-BEMS curriculum begins with introduction of faculty and student registration. During this time period it is the CIC's responsibility to assure that every student meets the eligibility requirements of the specific course and is properly registered. It is important for the students to be introduced to the CIC, the Course Medical Director, the sponsor's administrator and the lab faculty.

Determining eligibility should be done as a part of the application process prior to the first session to avoid ineligible students from showing up at the first session of the course. However, even if the applications have been screened for student eligibility, the CIC must confirm that all students meet the requirements in Part 800 and this manual. The end of the course is not the time to find out the student is too young to be eligible or the student in an advanced course does not have a valid NYS EMT certification.

Make sure that you have not accepted more students in the course than you have resources to accommodate. If you find that you have too many students you should advise the overflow that you will plan an additional course. If an additional course needs to be planned remember the NYS-BEMS deadlines for application discussed in the prior section of this manual.

In order to be registered in the course, each student must complete a student application (DOH-65). If this is not done, or left till later in the course the students will not be registered and will not be authorized to take either the practical skills or written examination. We suggest that the CIC read the instructions to the class and they complete the student application together line by line to assure accuracy.

Please impress upon the students that these forms deserve their careful attention. Mistakes made on these forms will have an impact on the student in a number of ways. One way is that they may not be able to take the certification exams, or their name may end up misspelled or the certification card may be mailed to the wrong address. Please understand that illegible application forms may be returned to the sponsor, making unnecessary delays in the processing of the paperwork resulting in the possible postponement or cancellation of the state written examination.

After completing the student applications, have the students proofread the form then sign and date it. Make sure that the students carefully review the affirmation statement at the bottom of the application. If the student is unable to sign the affirmation, NYS-BEMS has the right not to certify them according to Part 800 of the State EMS Code. However, you as a Course Sponsor do not have the right to deny them the education of the course. Also, please advise them that it is illegal to file a false instrument with a government agency and that such an offense could be grounds for

revocation of their certification and possible criminal prosecution. Only the student application form with the student's "original" signature can be submitted to NYS-BEMS. If a student is unable to sign the affirmation, advise them that the application will be forwarded to NYS-BEMS for review and to await contact from NYS-BEMS for further instructions. The CIC should not inquire of the student why they can not sign the affirmation. As a final step the CIC should review all applications for completeness and accuracy.

If the student is unable to sign the affirmation and the NYS-BEMS may not be able to certify the student, the Course Sponsorship must still allow the student to be enrolled in the course and receive the education. The Course Sponsorship can not deny the student the educational opportunity, but the NYS-BEMS can deny certification. For this reason, all Course Sponsors should have a policy that all students sign at the beginning of the course that states, if for any reason the student does not become certified through this course and course number and the Course Sponsorship is unable to seek NYS-BEMS reimbursement for that student, then the student is responsible for all financial bills related to the course. This allows the Course Sponsor to have the ability to get paid for doing the work even though the student never becomes certified.

The CIC must submit a completed Course Memorandum (DOH-263) with the student application forms (in alphabetical order) for each course that is submitted to the BEMS Central Office. Please read the forms carefully as you are signing that this is the complete course. If you need to add an additional student application to this course after submission of the Course Memorandum, they must be received by BEMS no later than 8 weeks prior to the course's scheduled written certification exam. After session number two it is the responsibility of the Sponsor's Administrator to send, via certified mail, to NYS-BEMS Central Office, the course memo and the student applications which have been alphabetized as it states on the form. For short duration courses where the second course session is less than 8 weeks prior to the exam date, the applications must be completed prior to the start of the course and received by BEMS no less than the 8 week deadline. All unsigned student applications must be placed on top with a separate cover letter attached.

Members of the course faculty who need to refresh their certification must register for the course by submitting a student application form with the course. They must check the box on the form marked "student on faculty" to indicate to the Certification Unit that they are teaching the program. They must also appear on the back of the Course Memorandum. They must participate in all the course sessions as well as take the practical skills examination and the written examination at the end of the course in the same manner as the rest of the students in the course. Failure to complete the course requirements will make the faculty member ineligible to take the state certifying examinations. Faculty are not allowed to "audit" the course and then take the state certification exams.

If a student's name does not appear on the class list, or they are determined to be ineligible, they will NOT be enrolled in the course and they will NOT be allowed to

take the State certifying examinations. A letter to this effect will be sent from the BEMS Certification Unit to the course sponsor. The class list is the official listing of students in the course from NYS-BEMS. The class list is generated directly from the student applications and course memo the sponsor submitted. It is very important to double check the paperwork to make sure all student applications are included and paperwork is correct.

The students enrolled in the course must be informed of all the course policies, procedures and requirements. This includes, study assignments, interim examinations and the Final State Practical Skills and Written Examination information. The students must be provided with the course policies and procedures, as approved by BEMS, at the first session of the course. NYS-BEMS also requires that the student sign that they have received course policies and procedures. This helps protect the student and the sponsor from future misunderstandings.

Directions for Completing the Application for EMS Certification (DOH-65)

Please have the students fill out this form legibly and accurately. Failure to do so may result in unnecessary mistakes, inaccurate information on the certification card or a delay in your examination date. **Be sure to put only one letter in each box using upper case/capital letters only and use a black ballpoint pen.**

1. Instructions for completing the student application can be found on the back side of the application. These instructions should be read out loud to the students to assure they do not misunderstand the directions.

2. **SIGNATURE OF APPLICANT:** The statement in this section **MUST** be read aloud to the students, acknowledged that the information is true and the line below SIGNED as the student normally signs his or her name. If the student does not sign the application form, he/she can be enrolled in the course. However, the NYS-BEMS will determine if the student is eligible for certification. The CIC must advise the student that the NYS-BEMS will be in touch with them in writing to determine the next course of action. The CIC or student should not contact NYS-BEMS. ***If the student is unable to sign the affirmation then the signature line must be left blank. Do not write anything on this line.***

Part 800 requires that the applicant for EMS certification courses must not have been charged or convicted of any misdemeanor or felonies. If a student in the course fits into the outlined categories, NYS-BEMS reserves the right deny certification. This must be explained to the entire class. If the sponsor knows of a student who fits into this category, NYS-BEMS would like the sponsor to inform us, in writing when the Student Application forms are submitted for the class. Those applications that are not signed should be placed atop the signed applications with a note on each application not signed. Each individual will be reviewed. If NYS-BEMS determines that the student will not be certified, both the student and the sponsor will be notified in writing.

Directions for Completing the COURSE MEMORANDUM

The Course Memorandum (DOH-263) is used as a cover sheet for the entire batch of Student Applications submitted for each course. **No Student Applications are to be sent to the NYS-BEMS without a Course Memorandum.** If this form does not accompany applications, they will be returned to the sponsor for the inclusion of a Course Memorandum.

1. **COURSE NUMBER:** Write the course number in the spaces provided.
2. **NUMBER OF APPLICATIONS SUBMITTED:** Write the exact number of student applications attached to the Course Memorandum.
3. **STARTING DATE:** Enter the starting date of the course.
4. **PRACTICAL EXAM DATE:** Enter the date that the practical examination is scheduled to be held.
5. **NYS EXAM DATE:** Enter the date that the course is scheduled to take the state written certifying examination.
6. **SPONSOR'S ADMINISTRATOR:** Print the name of the Sponsor's Administrator.
7. **PHONE # (HOME & BUSINESS):** Write in the telephone number of the sponsor's administrator. The telephone is the best way to contact the representative in the event of question or a problem.
8. **COURSE SPONSOR:** Write the name of the Course Sponsor in this space.
9. **COURSE INFORMATION:** Check the box for the course type of the attached Student Applications. If applicable, write in the name of the continuing education course type if it is not listed.
10. **INSTRUCTOR/COORDINATOR NAME:** Print the name of the CIC of record for the course in the space provided. Enter the 4 digit number of the CIC.
11. **DATE:** Enter the date that the Course Memorandum was submitted to NYS-BEMS Central Office.
12. **CLASS DATE AND TIME:** Enter the normal days and times that the course is scheduled to meet.
13. **(BACK OF THE FORM) LISTING OF STUDENT APPLICATIONS:** Please type or print legibly the names of the people for whom the sponsor has attached student applications in alphabetical order. If the class contains people who are, or have

been previously certified, write their ID/EMT number in the space provided. If for some reason, more space should be necessary, please attach additional forms.

14. **SIGNATURE OF THE CIC:** The CIC must read the statement, sign on the line and date the form in the space provided. When the CIC signs and sends this form in, he/she is affirming that the following:

”This class list includes ALL students enrolled in this course. Only the persons listed will be admitted to the State Certifying Examination upon successful completion of all course requirements. An application form (DOH-65) is attached for each student.

If students are added to the course after submission of the Course Memorandum then the CIC must complete a new Course Memorandum to include all names. Submission of new Course Memorandums and Student Applications must arrive at the NYS-BEMS Certification Unit no later than 8 weeks prior to the date of the course’s written certification exam.

The Learning Contract

NYS-BEMS requires that the sponsors of refresher courses use a student/sponsor learning contract. The learning contract should also be used and updated during any course when a student's needs or requirements to complete the course have changed. The purpose of the learning contract is to come to an agreement on what the sponsor plans to offer the student and what is expected of the student to complete the course. It allows both parties to have in writing what is expected of them so there are no misunderstandings. The following is an example of a learning contract that was designed for an EMT-Intermediate Refresher course. A copy of the Learning Contract must be given to the student and a copy placed in the Student File.

-----**Learning Contract**-----

[Print student name]	[Student ID #]
-----------------------------	-----------------------

Quality EMS Training, Inc. is committed to providing the very highest standards in AEMT Refresher Training.

We promise to provide qualified and competent faculty for the respective lecture or practical labs that you encounter while in the program in accordance with the State standards.

We promise to apply our best efforts to organize the program, following and when necessary building upon the State EMS Bureau's published curriculum, in a manner that will facilitate learning and enhance retention.

We promise to make every attempt within our ability to begin and end the classes on schedule.

We promise to provide fair and objective evaluation, based on the objectives, textbook material, practical skill sheets, and presentations in the classroom setting.

We promise to treat all students in the program with respect and dignity and make every attempt to assist you according to your individual needs during the program.

Based upon your performance on the Challenge Written Examinations that are listed below, you are required to attend all sessions listed with an **[X]**

Exam # 1

- Preparatory [] Lesson 3 and 4
- Airway Mgt. [] Lesson 5 & 6
- Patient Assessment [] Lesson 7

Exam #2

- Trauma Systems/MOI/Shock/Burns [] Lesson 8
- Head/Thoracic/Abdominal Trauma [] Lesson 9
- Medical/Cardiac Arrest/AED [] Lesson 10
- Assessment Based Management [] Lesson 11

Based upon your performance on the Practical Skills Examination that are listed below, you are required to attend all sessions listed with an **[X]**.

NYS AEMT Practical

- Station #1 [] Lesson 7, 8, 9
- Stations #2 [] Lesson 7, 10
- Station #3 [] Lesson 5, 6
- Station #4 [] Lesson 3, 4
- Station #5 [] Lesson 10

Waiver of Skills Challenge

I (student)_____will be waiving the challenge practical. I understand that I am required to attend all sessions of the course.

Signature

Date

Waiver of Written Challenge

I (student)_____will be waiving the challenge written examination. I understand that I am required to attend all of the following sessions of the course: Lesson # 1, 2, 3, 4, 6, 8, 10, 11, 12, 13, 14, and 15.

Signature

Date

* * * * *

I, (student name) promise to apply my best effort to develop my knowledge and skills as an AEMT Refresher student.

I promise to make every attempt to attend classes and arrive on time according to the policies set forth in the sponsor's policy manual I have been issued.

I promise to make every attempt within my ability to study and provide home and clinical work as is needed to meet the objectives of the program.

I promise to exercise complete honesty and integrity during all aspects of this program.

I promise to maintain patient confidentiality in my activities associated with the program.

I promise to treat the faculty, fellow students and patients with respect and dignity.

This document serves as a binding commitment between Quality EMS Training, Inc. and AEMT Refresher student.

I (student) have received the lesson schedule with dates, location, times, and topics, the reading assignment list from the course Course Sponsor. We (student &CIC) agree to follow this contract and fully understand the requirements for completion of this AEMT Refresher course.

Student signature

Date

CIC signature

Date

Activities During The Course

Attendance Records

Attendance records must be maintained by the CIC for every student. The record must clearly show which sessions the student attended, which sessions the student was absent and describe how the missed sessions were made up. All students must sign in at the beginning of class and sign out at the end of class. These attendance sheets must be filed in the course file. The learning contract for refresher courses must also be placed in the student file as it shows which session of the course the student was required to attend.

If a student does not follow the course sponsors approved attendance policy, then the student must be counseled and a counseling memo placed in the student file.

Class List

After the second class session and no later than eight weeks prior to the written examination, **which ever comes first**, the sponsor sends in the Student Applications and Course Memorandum to NYS-BEMS Central Office. Once received by the Certification Unit the forms are keypunched and a Class List is produced. This print out is the information supplied to the Certification Unit by the CIC from the students. A copy of this print out is then sent to the sponsor several weeks into the course so that it can be **carefully reviewed by the sponsor and CIC**. If ineligibility messages and mistakes are noted, it is essential that the sponsor immediately contact the Certification Unit by either calling (518) 402-0996 or writing a certified letter. **If you do not correct a problem of ineligibility on a class list the student will not be allowed to take the practical skills exam and the State written certifying exam, students will not be registered in to your course until corrections are made.**

The Course Number & Student ID Number

It is the responsibility of the CIC to see that every student in every course is given their course number and their student identification number. Please make sure that all students write these numbers down in a safe place because they will become very important should the student ever need to communicate with NYS-BEMS for any reason (i.e. scheduling a retest, future course applications, scheduling a makeup exam).

Verification of ED Observation Completion

The specific responsibilities of the EMT student, the Emergency Department Physician's role, and responsibilities of the nurse preceptor are defined in the EMT

Student Clinical Experience Guide. This clinical guide appears in the CFR/EMT/AEMT Student Reference Guide, along with a preceptor evaluation of the EMT student's clinical experience. The form should be completed and returned to the CIC, and filed in the Sponsor's student course file.

No matter what type of form or internet based system is used for clinical observations, it is vital that the student not have access to the information in a manner that will allow the student to change information contained within the document. However, the student should have access to feedback from the preceptor.

PHYSICIANS ROLE DURING THE IN-HOSPITAL OBSERVATION AND TRAINING FOR EMT STUDENTS

1. The hospital Emergency Department Medical Staff should be directly involved with the EMT student during the in-hospital-training period.
 - a) The Nurse Preceptor should introduce the student to the physician on duty in the department at the beginning of the shift and should advise the physician of the level of training involved.
2. The physician should attempt to expose the student to patients with conditions most likely to require pre-hospital medical care. While it is clearly impossible to provide the student with a broad clinical exposure during the limited time available, the physician should try to maximize the opportunity to see all the available patients.
3. The physician should explain the presenting signs and symptoms in terms of the pathophysiology and mechanism involved and the rationale for management.
4. The physician should use this opportunity to explain to the student how the various hospital services interact for the emergency patient and how the different medical specialties are utilized.

RESPONSIBILITIES OF THE NURSE PRECEPTOR DURING THE IN-HOSPITAL OBSERVATION AND TRAINING FOR EMT STUDENTS

The Nurse Preceptor should be a staff nurse, knowledgeable and experienced in emergency nursing, as well as pre-hospital emergency medical services, including the EMT training program. The nurse preceptor, in collaboration with the course Medical Director and the hospital administrator should provide an environment conducive to learning for the EMT student. The Nurse Preceptor should:

- Using the BUDDY ASSIGNMENT (one nurse per one EMT student maximum), host the EMT student during his/her stay in the emergency department.
- Work with the EMT student to ensure appropriate and relevant clinical training experience.
- Serve as liaison between the EMT observer and all other nursing and medical staff.
- Serve as a resource, resolving questions and issues regarding immediate clinical procedures, protocols, or other questions.

- Assist in improving public relations by setting an example for the purpose of fostering and demonstrating increased collaboration and communicating to make the transition from pre-hospital care to emergency department care a smooth and comfortable process for all.

LEARNING AND EXPERIENCE GUIDELINES:

During the emergency department experience, the EMT student should learn how patients are received, triaged, and treated. Under direct nursing supervision, the EMT students should endeavor to improve their skills.

The EMT student and his/her preceptors must be aware of which skills the student has been approved to use during the clinical experience. The student must be approved by the CIC of the course for skills to be used during clinical rotations. Documentation of skill verification by the CIC must accompany the student to the clinical location. An example form for this purpose is contained within the Student Reference Guide.

RESPONSIBILITIES OF THE EMT STUDENT DURING THE IN-HOSPITAL OBSERVATION AND TRAINING FOR EMT-B STUDENT

The EMT student must report to the charge nurse of the emergency department at the participating hospital on the date and time assigned by the Instructor/Coordinator for the EMT course:

In addition to strict compliance with all hospital policies the EMT student will:

- Be neatly attired and in a physical and mental state conducive to learning.
- Be identified with a name tag (preferably with photo or accompanying photo ID, i.e. driver's license) provided by the Course Sponsor.
- Be under the direct supervision of a medical professional employed and assigned by the hospital.
- Observe rules of all patient confidentiality.

SKILLS OF EMT

This is an example of a list of skills that an EMT student is capable of doing during the clinical rotation (refer to current scope of practice documents).

The following skills have been completed by the EMT student at the time of his/her observing in the emergency department and, under supervision, he/she is capable of performing any of the following:

- A. Assessment (Initial and Ongoing; Triage)
 - 1. Vital signs including pulse, BP, respiration, level of consciousness, skin, and pupils.
 - 2. History – past and injuries, current medications, allergies, chief complaint, and current history.
 - 3. Physical exam – to detect injury, fractures, pain, bleeding, (internal and external) deformity.
 - 4. Rapid identification of Life-threatening problems.
- B. Airway Management
 - 1. Oxygen administration with nasal cannula, simple face, non-rebreathing and Venturi masks.
 - 2. CPR and Bag-Valve-Mask ventilation.
 - 3. Oral suctioning.
 - 4. Use of oropharyngeal airways.
- C. Hemorrhage Control
 - Basic hemorrhage control.
 - Basic dressings and bandages.
- D. Simple splinting.

- E. Lifting and moving patients.
- F. Document information and communicate it to necessary personnel.
- G. Use of the NYS Pre-hospital Care Report for data collection.

Verification of Advanced Clinical Experience Completion

A form which verifies that the students have achieved the objectives of each clinical site for the clinical experience in each original advanced EMT course is developed by the sponsor and approved by NYS-BEMS as a part of the Sponsor's Agreement package. Any form used should clearly show the student's name, the date and time at the clinical site, procedures accomplished successfully, and the evaluation by the clinical preceptor. Completion of all clinical is a requirement of the course prior to admission to the State Practical Skills Examination.

Many sponsors have chosen to use an online internet based tracking system for clinical experiences. This type of system is good not only for the student, but also the preceptor and the CIC. However, the CIC must assure that adequate reports are downloaded and printed to be placed in the student file as well as maintaining security of the information.

No matter what type of form or internet based system is used for clinical observations, it is vital that the student not have access to the information in a manner that will allow the student to change information contained within the document. However, the student should have access to feedback from the preceptor.

Verification of Advanced Internship Experience Completion

A form which verifies that the students have achieved the objectives of the internship experience in each original advanced EMT course is developed by the sponsor and approved by NYS-BEMS as a part of the Sponsor's Agreement package. Any form used should clearly show the student's name, the date and time on the internship ALS unit, procedures accomplished successfully, and the evaluation by the internship preceptor and a review by the Course Medical Director. Completion of all three phases of the internship (i.e.: observation, participation and leadership) is a requirement of the course prior to admission to the State Practical Skills Examination.

Directions for the Medical Director's Certification of Course Completion (DOH-3379)

It is the responsibility of the Course Medical Director in original ALS courses which have an internship requirement to certify to the NYS-BEMS that each student has completed to his/her satisfaction all the didactic, skills, clinical and internship objectives of the ALS course. No student may be admitted to the Advanced Practical Skills Examination prior to having this form completed and signed by the Course Medical Director. This admission ticket must be attached to the Final Practical Skills Examination Summary Sheet (DOH-2733) and should be placed in the appropriate envelope and returned to the NYS-BEMS with the end of course paperwork.

Exam Tickets (Practical Skills & Written)

After the CIC has reviewed and notified the Certification Unit of any corrections to the Class List, the CIC will receive the Student Examination tickets by mail. The tickets are sent to the address that the CIC has given to the EMS Certification Unit on the Course Application. Each student enrolled in the course will receive an exam ticket. This ticket is used to admit the student to the State certifying Written Examination if they passed the practical. Without this ticket the student will **not** be allowed to take a written certifying examination unless a letter of authorization is issued to the student by the NYS-BEMS.

The CIC must fill out the Practical Examination Skills Summary Sheet (DOH-2733). A sample of this form appears in the appendices of this manual, as this document is an essential part of the end-of-course paperwork. If the student is not listed on the practical examination skills summary sheet which is on file at the NYS-BEMS Certification Unit and the student attempts to schedule a retest we will be unable to verify that he/she passed the practical and the student will **not** be allowed to retest.

The Final PSE Summary Sheet is just that, a summary of the Final PSE. If your Final PSE is conducted over more than one day or it is part of a challenge component at the beginning of the course, you must submit one Final PSE form that summarizes all students on one form.

If a student should fail the PSE he/she will not be allowed to take the State Written Exam. The student may enroll in one refresher course, within one year from the date of the course's scheduled NYS Written Certification Exam, complete all of the course requirements for the refresher course and then may take the PSE again. This next PSE is considered the student's first attempt at the PSE under the refresher course number. If the student should fail either the refresher's PSE or State Written Exam the student must enroll in to an original course before their next attempt at certification.

If a student enters your training program after having failed their last practical skills examination, please have them show documentation proving that they are eligible to take the refresher course. This information may include the student's practical examination forms, a letter from the previous CIC, or any other information that will satisfy the CIC of the refresher course. Have the student fill out another student application form using their already assigned identification number. Have the student contact the past CIC or the NYS-BEMS Certification Unit if they do not know their student identification number.

NYS Certification Examination Requirements

Sequence – The NYS-BEMS Final Practical Skills Examination **must** precede the Written Certification Examination. The Practical Skills Examination and scheduled retest date should precede the Written Certification Examination by at least seven days.

Minimum Physical Requirements – The only physical requirement for becoming a Basic or Advanced EMT or CFR is the ability to pass the practical examination using standard EMS equipment with simulated patients positioned in typical positions. The use of “adaptive” EMS equipment or EMS equipment designed to overcome physical handicaps is **not** allowed (i.e. Braille sphygmomanometers). Personal pocket masks and non-amplifying stethoscopes may be used by students to minimize the cross infection.

Admission Prerequisites – In order to be admitted to the practical skills examination students must successfully complete **all** course requirements to the satisfaction of the course medical director, Course Sponsor and as outlined in the policies and procedures manual for the course as approved by NYS-BEMS. These include, but are not limited to:

- Acceptable attendance in the course.
- Minimum grade requirements
- Completion of the required clinical observation.
- Successful passing of CPR testing according to the current AHA standards.
- In accordance with the State EMS Code, section 800.11: “A candidate, to qualify for initial certification at any level above EMT-Basic, in addition to meeting the requirements set forth in section 800.6 shall:
 - (1) Have current certification as an EMT-Basic at the time of the written certification examination, and
 - (2) Submit documentation of satisfactory completion of an clinicals internship approved by the Course Sponsor for any course for which an internship is described in the curriculum.
- Prior to admission to the practical skills examination a candidate for initial advanced certification must submit a “Medical Director’s Certification of Course Completion” on the form provided by the NYS-BEMS. This form will become a part of the permanent course file in the NYS-BEMS Certification Unit.

Required Practical Skills Testing Stations

Requirements for the CFR and EMT practical skills examination can be found in the current edition of the Practical Skills Examination Administrative Manual.

The practical skills examination skills sheets can be downloaded from our web site. Course Sponsors may develop their own testing scenarios for the stations with the approval of their Medical Director. These scenarios must be kept on-file with the Final PSE paperwork.

Course Sponsors conducting a Paramedic PSE exam must use the current National Registry Practical Skills Examination (refer to ALS PSE on the BEMS web site). This can be downloaded from the National Registry web site. Retesting requirements for National Registry are slightly different from NYS. NYS retesting guidelines must be used for NYS certification. All other aspects of the practical skills exam will follow the National Registry Examination guidelines. **It is vital that copies of all practical skills testing sheets be placed in each student's file for audit purposes.**

Retesting Policy

As a student in the course, along with instructors registered for a course, you must pass all of the stations in order to be admitted to the New York State Written Certification Examination. The provisions for retesting must be in accordance with the following NYS-BEMS Retest Policy and should be posted at the exam site by the Practical Skills Examination Coordinator.

CFR Retesting Policy

CFR candidates who fail two stations or less on the practical skill exam may be retested on those stations. Failing three or more stations constitutes a failure of the practical skills exam. The candidate must complete a refresher course prior to being permitted to be tested again.

1. If a retest is allowed, the first retest may occur on the same day as the initial examination, or on another date.
2. The second retest must be conducted on another date and the candidate must be provided with remedial instruction. Failure of the second retest constitutes a failure of the practical skills examination and a refresher course must be completed prior to being permitted to test again.
3. A different examiner must be used for retesting.

EMT Retesting Policy

EMT candidates who fail two or less stations on the Practical Skills Exam may be retested on those situations. Three or more failed stations constitute a failure of the

practical skill exam and the candidate must complete a refresher course prior to being permitted to test again.

1. If a retest is allowed, the first retest may occur on the same day as the initial examination, or on another date.
2. The second retest must be conducted on another date and the candidate must be provided with remedial instruction. Failure of the second retest constitutes a failure of the practical skills examination and a refresher course must be completed prior to being permitted to test again.
3. A different examiner must be used for retesting.

Advanced EMT Retesting Policy

Please refer to the current curriculum and Final Practical Skills Examination Manual for current requirements. AEMT students can fail 4 or less stations to qualify for retesting. EMT-Critical Care students can fail no more than 4 stations to qualify for retesting. If they fail more than that they must take a refresher course before being admitted to another practical skills exam. Paramedic candidates must follow currently approved guidelines as set forth by NYS-BEMS.

1. If a retest is allowed, the first retest may occur on the same day as the initial examination, or on another date.
2. The second retest must be conducted on another date and the candidate must be provided with remedial instruction. Failure of the second retest constitutes a failure of the practical skills examination and a refresher course must be completed prior to being permitted to test again.
3. A different examiner must be used for retesting.

Retesting at a Lower Level

In accordance with the State EMS Code section 800.7 and 800.10: (a) Candidates who have failed the practical skills examination must complete a refresher or an original certification course for the level of certification sought prior to being admitted to another practical skills examination at the same level of certification. Such candidates may be admitted once to a practical skill examination at a lower level of certification within one year after the last attempt at the level originally sought.

NYS-BEMS Written Certification Examination

The State certifying examination should be at least a week after completion of the Practical Skills Examination. The NYS-BEMS Examination Coordinator is responsible for hiring a proctor to administer the exam. The exam dates are scheduled in advance and can be found on our web site. These dates are published well in advance and all certification courses must be scheduled to test on a published test date and time only. The Course Sponsor must secure an examination site large enough to comfortably seat all the candidates scheduled to take the exam. The planned exam site will be the course location listed on the course application. If for any reason the exam

site, time or date is not the same as listed on the course application the sponsor must advise NYS-BEMS, by certified mail. The site must also have proper lighting, ventilation, writing space, chairs and proximity to rest room facilities. **Should the proctor feel uncomfortable with the number of students testing in a small room, he/she has been instructed not to give the examination.**

It is the intention of NYS-BEMS to consolidate exam sites when ever possible to avoid small exam administrations that are very costly. Should the NYS-BEMS Examination Coordinator move the location of your exam the CIC will be notified in advance. Retesting is done at Regional Retest Sites (RTS) to avoid confusion by mixing retest candidates with original candidates.

To sit for the written examination all candidates must be listed on the examination roster and each candidate must present their examination ticket. The exam ticket is to be signed by the candidate in front of the proctor. If the ticket has already been signed, the candidate must sign it again. Please do not have the students write on the examination tickets you issue them. Students must bring photo identification with them to the exam site. If the students mailing address has changed, you must document this change.

The CIC or a designee must be present for the written examination to assist the proctor in identifying students. The proctor is responsible for making sure the candidates are given the exam instructions and protecting the security of the examination process. ***The CIC is not permitted to discuss any examination questions or related material with the candidates during the examination.***

No one other than the students taking the exam will be allowed to possess or otherwise handle an exam. The proctor has been instructed not to break the seal on any additional exam booklets. **NO EXAMINATION BOOKLET MAY LEAVE THE SIGHT OF THE PROCTOR AT ANYTIME.** No notes may be made about test items. This is a breach of examination security, which could result in a statewide cancellation of the exam scoring and/or formal charges filed against any individuals involved.

Activities to Complete the Course

End of Course Paperwork for Certification Courses

The end of course paperwork is a vital part of the certification process. If it is not properly completed this could affect when students receive their exam results as well as BEMS reimbursement to the course sponsor. The end of course paperwork also serves as proof that a student completed the course requirements and is eligible to receive certification. Please pay careful attention when filing the end of course paperwork. Mistakes or late submissions may jeopardize one of your student's ability to schedule a retest examination or receive their results.

Please submit the following items:

- A. A copy of the computer generated **Class List**, that the CIC received after submitting the student applications to NYS-BEMS, should be returned with the comments filled out for each student and the CIC's original signature on this document. Following are a list of written exam eligibility categories:
 - 1. Allowed to Take Exam.
 - 2. Missed Sessions – this student is ineligible to take the practical skill exam.
 - 3. Failed Practical – this student is ineligible to take the written examination.
 - 4. Withdrew – this student is ineligible to take both the practical and the written exams.
 - 5. Failed Course – this student is ineligible to take the practical and written examination.
- B. The **Students Ineligible to Take the Exam** (DOH-79) form must be completed with the necessary codes filled in and any address changes that may need to be made. This form must be filled out in addition to the Class List described in "A" above. A sample with instructions appears in the appendices.
- C. The unused examination tickets for students who were not eligible to take the practical or written exam for any reason.
- D. The completed **Final Practical Skills Examination Summary Sheet**.
- E. The completed **Medical Director's Certification of AEMT Course Completion** for all original AEMT, EMT-CC and P courses,
- F. All exam tickets for students who failed the practical skills exam.

The NYS-BEMS no longer requires separate or colored envelopes for submission of end of course paperwork. All end of course paperwork must be placed in an envelope provided by the Course Sponsor. Listed on the front of this single envelope are all the items that should be in the envelope.

If the CIC is unable to produce these documents at the time of the written certification examination, the CIC must provide to the proctor a written statement stating that he/she will forward the envelope to NYS-BEMS within 5 days. It is the Sponsor Administrator's responsibility to see that the proper end of course paperwork is sent by certified mail to NYS-BEMS Certification Unit in Central Office within 5 days of the certification exam. Failure to submit the end of course paperwork will result in NYS-BEMS holding student certification cards and payments of reimbursement.

Directions for Completing the Final Practical Skills Examination Summary Sheet

This Summary Sheet (DOH-2733) is to be used by the Practical Skills Exam Coordinator to report the results of each individual taking the practical skills examination. The Summary Sheet, the completed **Medical Director's Certification of AEMT Course Completion** for all original AEMT, EMT-CC and P courses, and any exam tickets for students who failed the practical skills exam, must be placed in the envelope and given to the State Exam Proctor. All original and refresher courses for CFR, EMT-B, AEMT, EMT-CC, and P must include a practical skill examination. Following are the directions for completing this form. All information must be printed or typed:

1. **Course Number:** Use the boxes to write the course number of the class represented by this summary sheet (one course per form).
2. **Location:** Enter the location where the practical skill examination was held.
3. **Certified Instructor Coordinator:** This line is for the name of the course CIC of record.
4. **CIC Signature:** The CIC of record for the course must sign his/her name on the line provided.
5. **Practical Exam Coordinator:** This line is for the name of the PEC (can not be the CIC of record). The PES must be a CIC or CLI and should not be familiar with the course or students.
6. **PEC Signature:** The PEC for the examination must sign his/her name on the line provided.
7. **Station:** Indicate the name or number of the stations being tested in each space.
8. **Evaluator:** Write the name of the evaluator assigned to the testing station. You may use initials for this person if a record is in the course file revealing the names associated with the initials.
9. **Candidate's Name:** List the names in alphabetical order, of the students testing in the examination. Last name first then first name. Use another Summary Sheet if needed and number it accordingly.
10. **P/F:** In the space provided indicate the results of each station for each candidate. Enter an "X" in the appropriate box.

11. **Final Results:** Indicate if the student passes or failed the Practical Skills Examination in this section. An “X” may be used to make the correct box.

Note: If your PSE is held on more than one day or there was a challenge component, the PSE Summary Sheet must be submitted with all names in alphabetical order on one sheet. Do not submit multiple sheets that span multiple testing dates.

Directions for Completing the Students Ineligible to Take the State Certifying Examination Form

The Students Ineligible to Take the State Certifying Exam form (DOH-79) is to be included in the end of course paperwork, placed in the envelope and given to the State Exam Proctor for all certification courses. The following are directions for the completion of this form which is broken into two sections:

Ineligible Section

The top section of the form is used to list all the students who enrolled in the course but for various reasons, did not complete the course or were ineligible to take the written exam. The information provided on this form should be exactly the same as the information placed on the Class List. Each student listed in this section should have a proper code assigned to them. The codes are listed on the form (i.e.: 1 Missed Sessions, 2 failed Practical, 3 Withdrew, 4 Failed Course) If more than 24 candidates were ineligible to test please complete a second form.

Corrections Section

The bottom of the form is used in the event that a correction to the students' name, address or date of birth needs to be made. Write the corrected information in the space provided along with their EMT number. If more space is needed use the back of the form.

CIC Signature

The form must be signed by the CIC of record, certifying that the provided information is true and accurate to the best of their knowledge.

Please note that if the CIC does not properly complete this form and submit it within five days after the written examination it will cause a delay in the student's certification or make it difficult for a student who missed the state exam to register for a retest.

End of Course Paperwork For Continuing Education Courses

The end of course paperwork for a continuing education course is very important to NYS-BEMS. If it is not properly completed NYS-BEMS records will not reflect the fact that your students successfully completed the course requirements. Please pay careful attention when filing the end of course paperwork. Within ten days of the last session of the continuing education course the Course Sponsor's course administrator must have met with the instructor coordinator for the program to assure that NYS-BEMS Central Office is sent the following items in a packet by certified mail:

1. The Certified Class List for EMS Training Courses.
2. Any other required paperwork depending on the course taught.

We strongly suggest that the continuing education instructors who conducted the course meet with the Course Sponsor to critique the course that was just completed.

Issuing Certificates

Certificates are not required, but we do encourage that students receive some type of certificate that reveals course completion. Students like to receive their certificates for continuing education courses at the last course session rather than hear that it will be sent to them "someday". We strongly suggest that the sponsor have the certificates typed for all students you expect to complete the course so they may be issued at the last session. This will also avoid the extra costs of having to mail the certificates to each student after the course is over.

Directions for Completing the Certified Class List for EMS Training Courses

The certified class list (DOH-89) is used to report the student's results for continuing education courses. This form is used for the following courses:

1. Certified Instructor Coordinator (CIC)
2. Certified Lab Instructor (CLI)
3. Certified Instructor Update (CI Update)
4. Other: fill in the course name

This form must be turned in with the end of course paperwork for any of the above training courses. The directions are as follows:

1. **Course Type:** Place an "X" in the box that corresponds with the type of course that was conducted. If other fill in the name.
2. **Course Number:** place the course number that was assigned by NYS-BEMS.

3. **Class Dates:** List the date that the course began and the date of the last session.
4. **Class List:** List the names of the students who successfully completed all the course requirements in alphabetical order with their last name and then first name.
5. **Instructor Coordinator Signature:** The NYS-BEMS approved instructor for the continuing education course must certify that the listed students completed all of the course requirements successfully. List the location of the course and the date of the signature.
6. **Students Who Failed or Did Not Complete The Course:** List all the names of the students who did not complete the course. In the boxes next to the name, place the code for the reason that the course was not completed (i.e.: 1 Missed Session, 2 Failed Practical, 3 Withdrew, 4 Failed Course, 9 Other).

Certification Examination Results

At the end of the written examination the proctor mails all test materials to the NYS-BEMS contracted examination service for scoring. The process of correcting the examination answer sheets, updating the Health Department's database and printing of the certification cards and failure letters takes an average of four to six weeks. The time frame may vary from one examination date to another, depending on the number of candidates testing, so prepare the students for the waiting period. If a student needs a grade earlier it may be possible, depending on the availability of sites, to schedule to take the examination at an Onsite Scoring Testing Center where the grade is immediately given to the student for a fee payable to the testing contractor. Onsite Scoring locations in the state depend on the current availability through the current testing contractor.

The CIC must advise all students at the beginning of the course that Onsite Scoring is available for a fee. The number of seats at each Onsite Scoring location is a fixed number and they fill up very quickly. Students must contact NYS-BEMS at 1-800-628-0193 no later than eight weeks prior to the date of the written examination for their course. If there are several students from a course who wish to sign up for Onsite Scoring the CIC should complete a Class On-site Scoring Request form (DOH-4260) and fax or mail it to NYS-BEMS. The form must be completely filled out including the student's written initials.

Once a student has taken their exam at an Onsite Scoring location they will be given either a failure letter or a letter stating they passed their exam. However, the results are not final until they receive either a failure letter or certification card/results from NYS-BEMS.

Please advise the candidates that absolutely no exam results will be given out by the NYS-BEMS Central Office or Regional Offices so do not call requesting results.

Each candidate receives a detailed score report. This allows the student to understand their individual weaknesses and strengths as well as giving them a statewide score comparison with all people testing on that particular examination date.

The class score reports are sent to the Course Sponsor. This report gives a listing of all students in the course and each of their scores broken down by exam subject/division. A careful study of the results can often help the sponsor and CIC understand the weaker areas of the course and correct them in the future programs. Formats and availability of these reports are dependant upon the abilities of the current testing contractor.

The Written Certification Examination

NYS candidates who pass the practical skills examination are allowed to take the written examination. The written examination must be completed by the candidate reading his/her own question booklet and marking his/her own answer sheet. Oral examinations are not allowed.

The exam results will be mailed to the student between 4 to 6 weeks after the examination date. Please advise the students to be patient! Do not call the NYS-BEMS offices for their results, as we will not give this confidential information out over the phone. A summary of the results by course content topic area will be included with the certification card or failure letter.

Question: What happens if the student fails the State written examination?

If the student does not pass the New York State written certification examination on their first attempt she/he will receive a failure letter and instructions from the NYS-BEMS stating what they need to do. Students who do not pass the written examination on their second attempt are required to enroll in a refresher within one year from the date of the original course's exam date.

The first and second attempts taking the written certification examination must be completed within one year of their completion and passing of the Final PSE for the course in which they were enrolled.

It is the student's responsibility, NOT THE SPONSOR'S or THE INSTRUCTOR'S, to schedule for a retest in accordance with the instructions sent to them by BMES. The registration will be validated and the student will be assigned to a regional test for the next available test date. The student will receive confirmation of registration and directions to the regional test site in the mail within 10 days of the examination date.

All other special student testing situations must be arranged with the NYS-BEMS Certification Unit in writing by the Certified Instructor Coordinator documenting the student's eligibility to test.

Question: A student has missed their state written examination. How do they arrange to take an exam on another date?

The student needs to call the NYS-BEMS Central Office at 1-800-628-0193 and ask to be scheduled for a written examination.

Dissolution of Course Sponsorship

All NYS-BEMS agreements with Course Sponsors are valid for no more than two years. These agreements begin on July 1 and expire on June 30. If a Course Sponsor's agreement is not renewed or a Course Sponsor wishes to dissolve the agreement with NYS-BEMS a closure plan must be developed by the Course Sponsor and approved by NYS-BEMS.

There are a number of situations that may cause a Course Sponsor to close. This may include, but not be limited to a severe shortage of available certified instructors, lack of student enrollment, the rising costs of operating an Course Sponsorship or a major organizational crisis. As a result of these issues and many other circumstances, Course Sponsors, after serious consideration, have found themselves forced to stop providing EMS education and close their doors.

While we realize the difficulties surrounding these situations, an EMS Course Sponsor should NOT stop operating suddenly and without assistance and consultation from their Regional EMS Council and the Bureau of EMS. However, should a Course Sponsor be faced with the final situation that necessitates closing its doors, this policy outlines the necessary steps that a Course Sponsor must take.

The Course Sponsor should have made the determination to cease operation in concert with its Course Sponsor's Administrator, CEO, instructors, Medical Director, REMSCO and the EMS agencies within the community it serves.

The Course Sponsor must consult and work with local EMS services, the county EMS coordinator, the Regional EMS Council (REMSCO), the Regional Emergency Medical Advisory Committee (REMAC) and the regional DOH EMS Representative to insure future EMS education needs are met in their operating territory.

The EMS Course Sponsor must make written notification of their pending closure to the following entities:

1. Surrounding EMS agencies within the counties where you are approved to conduct courses.
2. Affected municipal government authorities.
3. Hospitals and EMS agencies who have affiliation agreements with the sponsor.
4. County EMS coordinator.
5. REMSCO and REMAC.
6. NYS DOH BEMS Central and Area offices.

The notifications must include, at the minimum, the following information:

1. The date when the Course Sponsor will cease operating.

2. The arrangements made with other Course Sponsors to take over the student population and/or a list of other Course Sponsors approved to train in their area.

The EMS Course Sponsor is responsible for insuring that all course and student records are retained in a secure and confidential fashion for a minimum of 5 years. The records must be made available to DOH BEMS representatives, if requested, in accordance with New York State Public Health Law, DOH policy statements and written sponsor agreements. The EMS Course Sponsor must advise the Department in writing of the location where the records will be stored, secured and how they will be made accessible to those who have the right to obtain them.

The EMS Course Sponsor must advise the Department of Health, BEMS Central Office in writing, at least 90 days prior to the end of operation, that the EMS Course Sponsor will no longer be providing EMS education.

The EMS Course Sponsor must provide the Department of Health, BEMS Central Office with a closure plan, at least 60 days prior to the end of operation. This closure plan must include the following information at a minimum:

1. Complete sponsorship inventory of equipment, which must include:
 - i. Item description (product name, model number and serial number)
 - ii. Item inventory number (all equipment purchased with NYS-BEMS reimbursements must be inventoried separately and labeled separately from all other equipment)
 - iii. Date of purchase or date placed in service
 - iv. Current status of the item (i.e. useable, no longer useable due to EMS standards, broken, replaced with new item and useable)
 - v. Date item was no longer in use
 - vi. Disposition of the equipment (i.e. donated and to whom, refuse disposal, etc.)
2. Preliminary plans for a final destination of all inventoried items
3. Financial audit of all reimbursement money from DOH BEMS over the last 5 years
4. Financial plan for returning any unspent NYS-BEMS reimbursement monies that the sponsorship has received
5. Copies of closure notifications sent to instructors and other staff members
6. Copies of closure notifications and plan of action sent to surrounding EMS agencies and Regional EMS Councils
7. Date at which the closure will be effective.
8. What effect the closure will have on any currently approved and/or in progress courses.

Once NYS-BEMS receives the complete closure plan along with the required inventory, the Course Sponsor will be notified if the plan is approved or denied by NYS-BEMS.

Course Sponsor's Administrative Manual

Appendices

- A. NYS – BEMS Area Office Information
- B. NYS – BEMS Central Office Information
- C. REMSCO Contact Information
- D. Policy Statement 11-09 Instructor Certification
- E. DOH-782 Course Application
- F. DOH-65 Student Application
- G. DOH-4010 ALS Rapid Refresher Student Application
- H. DOH-3312 Verification of Membership
- I. Policy Statement 09-05 Certification for Individuals with Criminal Convictions
- J. DOH-80 Course Cancellation
- K. DOH-263 Course Memorandum
- L. DOH-4297 Assistant MD for Courses
- M. DOH-3379 MD Sign off/Verification
- N. Policy Statement 11-07 Required CPR Testing
- O. DOH-2733 Final PSE Summary Sheet
- P. DOH-79 Student's Ineligible list
- Q. Frequently Asked Questions
- R. DOH-89 Certified Class List for Ancillary Training Courses
- S. Policy Statement 13-03 Course Reimbursement

Appendix

A

Please refer to the BEMS web site for the most up-to date information

Area Office EMS Representatives

Capital Region

Emergency Medical Care Staff

- Joseph Farrell, Sr. Emergency Medical Care Representative
- Mary Ramo, Sr. Emergency Medical Care Representative

Capital District Regional Office

*New York State Department of Health
One Fulton Street
Troy, New York 12180-3298
PHONE: (518) 408-5318
FAX: (518) 408-5392*

Counties Covered:

Albany, Columbia, Greene, Saratoga, Schenectady, Rensselaer, Warren, Washington, Clinton, Delaware, Essex, Franklin, Fulton, Hamilton, Montgomery, Otsego, and Schoharie

Syracuse

Administration

- Bonnie Moro

Emergency Medical Care Staff

- John Morrissey, Sr. Emergency Medical Care Representative
- Raymond R. Thielke, Sr. Emergency Medical Care Representative

Syracuse Area Office

*NYS Department of Health
217 South Salina Street
Syracuse, New York 13202
PHONE: (315) 477-8544
PHONE: (315) 477-8491
FAX: (315) 477-8587*

Counties Covered:

Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga and Tompkins

Metro Region

EMS Program Administrator

- Robert Iovine

Administration

- Stephanie McNeil
- Smita Shah

Emergency Medical Care Staff

- Kevin Gage, Sr. Emergency Medical Care Representative
- Anthony Logozzo, Sr. Emergency Medical Care Representative
- Richard Robinson, Sr. Emergency Medical Care Representative
- Brian Sherwood, Sr. Emergency Medical Care Representative
- Andrew Wendt, Sr. Emergency Medical Care Representative

New York City Area Office

*NYS Department of Health
90 Church Street, 15th Flr
New York, New York 10007
PHONE: (212) 417-4455
FAX: (212) 417-4641*

Counties Covered:

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester, Nassau, Suffolk, Bronx, Kings, New York, Queens and Richmond

Western Region

EMS Program Administrator

- Cynthia McCloud

Buffalo

Emergency Medical Care Staff

- James Mihalko, Sr. Emergency Medical Care Representative
- Edward Mager, Sr. Emergency Medical Care Representative

Buffalo Area Office

*NYS Department of Health
584 Delaware Avenue
Buffalo, New York 14202
PHONE: (716) 847-4391
FAX: (716) 847-4352*

Counties Covered:

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming

Rochester

Emergency Medical Care Staff

- Ross Zastrow, Sr. Emergency Medical Care Representative

Rochester Area Office

*NYS Department of Health
The Triangle Building
335 East Main Street
Rochester, New York 14604-2127
PHONE: (585) 423-8034
FAX: (585) 423-8028*

Counties Covered:

Chemung, Livingston, Monroe, Seneca, Ontario, Schuyler, Steuben, Wayne and Yates

Appendix

B

Please refer to the BEMS web site for the most up-to date information

Emergency Medical Services Bureau Staff

- Lee Burns, Director
- Rhonda Crispo, Secretary I

Education and Certification Services

- Andrew Johnson, Deputy Director
- Kathleen Barton, Senior EMC Representative
- Gene Myers, Senior EMC Representative
- Jean Taylor, Senior EMC Representative
- Judy Brandow, Certification/Exam Registration
- Karen Vogler, Certification/Education
- Theresa Allen, Reciprocity/Verification

Operations and Information Technologies

- Daniel Clayton, HPA-2
- Steve Sonders, Program Research Specialist III
- Thomas Fortune, Senior EMC Representative
- Dana Jonas, Senior EMC Representative
- Gayle Briggs, Clerk II

Disaster Preparedness

- James S. Soto, Associate Director

Trauma Program

- Linda Tripoli

EMS for Children Program

- Martha Gohlke, HPA-1

Contracts and Reimbursement

- Tom Behanna
- Lisa DeLong, EMS Contract Manager
- Valerie Ozga, Public Health Specialist III
- Frank Lopez, Voucher Clerk

State EMS Conference – Vital Signs

- Donna Johnson, CMP, Conference Coordinator
- Valerie Ozga, Exhibit Coordinator

State EMS Council and Advisory Committee

- State Emergency Medical Advisory Committee
- Donna Johnson, CMP, Executive Secretary

Appendix

C

Please refer to the BEMS web site for the most up-to date information

Regional EMS Councils

(please refer to web site for the most up to date information)

Adirondack-Appalachian EMS Council

*2920 State Route 30. P.O. Box 212
Speculator, New York 12164
(518) 548-5911
(518) 548-7605 Fax
www.aarems.org*

Counties: Delaware, Fulton, Hamilton, Montgomery,
Otsego, Schoharie

Big Lakes Regional EMS Council

*534 Main Street, Suite 19
Medina, New York 14103
(585) 798-1620
<http://biglakesems.com/index.htm>*

Counties: Genesee, Niagara, Orleans

Central New York Regional EMS Council

*Jefferson Tower - Suite LL1
50 Presidential Plaza
Syracuse, New York 13202
(315) 701-5707
(315) 701-5709 Fax
www.cnyems.org*

Counties: Cayuga, Cortland, Onondaga, Oswego, Tompkins

Finger Lakes Regional EMS Council

*FLCC Geneva Extension Center
63 Pulteney Street
Geneva, New York 14456
(315) 789-0108
(315) 789-5638 Fax
www.flremsc.org*

Counties: Ontario, Seneca, Wayne, Yates

Hudson-Mohawk Regional EMS Council

*Colonie Community Center(REMO)
1653 Central Avenue
Albany, New York 12205*

(518) 464-5097
(518) 464-5099 Fax
www.remo-ems.com

Counties: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady

Hudson Valley Regional EMS Council

45 Academy Avenue
Cornwall-On-Hudson, New York 12520
(845) 534-2430
(845) 534-3070 Fax
www.hvremSCO.org

Counties: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster

Mid-State Regional EMS Council

Faxton-St. Luke's Healthcare
EMS Program
2521 Sunset Ave.
Utica, New York 13502
(315) 738-8351
(315) 738-8981 Fax
www.midstateems.org

Counties: Herkimer, Madison, Oneida

Monroe-Livingston Regional EMS Council

University of Rochester Medical Center
601 Elmwood Avenue
Box 655
Rochester, New York 14642
(585) 463-2900
(585) 463-2966 Fax
www.mlremSCO.org

Counties: Livingston, Monroe

Mountain Lakes Regional EMS Council

333 Aviation Rd.
Queensbury, New York 12804
(518) 793-8200
(518) 793-6647 Fax
www.nenyems.org

Counties: Clinton, Essex, Franklin, Warren, Washington

Nassau Regional EMS Council

2201 Hempstead Turnpike
Bldg A - 4th Floor, Box 78
East Meadow, New York 11554
(516) 542-0025
(516) 542-0049 Fax
www.nassauems.org

Counties: Nassau

North Country Regional EMS Council

SUNY Canton College of Technology
34 Cornell Dr.
Canton, New York 13617
(315) 379-3977
(866) 475-3977
(315) 379-3979 Fax
www.canton.edu/ncems

Counties: Jefferson, Lewis, St. Lawrence

Regional EMS Council of New York City

475 Riverside Drive, Suite 1929
New York, New York 10115
(212) 870-2301
(212) 870-2302 Fax
www.nycremsco.org

Counties: Bronx, Kings, New York, Queens, Richmond

Southern Tier Regional EMS Council

PO Box 3492
Elmira, New York 14905
(607) 732-2354
(607) 732-2661 Fax
www.stremscouncil.org
E-mail: strem@stny.rr.com

Counties: Chemung, Schuyler, Steuben

Southwestern Regional EMS Council

PO Box 544
Olean, New York 14760
(716) 373-2612

Counties: Allegany, Cattaraugus, Chautauqua

Suffolk Regional EMS Council

*Suffolk Co. Dept. of Health Services
Division of EMS
Dennison Bldg., First Floor
100 Veterans Memorial Highway
Hauppauge, New York 11788-5401
(631) 853-5800
(631) 853-8307 Fax
www.suffolkremsco.com*

Counties: Suffolk

Susquehanna Regional EMS Council

*Mail - Public Safety Facility
153 Lt. VanWinkle Drive
Binghamton, New York 13905-1559*

*Office - 2666 Main Street
Whitney Point, New York 13862
(607) 634-4148
(607) 634-4183 Fax
www.srems.com*

Counties: Broome, Chenango, Tioga

Westchester Regional EMS Council

*4 Dana Rd.
Valhalla, New York 10595
(914) 231-1616
(914) 813-4161 Fax
www.wremsco.org*

Counties: Westchester

Wyoming-Erie Regional EMS Council

*P.O. Box 630
Clarence, New York 14031
(716) 898-3600
(716) 668-2754 Fax
www.werems.org*

Counties: Erie, Wyoming

Appendix

D



New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

Supersedes/Updates: 08-05

No. 11-09

Date: February 2, 2012

**Re: Instructor
Certification**

Page 1 of 5

Purpose

The purpose of this policy is to describe the New York State (NYS) Department of Health (DOH) Bureau of EMS Certified Lab Instructor (CLI) and Certified Instructor Coordinator (CIC):

- entry requirements,
- certification requirements,
- processing, and
- recertification requirements

Definitions

The following definitions are found in Chapter VI Title 10 Part 800.3 of the New York State Official Compilation of Codes Rules and Regulations:

- A Certified Laboratory Instructor means a person certified pursuant to these regulations to instruct, in psychomotor skills, candidates in courses leading to certification as an emergency medical technician or certified first responder.
- A Certified Instructor Coordinator means a person certified pursuant to these regulations to serve as the lead instructor for courses leading to certification.

Policy

The **CLI Prerequisites** are as follows:

1. Complete an *Application for Instructor Certification* (DOH-2260).
2. Hold current certification as a NYS EMT or Advanced EMT.
3. Must have taken a NYS EMT/AEMT written certification examination within three years prior to obtaining CLI certification and scored at least 85% on the EMT portion of the exam. Candidates who wish to teach advanced skills must also score at least 85% on the advanced portion of the AEMT exam. The CLI candidate must be certified at or above the desired teaching level.
4. Those who have recertified through the CME EMS Recertification Program must contact the Bureau of EMS Central Office at **1-800-628-0193** to schedule a NYS EMS written examination for an

“instructor score,” if the candidate has not done so in the past three years prior to obtaining CLI certification. This “instructor score” will not in any way change or recertify your current certification level.

5. Must be actively providing on-going, direct, hands-on, pre-hospital patient care with an EMS agency and have a minimum of one year of clinical experience within the last three years. This can be documented by assuring that the candidate’s name is listed on patient care reports. If the CLI candidate is applying to teach AEMT courses, the candidate must be actively providing care within a regionally approved ALS system.
6. Submit a letter of recommendation from the Course Sponsor that will be providing the instructor internship.

The **CLI CERTIFICATION REQUIREMENTS** are as follows:

1. Attend and successfully complete all modules of the CLI course.
2. Serve an instructor internship under the supervision of a CIC in either an EMT or Advanced EMT course. The internship must meet the objectives outlined in Bureau of EMS Policy Statement entitled “*Internship Requirements for Instructor Certification*”.
3. Deliver a minimum of 12 hours of lab sessions, from various modules, as part of a NYS EMS certification course and documented on the DOH-4451 form.
4. Submit the following items to the Bureau of EMS Central Office within 18 months of CLI course completion:

- a) The *CLI Internship Completion Report* (DOH-3378) completed by the supervising CIC.
- b) The completed and signed *CLI Internship Tracking Worksheet* (DOH-4451)
- c) A favorable *Lab Instruction Audit Report* (DOH-2423) conducted by the supervising CIC.
- d) A favorable *Lab Instruction Audit Report* (DOH-2423) conducted by a CLI or another CIC. This audit must be from someone other than the supervising CIC.

Note: Audits must be completed by a currently certified CLI/CIC.

Note: Individuals with whom the CLI candidate has a close interpersonal relationship (real or perceived) may not serve as the candidate’s supervising CIC and/or auditor during the instructor internship. Clarifications concerning this exclusion may be directed to the Bureau of EMS Central Office, prior to the start of the instructor certification process. Violations of this requirement may result in denial of instructor certification and/or revocation of the supervising and/or auditor’s instructor certification.

5. Continue to meet CLI Entry Requirements and maintain an 85% on the NYS EMT/AEMT written exam throughout the CLI certification period.
6. As a practicing CLI, comply with:
 - a) NYS Public Health Law;
 - b) Chapter VI Title X Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
 - c) Policies as issued by the Bureau of EMS.
 - d) Violations of 6a, 6b, or 6c of this section may result in denial of instructor certification, suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

The **CIC ENTRY REQUIREMENTS** are as follows:

1. Complete an *Application for Instructor Certification* (DOH-2260).
2. Hold current certification as a NYS EMT or Advanced EMT.
3. Hold current certification as a NYS CLI.
4. Must have taken a NYS EMT/AEMT written certification examination within three years prior to obtaining CIC certification and scored at least 85% on the EMT portion of the exam. Candidates who

wish to teach AEMT courses must also score at least 85% on the advanced portion of the AEMT exam. The CIC candidate must be certified at or above the desired teaching level.

5. Those who have recertified through the CME EMS Recertification Program must contact the Bureau of EMS Central Office at **1-800-628-0193** to schedule a NYS EMS written examination for an “instructor score,” if the candidate has not done so in the past three years prior to obtaining CIC certification.

Note: Taking an “instructor score” will not recertify your current EMT/AEMT certification and will not affect your EMT/AEMT certification expiration date.

6. Must be actively providing on-going, direct, hands-on, pre-hospital patient care with an EMS agency and have a minimum of one year of clinical experience within the last three years. This can be documented by assuring that the candidate’s name is listed on patient care reports. If the CIC candidate is applying to teach AEMT courses, the candidate must be actively providing care within a regionally approved ALS system.
7. Submit a letter of recommendation from the Course Sponsor that will be providing the instructor internship.

The **CIC CERTIFICATION REQUIREMENTS** are as follows:

1. Attend and successfully complete all modules of the CIC course. A candidate may substitute attending a NYS CIC course if the candidate has successfully completed the National Association of EMS Educator’s (NAEMSE) level 1 Instructor Course. Proof of course completion must be submitted to the Bureau of EMS Central Office prior to beginning any other CIC certification requirements.
2. Successfully complete an instructor internship under the supervision of a current CIC in either an EMT or Advanced EMT course. The candidate must:
 - a) prepare and deliver 50 hours of didactic material, from various modules, as part of a NYS EMS certification course documented on DOH-4452, **and**
 - b) directly coordinate and supervise a minimum of 9 hours of lab sessions in a NYS EMS certification course. The Candidate must plan, coordinate and implement lab sessions, observe CLI performance, and debrief staff with the supervising CIC. In addition, the internship must meet the objectives outlined in the CIC curriculum and Bureau of EMS Policy Statement entitled “*Internship Requirements for Instructor Certification*”.
3. Submit the following items to the Bureau of EMS Central Office within 18 months of CIC course completion:
 - a) The *CIC Internship Completion Report* (DOH-3377) completed by the supervising CIC.
 - b) The completed and signed *CIC Internship Tracking Worksheet* (DOH-4452).
 - c) A favorable *Didactic Presentation Audit Report* (DOH-2424) conducted by the supervising CIC.
 - d) A favorable *Didactic Presentation Audit Report* (DOH-2424) conducted by a Regional Faculty member or Bureau of EMS Representative.

Note: Audits must be completed by a currently certified CLI/CIC.

Note: Individuals with whom the CIC candidate has a close interpersonal relationship (real or perceived) may not serve as the candidate’s supervising CIC and/or auditor during the instructor internship. Clarifications concerning this exclusion may be directed to the Bureau of EMS, prior to the start of the instructor certification process. Violations of this requirement may result in denial of instructor certification and/or revocation of the supervising and/or auditor’s instructor certification.

4. Continue to meet CIC Entry Requirements and maintain an 85% on the appropriate NYS EMT/AEMT written exam throughout the CIC certification period.
5. As a practicing CIC, comply with:

- a) NYS Public Health Law;
- b) Chapter VI Title X Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
- c) Policies as issued by the Bureau of EMS.
- d) Violations of 5a, 5b, or 5c of this section may result in denial of instructor certification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

Bureau of EMS Instructor Processing

It is the responsibility of the individual seeking instructor certification to meet all entry requirements and submit the completed documentation to the Bureau of EMS Central Office. The completed file will be reviewed by the Bureau of EMS Central Office Representative who will do one of the following:

1. Issue certification to the individual with an instructor number and expiration date that is three years after the date of issuance and notify the individual of the recertification requirements, *or*
2. Extend the internship period for a specific amount of time and arrange for appropriate remediation by notifying the candidate in writing, *or*
3. Deny instructor certification by notifying the candidate in writing.

Instructor Recertification

The **CLI RECERTIFICATION REQUIREMENTS** are as follows:

1. Must hold current certification as a NYS EMT or Advanced EMT.
2. Must have taken a NYS EMT/AEMT written certification examination since receiving their last CLI certification and scored at least 85%. Candidates who wish to teach advanced skills must also score at least 85% on the advanced portion of the AEMT exam. The candidate must be certified at or above at or above the desired teaching level. Those who have recertified through the CME EMS Recertification Program must contact the Bureau of EMS Central Office at **1-800-628-0193** to take a NYS EMS written examination for an “instructor score,” if the candidate has not done so since receiving their most recent instructor certification. Taking an “instructor score” will not recertify your current EMT/AEMT certification and will not affect your EMT/AEMT certification expiration date.
3. Must complete and submit the *Application for Instructor Recertification* (DOH-3508) to the Bureau of EMS Central Office.
 - a) Must be actively providing on-going, direct, hands-on, pre-hospital patient care with an EMS agency and have a minimum of one year of clinical experience within the last three years.
 - b) Provide evidence of participation as a CLI in at least one course within the past three years.
 - c) Provide evidence of participation in at least 6 hours of instructor level training approved by the Bureau of EMS Central Office.
 - d) Continue to meet numbers 1- 6 of CLI Entry Requirements and maintain an 85% on the NYS EMT/AEMT written exam throughout the CLI certification period.
4. As a practicing CLI, comply with:
 - a) NYS Public Health Law;
 - b) Chapter VI Title X Part 800 of the Official Compilation of Codes, Rules, and Regulations and;
 - c) Policies as issued by the Bureau of EMS.
 - d) Violations of 4a, 4b, or 4c of this section may result in denial of instructor recertification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

The **CIC RECERTIFICATION REQUIREMENTS** are as follows:

1. Must hold current certification as a NYS EMT or Advanced EMT.
2. Must have taken a NYS EMT/AEMT written certification examination within the past three years and scored at least 85%. Candidates who wish to teach advanced courses must also score at least 85% on the advanced portion of the AEMT exam. Candidates must be certified at or above the desired teaching level.
3. Those who have recertified through the CME EMS Recertification Program must contact BEMS Central Office at **1-800-628-0193** to take a NYS EMS written examination for an “instructor score,” if the candidate has not done so since receiving their most recent instructor certification. Taking an “instructor score” will not recertify your current EMT/AEMT certification and will not affect your EMT/AEMT certification expiration date.
4. Must complete and submit an *Application for Instructor Recertification* (DOH-3508) to the Bureau of EMS Central Office.
 - a) Must have served as the CIC of record for at least one NYS EMS approved course within the past three years. If the candidate has not served as the CIC of record for at least one NYS EMS approved course within the past three years, then s(he) will be required to successfully complete another internship as outlined in numbers 2 and 3 of **CIC CERTIFICATION REQUIREMENTS**. This alternate method for completing this requirement will be granted as a one-time courtesy.
 - b) Provide evidence of participation in at least six (6) hours of instructor-level continuing education approved by the Bureau of EMS Central Office.
 - c) Continue to meet numbers 1-5 of CIC Entry Requirements and maintain an 85% on the NYS EMT/AEMT written exam throughout the CIC certification period.
5. As a practicing CIC, comply with:
 - a) NYS Public Health Law;
 - b) Chapter VI Title X Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
 - c) Policies as issued by the Bureau of EMS.
 - d) Violations of 5a, 5b, or 5c of this section may result in denial of instructor recertification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

ADDITIONAL INFORMATION

CLIs holding a permanent or provisional teaching certificate from the New York State Education Department (NYSED) may be eligible for advanced standing in a CIC course. The CIC candidate will be required to provide a copy of the NYSED teaching certificate and a copy of the CLI certificate to the Bureau of EMS Central Office. If approved, the candidate will be notified of the modules of the course he or she is required to attend.

Instructor reciprocity from other states will be handled by the Bureau of EMS Central Office on a case-by-case basis.

Currently the Bureau of EMS has approved instructor-level training for the following programs:

- Certified Instructor Updates approved by the Bureau of EMS Central Office
- Instructor certification or update courses sponsored by American Heart Association, American Red Cross, National Safety Council, National Association of EMTs, and others that may be approved by the BEMS Central Office on a case-by-case basis.

Appendix

E

1 <input checked="" type="checkbox"/> ADD EMSP USE ONLY	2 COURSE NUMBER <input style="width: 40px; height: 20px;" type="text"/>
--	---

PLEASE READ DIRECTIONS BEFORE COMPLETING THIS FORM

3 LEVEL <input style="width: 40px; height: 20px;" type="text"/> TYPE <input style="width: 20px; height: 20px;" type="text"/> EMSP USE ONLY	4. TYPE OF COURSE (Check only one.) <table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/> Cert. First Responder Original</td> <td><input type="checkbox"/> EMT-B Basic Original</td> <td><input type="checkbox"/> EMT-I Intermediate Original</td> <td><input type="checkbox"/> EMT-CC Critical Care Original</td> <td><input type="checkbox"/> EMT-P Paramedic Original</td> <td><input type="checkbox"/> Certified Lab Instructor</td> </tr> <tr> <td><input type="checkbox"/> Cert. First Responder Refresher</td> <td><input type="checkbox"/> EMT-B Basic Refresher</td> <td><input type="checkbox"/> EMT-I Intermediate Refresher</td> <td><input type="checkbox"/> EMT-CC Critical Care Refresher</td> <td><input type="checkbox"/> EMT-P Paramedic Refresher</td> <td><input type="checkbox"/> Certified Instructor Coordinator</td> </tr> <tr> <td><input type="checkbox"/> Advanced Courses Only Rapid Refresher</td> <td><input type="checkbox"/> EMT-B Pilot Refresher Core Content</td> <td><input type="checkbox"/> EMT-I Pilot Refresher Core Content</td> <td><input type="checkbox"/> EMT-CC Pilot Refresher Core Content</td> <td><input type="checkbox"/> EMT-P Pilot Refresher Core Content</td> <td><input type="checkbox"/> Other Specify</td> </tr> </table>	<input type="checkbox"/> Cert. First Responder Original	<input type="checkbox"/> EMT-B Basic Original	<input type="checkbox"/> EMT-I Intermediate Original	<input type="checkbox"/> EMT-CC Critical Care Original	<input type="checkbox"/> EMT-P Paramedic Original	<input type="checkbox"/> Certified Lab Instructor	<input type="checkbox"/> Cert. First Responder Refresher	<input type="checkbox"/> EMT-B Basic Refresher	<input type="checkbox"/> EMT-I Intermediate Refresher	<input type="checkbox"/> EMT-CC Critical Care Refresher	<input type="checkbox"/> EMT-P Paramedic Refresher	<input type="checkbox"/> Certified Instructor Coordinator	<input type="checkbox"/> Advanced Courses Only Rapid Refresher	<input type="checkbox"/> EMT-B Pilot Refresher Core Content	<input type="checkbox"/> EMT-I Pilot Refresher Core Content	<input type="checkbox"/> EMT-CC Pilot Refresher Core Content	<input type="checkbox"/> EMT-P Pilot Refresher Core Content	<input type="checkbox"/> Other Specify
<input type="checkbox"/> Cert. First Responder Original	<input type="checkbox"/> EMT-B Basic Original	<input type="checkbox"/> EMT-I Intermediate Original	<input type="checkbox"/> EMT-CC Critical Care Original	<input type="checkbox"/> EMT-P Paramedic Original	<input type="checkbox"/> Certified Lab Instructor														
<input type="checkbox"/> Cert. First Responder Refresher	<input type="checkbox"/> EMT-B Basic Refresher	<input type="checkbox"/> EMT-I Intermediate Refresher	<input type="checkbox"/> EMT-CC Critical Care Refresher	<input type="checkbox"/> EMT-P Paramedic Refresher	<input type="checkbox"/> Certified Instructor Coordinator														
<input type="checkbox"/> Advanced Courses Only Rapid Refresher	<input type="checkbox"/> EMT-B Pilot Refresher Core Content	<input type="checkbox"/> EMT-I Pilot Refresher Core Content	<input type="checkbox"/> EMT-CC Pilot Refresher Core Content	<input type="checkbox"/> EMT-P Pilot Refresher Core Content	<input type="checkbox"/> Other Specify														

5. Instructor/Coordinator (I/C) Number <input style="width: 40px; height: 20px;" type="text"/>	I/C EMT Number <input style="width: 40px; height: 20px;" type="text"/>
6. I/C Name Last <input style="width: 400px; height: 20px;" type="text"/> First <input style="width: 100px; height: 20px;" type="text"/>	
7. Street Address <input style="width: 100%; height: 20px;" type="text"/>	
8. City <input style="width: 100%; height: 20px;" type="text"/>	
9. State <input style="width: 30px; height: 20px;" type="text"/>	10. Zip <input style="width: 60px; height: 20px;" type="text"/>
11. County <input style="width: 30px; height: 20px;" type="text"/>	Home Telephone <input style="width: 40px; height: 20px;" type="text"/> Day Telephone <input style="width: 40px; height: 20px;" type="text"/>

12. Starting Date <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <small>month day year</small>	13. Practical Examination Date <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <small>month day year</small>	14. Written Examination Date <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <small>month day year</small>	15. Written Examination Time <input style="width: 40px; height: 20px;" type="text"/> AM <input style="width: 40px; height: 20px;" type="text"/> PM
--	---	---	---

Normal Day(s) of Sessions

Day _____ From: _____ AM/PM To: _____ AM/PM Day _____ From: _____ AM/PM To: _____ AM/PM

16. Sponsoring Agency Number <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/>	17. Request for Funding <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Sponsoring Agency _____	
Name of Sponsor's Administrator _____	
Day Telephone Number <input style="width: 40px; height: 20px;" type="text"/>	

18. Class Location <input style="width: 100%; height: 20px;" type="text"/>	
19. Street Address <input style="width: 100%; height: 20px;" type="text"/>	
20. City <input style="width: 100%; height: 20px;" type="text"/>	
21. State <input style="width: 30px; height: 20px;" type="text"/>	22. Zip <input style="width: 60px; height: 20px;" type="text"/>
23. County <input style="width: 30px; height: 20px;" type="text"/>	The Number Corresponds to Same Number on Course Approval Notification <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> INVENTORY CONTROL NUMBER

The Certified Instructor/Coordinator must notify the Regional EMS Field Representative and the Emergency Medical Services Program (EMSP) of any changes made in the course program after submitting this application. By submitting this application, it is confirmed that the course will comply with your current Sponsor's Agreement and adhere to the Administrative Procedure Manual. The following original signatures are required:

(1) Signed _____	Certified Instructor/Coordinator	Date _____
(2) Signed _____	Sponsors Administrator	Date _____
(3) Signed _____	Medical Director	_____

DOH-782 (4/03) WHITE—EMS PROGRAM YELLOW—EMS FIELD REP. PINK—REGIONAL COUNCIL GOLD—I/C

COURSE APPROVAL NOTIFICATION THIS IS YOUR OFFICIAL NEW YORK STATE EMS COURSE NUMBER <input style="width: 150px; height: 30px; border: 1px solid black;" type="text"/> EMSP USE ONLY	The Number Corresponds to Same Number on Course Approval Notification <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> INVENTORY CONTROL NUMBER
--	--

<input style="width: 100%; height: 60px; border: 1px solid black;" type="text"/>	Name of I/C _____ Course Type _____ TYPE COMPLETE MAILING ADDRESS WITHIN THIS SPACE. THIS IS TO BE THE ADDRESS OF SPONSORING ORGANIZATION. YOU WILL NOT RECEIVE YOUR COURSE APPROVAL NOTIFICATION OR COURSE NUMBER.
--	---

Appendix

F

1. Fill out this form legibly and accurately. Failure to do so can cause delay in your being allowed to test or inaccurate information on your certificate.
2. COURSE NUMBER: Fill in the course number. It is provided to the Instructor/Coordinator on the course approval slip.
3. Check ORIGINAL CERTIFICATION Box if:
 - A. This is the first time you have enrolled in an Emergency Medical Services certification course or,
 - B. You are applying for an advanced EMT certification in a category in which you are not currently certified.
4. Check RECERTIFICATION COURSE box if you are applying for recertification, basic or advanced.
5. EMS IDENTIFICATION NUMBER: Enter the six (6) numbers of your EMS identification number. If your number is less than six digits, add zeros in front to complete the number of six digits (Example: EMS No. 94 would be 000094). Only enter your New York State EMS number.
6. NAME: Enter your last name. If you use a notation after your name (such as Jr.) enter it after your last name. In the next set of boxes, enter your first name in full, leave a space, and enter your middle initial. If you do not have room to enter your name in full, please abbreviate.
7. If your EMS certificate shows an incorrect name or you have changed your name since it was issued, check the box and write in the name that is on your current certificate.
8. ADDRESS: Write your mailing address. The first line is for your number and street, or post office box. Leave a space between words for box numbers. The second line is the city, state and the third line is for zip code and county where you will be receiving your mail.
9. COUNTY: Enter the county in which you live. NOTE: Manhattan is New York (NEWY) - Staten Island is Richmond (RICH) - Brooklyn is Kings (KING) - St. Lawrence is STLA - Out of State is OUTS
10. DATE OF BIRTH: Enter your date of birth putting two digits each in the month, day and year boxes. Always use a "0" to complete 2 digits (i.e. January is "01")
11. SOCIAL SECURITY: Please fill in the last 4 digits of your social security number. This will be kept confidential by the New York State Department of Health and the Bureau of Emergency Medical Services.
12. SEX: M for male, F for female.
13. If you are part of the teaching faculty for this course, check Yes.
14. AGENCY CODE: Fill in the Department of Health numerical code assigned to the agency with which you provide prehospital care.
15. PRACTICAL SKILLS EXAM DATE: Fill in the date(s) of your Practical Skills Exam. This date will be provided by the Instructor/Coordinator.
16. EXAMINATION DATE: Fill in the date that you will be taking the NYS certifying exam. This date will be provided by the Instructor/Coordinator.
17. Read the statement and sign the application (if able) as you normally sign your name, and write in today's date. You are responsible for the statement's truth and accuracy.

Appendix

G

**Service Medical Director's Affirmation
for AEMT Rapid Recertification**

THIS SIDE OF FORM SHOULD ONLY BE USED FOR AEMT RAPID RECERTIFICATION

I, _____, serving in the capacity of Service Medical
Director for _____, due affirm that
_____ is deemed competent and qualified for admission to the
State practical skills examination and subsequent State written certification examination in accordance
with the State EMS Code (10 NYCRR 800) and the policies and procedures of the Bureau of Emergency
Medical Services. I affirm that the applicant meets at minimum all the following criteria:

- * **Actively practicing as a New York State certified AEMT within a regionally approved ALS system.**
- * **Clinically competent and qualified to practice as an AEMT.**
- * **Remains proficient in all of the cognitive and performance objectives of the New York State approved AEMT curriculum.**
- * **In the judgement of the Service Medical Director the candidate is of sound character and judgement.**
- * **Successfully completed the national cognitive and skills objectives in Basic Cardiac Life Support (BCLS), Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care as outlined in the *Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care: Recommendations of the [most current] National Conference.***
- * **Other requirements as set forth by the Service Medical Director.**

The determination of whether a candidate meets the above criteria is made solely by the Service Medical Director and should be based on, but not limited to, direct clinical observation, evaluation of performance through quality improvement/quality assurance activities, in-service training and continuing medical education (CME).

Medical Director's Signature

As the Service Medical Director for this applicant, I do hereby affirm that the applicant named above meets the criteria to participate in the AEMT Rapid Recertification examinations. In my judgement, the applicant is clinically competent and qualified to continue practicing as an AEMT. I understand this commitment is made under the sole authority of my license to practice medicine in the State of New York.

Medical Director's Name (Printed) _____

Medical Director's Signature _____

License Number:

--	--	--	--	--	--	--	--

Date:

Month	Day	Year		

This is a two-sided form; it will not be processed unless both sides are completed, signed and submitted.

Appendix

H

Appendix

I



New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

Supersedes/Updates: 00-12, 02-02

No. 09-05

Date: June 1, 2009

**Re: Certification for
Individuals with
Criminal Convictions**

Page 1 of 2

Purpose:

This policy describes the process for the review of applicants seeking EMS certification with a history of criminal convictions. This policy also describes the responsibilities for the applicant, the Certified Instructor Coordinator (CIC) and the Department of Health.

Applications for Original EMS Certification or Recertification:

In accordance with the provisions of the State Emergency Medical Services (EMS) Code – 10 NYCRR Part 800; applicants for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The Department will review **all** criminal convictions from any federal, military, state and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or to determine if the applicant for certification represents a potential risk or danger to patients or the public at large.

The regulation does not prevent an applicant with a criminal conviction from attending and completing all of the requirements of an EMS course. However, it may prevent the applicant from becoming certified in New York State until the Department has conducted a review and investigation of the circumstances of the conviction(s) and made a determination that the applicant does not demonstrate a risk or danger to patients. If the Department makes a determination allowing certification, the applicant will be eligible to take the NYS practical and written certification examinations, if otherwise qualified. **All applicants should be fully informed of these requirements by the CIC at the beginning of the course.**

Applicants will not be permitted to take the NYS practical or written certification examination until the background review and investigation is completed and a written determination is received by the applicant..

The Certification Application:

All applicants applying for NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65). The bottom of the application contains an affirmation that states “do not sign this if you have any convictions”. ***Under no circumstances should an applicant sign this application if he or she has a criminal conviction of any type.***

The CIC must identify all unsigned applications and send them with the course memorandum and all other applications to the Department immediately after the second class session. The CIC should include a separate memorandum or note identifying each unsigned application. The applicant(s) will be listed on the class list but **will not** be issued an examination ticket until cleared in writing by Department. It is the responsibility of the applicant to understand this policy, gather the required documentation and provide it to the Department. An EMS representative from the Department will conduct an interview. This may take the form of a personal meeting or telephone interview. In an effort to permit a timely review and determination, the applicant must provide all the required documentation within 30 days of the initial Department contact. ***If the applicant does not provide the documentation, the investigatory review will be closed and the applicant will not be able to seek EMS certification.***

There is no need for the applicant to contact the Bureau of EMS (BEMS) directly. Upon the receipt and processing of the unsigned DOH-65 application form, the applicant will be sent a package of information outlining the investigative process, the required information to be supplied and the contact name and telephone number of the EMS representative.

The Department will only discuss issues related to criminal convictions with the applicant or their legal representative. **There is no requirement or need for the applicant to divulge or discuss the circumstances of any conviction(s) with the CIC.**

The Review Process:

All applicants entered in the review process will need to provide the following written documentation concerning **all convictions**. This information must be sent directly to the Department regional office as detailed in the letter sent to the applicant.

1. A notarized sworn affidavit stating that the applicant has not had any conviction (s) for a crime or crimes other than those currently identified.
2. If the applicant is recertifying and has signed previous certification applications, he/she must provide an explanation as to why these applications were signed.
3. A signed and dated statement describing the reason that they are seeking EMS certification.
4. A signed and dated written narrative description of the circumstances leading to and surrounding each conviction.
5. **An original or certified copy of the plea and sentence minutes, certificate of disposition** and the pre-sentencing report (if available) from the court. A Certificate of Relief from Disabilities does not fulfill this documentation requirement. If any of these items are not available, an original letter from the court must be supplied attesting that the documentation does not exist or is no longer available. Please note that the applicant may be responsible for the cost of obtaining these documents.
6. A letter from the applicant's probation/parole officer (if applicable) documenting compliance with their probation/parole. A copy of the final probation/parole report must also be included.
7. If the applicant's conviction resulted in any court ordered therapy, clinical evaluations or counseling, a letter or report from the organization or individual who provided the evaluation, counseling or therapy is required. The letter or report should indicate if treatment is ongoing or if it has been completed and whether or not it was considered to have been successful. The letter should also indicate that the counselor/therapist believes that the applicant is suitable to perform patient care in a prehospital setting.
8. The applicant is required to submit letters from the administration of each EMS agency with whom they are affiliated. These letters must be on official letterhead and presented to the Department EMS representative in a **sealed and signed** envelope. These letters must describe any involvement in EMS or other health care settings, the length of the affiliation with the agency, **an awareness of the specific conviction(s), the circumstances and the agency's willingness to monitor the individual during the performance of his/her EMS duties.**
9. The applicant must submit other letters of recommendation. These letters must also be presented to the EMS investigator in a **sealed and signed** envelope. These recommendations must include a description of the relationship with the applicant, have knowledge of the

conviction, an understanding of the EMS environment, and can attest to the applicant's good character. The letters may include, but not be limited to:

- a. current employers;
- b. health care professionals;
- c. community leaders (ie clergy, law enforcement or educators)

10. Each applicant will have a personal interview with a Department EMS representative **after all the documentation requirements have been met**. A telephone interview may be conducted in the place of a personal meeting. Upon completion of the investigation and review, the applicant will be notified in writing of the Department's decision.

While the investigation and review is ongoing, an applicant may attend all classes. However, the applicant will be prevented from taking any NYS certifying examination, including the challenge practical skills examination at the beginning of the refresher program, the practical examination at the conclusion of the training program and the final written certification examination, until all course requirements are completed and a favorable determination is made in writing by the Department.

Applicants possessing current NYS EMS certification will be afforded a hearing in accordance with the provisions of Section 12-a of the Public Health Law if the Department seeks suspension, revocation or any other legal action.

Appendix

J

Course Sponsor Number:

		-			
--	--	---	--	--	--

Sponsor Name: _____

Course Type/Level: _____

Course Number:

--	--	--	--	--	--

Certified Instructor Coordinator: _____

Course Start Date: _____ Written Test Date: _____

Cancellation Date: _____

Sponsor Administrator: _____ Date: ____ / ____ / ____
(signature)

(Print Name of Administrator)

Reason For Cancellation: _____

This form must be used to notify the Bureau of EMS that the above Training/Certification Course has been cancelled. Please complete this form and Mail or Fax it to the Bureau of EMS Certification Unit as soon as possible. Notifications received at the Bureau of EMS less than 6 weeks before the scheduled NYS Written Certification Examination for the cancelled course the Course Sponsor will be subject to a Statement of Deficiency and/or monetary fines.

New York State Bureau of EMS
433 River St. Suite 303
Troy, NY 12180-2299
ATT: Certification

Fax Number: (518) 402- 0985

RESET FORM

PRINT FORM

Appendix

K

To: Department of Health
Emergency Medical Services Program
Certification Unit
433 River St. Suite 303
Troy, New York 12180-2299

Course Number:

--	--	--	--	--	--

Number of Applications Submitted:

--	--

Starting Date: / /	Practical Exam Date: / /	NYS Exam Date: / /
Sponsor's Administrator:		Phone No. (Business) () -
Sponsoring Agency:		Phone No. (Home) () -

COURSE INFORMATION: Please check appropriate course types

- A) Certified First Responder Original Refresher
-
- B) Emergency Medical Technician Original Refresher
-
- C) Advanced Emergency Medical Technician EMT-Intermediate Original EMT-Intermediate Refresher EMT-Critical Care Original EMT-Critical Care Refresher EMT-Paramedic Original EMT-Paramedic Refresher Advanced Course Rapid Refresher
-
- D) CME (Pilot) Refresher (EMT and AEMT Core Curriculum Courses Only):
-
- E) Other (Ancillary or Continuing Education Course Names):

Instructor/Coordinator Name (PRINT)	CIC#	Date: / /
Class Day(S)	Class Time(S)	

NOTE: IN ORDER FOR STUDENT APPLICATIONS TO BE PROCESSED, THE LIST OF STUDENTS MUST APPEAR IN ALPHABETICAL ORDER ON THE REVERSE SIDE OF THIS MEMORANDUM. ALL REFRESHER STUDENTS MUST HAVE A NEW YORK STATE EMT NUMBER IN ORDER FOR THE STUDENT APPLICATIONS TO BE PROCESSED.

Course Number:

--	--	--	--	--	--

PLEASE PRINT OR TYPE IN ALPHABETICAL ORDER, LAST NAME FIRST

(I.D. # required for all courses except CFR and Basic EMT originals. If more space is necessary, please attach additional forms.)

NAME	Student I.D. #	NAME	Student I.D. #
1.		22.	
2.		23.	
3.		24.	
4.		25.	
5.		26.	
6.		27.	
7.		28.	
8.		29.	
9.		30.	
10.		31.	
11.		32.	
12.		33.	
13.		34.	
14.		35.	
15.		36.	
16.		37.	
17.		38.	
18.		39.	
19.		40.	
20.		41.	
21.		42.	

This class list includes ALL students enrolled in this course. Only the persons listed will be admitted to the State Certifying Examination upon successful completion of all the course requirements. An application (DOH-65) is attached for each student.

I understand that no additional names can be added to this list after I have submitted this form with student applications to the EMS Program.

Signature of Certified Instructor/Coordinator: _____ Date: _____

Appendix

L



Course Assistant Medical Director Form



This form must accompany any Bureau of EMS Course Application for which the Assistant Medical Director will be responsible. The Course Sponsor's Medical Director must continue to sign the Course Application and ultimately has the overall responsibility to assure the medical accuracy and appropriateness of the educational programs provided by this Course Sponsor. The Assistant Medical Director will have the authority to sign the Medical Director's Certification of AEMT Course Completion form.

Course Sponsor's Assistant Medical Director

Name: _____

NYS License Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone: _____ Fax Number: _____

As the Sponsor's Assistant Medical Director, I understand that it is my responsibility to assure the medical accuracy and appropriateness of the educational courses and to supervise all clinicals and internships for those courses, given the authority granted to me by the Course Sponsor's Medical Director. [800.20(c)(10)] I have reviewed the course sponsorship requirements and agree to comply with all regulations and policies issued through the NYS DOH Bureau of EMS.

Signed: _____ Date: _____

Sponsor's Assistant Medical Director

Signed: _____ Date: _____

Sponsor's Medical Director

Signed: _____ Date: _____

Sponsor's Administrator

**Course Application
Inventory Control Number: _____**

Appendix

M

Medical Director's Certification of AEMT Course Completion

State Emergency Medical Services Code, Section 800.11

Pursuant to the New York State Emergency Medical Services Code, section 800.11;

(a) A candidate, to qualify for initial certification at any level above Emergency Medical Technician – Basic, in addition to meeting the requirements set forth in section 800.6, shall:

- (1) Have current certification as an Emergency Medical Technician – Basic at the time of the New York State Written Certification Examination; and
- (2) Submit documentation of satisfactory completion of an internship approved by the course sponsor for any course for which an internship is described in the curriculum.

Authorization for Admission to the Advanced EMT Final Practical Skills Examination

This form and the signature below shall serve to authorize admission of the student named below to the Advanced EMT Final Practical Skills Examination.

PLEASE PRINT	
Student's Name: _____	EMT: # _____
Course Number: _____	Type: <input type="checkbox"/> EMT – I <input type="checkbox"/> EMT – CC <input type="checkbox"/> EMT – P
Course Sponsor: _____	

Medical Director's Signature

As Course Medical Director, and as a duly recognized agent of the Course Sponsor, I do hereby certify that the student named above has completed, to my satisfaction, all the didactic skills, clinical, and internship objectives of the original Advanced EMT course listed above.																	
Medical Director's Name (Printed): _____																	
Medical Director's Signature: _____																	
NYS License Number: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Date: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

**THIS FORM IS NOT NEEDED AND SHOULD NOT BE USED FOR REFRESHER STUDENTS
UNLESS THE STUDENT WAS REQUIRED TO COMPLETE
CLINICAL OR INTERNSHIP HOURS**

NOTE TO STUDENTS:

This is your admission ticket to the Advanced Practical Skills Examination.

Once this form is complete, it must be given to the Certified Instructor Coordinator (CIC) prior to the Advanced Practical Skills Examination.

NOTE TO THE PRACTICAL SKILLS EXAMINATION COORDINATOR

No student may be admitted to the Advanced Practical Skills Examination prior to having this form completed and signed by the Course Medical Director.

This admission ticket must be attached to the **Final Practical Skills Examination Summary Sheet (DOH – 2733)**, and must be returned to the NYS Bureau of EMS with the end of course paperwork that is given to the proctor.

Appendix

N



New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

Supersedes/Updates: 93-06, 02-04, 06-02

No. 11-07

Date: 11/18/2011

**Re: Required CPR
Testing**

Page 1 of 1

Required CPR testing for all CFR and EMT/AEMT original and refresher courses.

The new guidelines for cardiopulmonary resuscitation (CPR) were published in the *American Heart Association Guidelines 2010 for CPR and ECC*. The State EMS Council has voted to adopt these new standards for all NYS EMS Courses and Public Access Defibrillation entities. Any other policy statements or SEMAC Advisories concerning CPR and/or PAD entities are still in effect unless otherwise stated.

Please Note: For all courses starting on or after January 1, 1994, the sponsor must conduct, and the student must successfully pass, CPR testing prior to admission to the State final practical skills examination.

In order to be admitted to the State final practical skills examination all CFR, EMT and/or Advanced EMT students must pass CPR testing based on the criteria published in the American Heart Association's "*Guidelines 2010 for CPR and ECC*". Testing must include adult and infant obstructed airway procedures, adult 1 and 2 rescuer CPR, child and infant CPR. All documentation pertaining to CPR must become apart of the student files.

The course sponsor may use CPR educational materials from the American Heart Association, American Red Cross, National Safety Council or other equivalent educational material which meets the AHA Guidelines 2010.

Appendix

O

Final Practical Skills Examination Summary Sheet

Course No.

Certified Instructor/Coordinator _____

Practical Exam Coordinator _____

Practical Exam Date

 mo day yr

Course Location _____

CIC Signature _____

PEC Signature _____

Station																			Final Results	
Evaluator																				
Student's Name			1st Retest	2nd Retest																
P = Pass F = Fail	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	Pass	Fail
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
7.																				
8.																				
9.																				
10.																				
11.																				
12.																				
13.																				
14.																				
15.																				
16.																				
17.																				
18.																				
19.																				

Station																	Final Results						
Evaluator																							
Student's Name			1st Retest	2nd Retest			1st Retest	2nd Retest			1st Retest	2nd Retest			1st Retest	2nd Retest			1st Retest	2nd Retest			
P = Pass	F = Fall	P	F	P	F	P	F	P	F														
20.																							
21.																							
22.																							
23.																							
24.																							
25.																							
26.																							
27.																							
28.																							
29.																							
30.																							
31.																							
32.																							
33.																							
34.																							
35.																							
36.																							
37.																							
38.																							
39.																							
40.																							
41.																							
42.																							

Appendix

P

Appendix

Q

**Please refer to current Policy
on our web site.**

Questions commonly asked by Sponsor's, Administrator's and Certified Instructor Coordinators

Question: *Is it possible to change the examination date once the Course Application has been filed?*

Yes, as long as the new date is later than the original examination date. The sponsor must advise the NYS-BEMS Central Office, in writing, at least eight weeks prior to the examination date. The lead time is needed so that the appropriate arrangements may be made.

Question: *Can a student, who was once an EMT, enroll in a refresher course?*

Yes. Any student wishing to take a refresher course must hold or have held a New York State certification, at the level that they wish to refresh, at one time. It is the student's responsibility to be able to document their expired certification.

Question: *A student from another state wishes to enter a refresher course and does not have a New York State EMS certification. Can the student be admitted?*

No. The student must apply to the NYS-BEMS for reciprocity prior to enrolling in a refresher course, if they have certification from another state. There is an application packet available on our web site. If after receiving the packet, the student has any questions, please refer them to the Reciprocity Section at 1-800-628-0193.

Question: *Can the sponsor submit Student Applications when the Course Application is submitted?*

Yes. This is particularly important when the sponsor is running a course of short duration. If the CIC wishes to accept a student into the course after the student applications have been submitted, the CIC must contact the NYS-BEMS Central Office to obtain permission to add the students. **No student applications will be accepted less than 8 weeks prior to the scheduled written certification examination for the course!**

Question: *How does a student obtain a duplicate EMT certification card?*

BEMS form, DOH-4453 must be completed and submitted following the instructions on the form. The NYS-BEMS will issue duplicate cards only to individuals who submit the appropriate form.

The student must sign the request. The request may be sent to the NYS-BEMS Central Office or faxed to 518-402-0985.

Question: *What happens if one of the students does not receive their results and the rest of the class has?*

Often students end up on an "error list" The most common problems occur when the student makes an error in their date of birth between the start of the course and the examination or the student fills in the incorrect bubble in the demographics section of their

answer sheet. If the sponsor has added a student late by permission of the NYS-BEMS Central Office, the student may also appear on the "error list". It takes between two and four weeks to correct the errors produce and mail the results. Please ask the student to check with the Postal Service if they have moved or have changed their address between the start and completion of the course. Otherwise, if the four weeks has passed, have them call the NYS-BEMS Certification Unit. The student must have their student ID# and the course number available before calling.

Appendix

R

Course Type:

- Prescreening Certified Instructor Coordinator NSC CEVO Ambulance II
 Certified Lab Instructor Certified Instructor Update AWR-160 CME Core Content _____

Course No. _____ Class Dates _____ TO _____

Please type or print in alphabetical order, last name first, and ID# all students completing this EMS course.

Student name	EMT#	Student name	EMT#
1. _____		21. _____	
2. _____		22. _____	
3. _____		23. _____	
4. _____		24. _____	
5. _____		25. _____	
6. _____		26. _____	
7. _____		27. _____	
8. _____		28. _____	
9. _____		29. _____	
10. _____		30. _____	
11. _____		31. _____	
12. _____		32. _____	
13. _____		33. _____	
14. _____		34. _____	
15. _____		35. _____	
16. _____		36. _____	
17. _____		37. _____	
18. _____		38. _____	
19. _____		39. _____	
20. _____		40. _____	

NOTE:
See special instructions on reverse side to list all students who failed or did not complete this course

I hereby certify that the above listed students have completed all requirements for this course located at _____

Program Coordinator/CIC Signature

Date

Special Instructions

(To be completed by Program Coordinator/Instructor)

List all students who failed or did not complete this course.

In the boxes below, indicate the code number that best describes the reason the student(s) failed or did not complete this course.

Codes:

- 1 = Missed Sessions (Student missed course sessions)
- 2 = Failed Prescreening Exam (Student dropped out of the course)
- 3 = Withdrew (Student didn't meet or complete academic, attendance or other course requirements)
- 4 = Failed Course (Please explain in the comments section)
- 9 = Other

	Name of Student	EMT#	Code	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Appendix

S



New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

*Supercedes/Updates: 95-02, 95-05, 98-07, 99-05,
00-05 & 02-10, 09-06*

No. 13 - 03

Date: February 27, 2013

**Re: Course Funding –
Course Sponsors and
EMS Agencies**

Page 1 of 7

PURPOSE

This policy statement addresses emergency medical services (EMS) educational reimbursement for course sponsors and EMS agencies. This policy replaces 09-06.

STUDENT ELIGIBILITY

1. Basic Life Support (BLS) Course reimbursement may only be requested and received for the tuition costs of eligible students. Course sponsors may receive reimbursement for those students who are members or employees of EMS agencies recognized by DOH as providing EMS on a routine and on going basis and have an assigned EMS agency code. Employees of Fire Department of New York (FDNY) who obtain their education through the FDNY course sponsorship are eligible for course reimbursement at a reduced rate.
2. Any student who is eligible for reimbursement from the DOH Bureau of Emergency Medical Services (BEMS) and is enrolled in a course through a DOH approved course sponsor, must complete form DOH – 3312, Verification of Membership in an EMS Agency. It is the responsibility of the course sponsor to assure students return this completed document and it is placed within the student's file by the third session of the course. The definition of a "member" of an agency may be different at each agency. However, BEMS requires that the student listed be on the agency's membership roster submitted to BEMS, be actively participating in patient care for the agency, have a complete personnel file at the agency, and be documented on Prehospital Care Reports as being a part of a responding EMS crew.
3. Advanced Life Support (ALS) course reimbursement may be available for eligible students who are members or employees of ALS volunteer ambulances or ALS First Response Services, municipal services, or commercial and hospital-based services. Employees of FDNY who obtain their education through the FDNY course sponsorship are eligible for course reimbursement at a reduced rate.
4. Students who are members of a private/corporate/industrial EMS service that does not routinely provide EMS in the public sector as a primary response (i.e., corporate property response teams and specialty teams and brigades that do not have municipal recognition and a primary EMS role) are ineligible for state tuition reimbursement.
5. Students who are members of a state or federal agency EMS system are ineligible for state tuition reimbursement.

6. Reimbursement will be provided for candidates who achieve certification from a DOH approved course sponsor through an approved course or approved Continuing Medical Education (CME) refresher program. All candidates must be registered in the program with an EMS agency.
7. Faculty teaching in an EMS course in which they are enrolled, and are being paid to teach in the course they are enrolled, are ineligible for reimbursement. These instructors must check the box "On Faculty" on the student application, DOH-65 form.

SPECIAL CONSIDERATION

1. **CME Recertification:** Students who are members of agencies participating in the CME Recertification program and obtain their training through an approved course sponsor, will be eligible for reimbursement of the mandatory core content hours at the CME refresher rate. Course sponsors may NOT seek reimbursement for the practical skill examinations for these students.

Agencies who are submitting vouchers for students enrolled in the CME recertification program may submit their vouchers once the student has been recertified and received their new EMT certification card. Through and Memorandum of Understanding, a course sponsor may charge an agency for providing CME content.

Course sponsors who are submitting vouchers for students enrolled in the CME recertification program and have a memorandum of understanding with the student and/or agency, may submit their voucher once the student has completed the "core" portion of the CME recertification process.

2. **Rapid Recertification Courses:** Course sponsors who conduct rapid recertification courses will receive a reimbursement rate of \$50.00 per student in addition to the practical skill examination rate.

COURSE SPONSOR REQUIREMENTS

1. To be eligible for state tuition reimbursement, a sponsor must be approved by the DOH and have a current sponsorship agreement on file.
2. New York State requires that organizations receiving state funds have a Federal Employer Identification Number (FEIN) and a New York State Vendor Identification Number.
3. State funding is "last dollar" funding for CFR and EMT courses. Funding received from other sources, including grants, employer tuition payments (such as a volunteer's employer paying all or part of the cost of training), and municipal payments to ambulance services for this purpose, etc. must be deducted prior to requesting DOH reimbursement. The sponsor must certify that no other claim is being made for funds, which could be obtained elsewhere. Municipalities who are course sponsors may claim reimbursement directly, as long as no other state or local funds have been used to support the course. **Sponsors who receive other funds toward the courses must submit vouchers that clearly indicate partial payment is being requested.**
4. Students who are charged tuition may be enrolled in the same course as students for whom the sponsor is seeking state reimbursement. However, it is the responsibility of the sponsor to differentiate the students for whom DOH funding is being requested on the Standard State Voucher. Accompanying documentation listing the names of the students for whom funding is being sought must be included with the voucher submitted to BEMS.
5. Sponsors are responsible for maintaining documentation on all courses per 10 NYCRR Part 800, the Course Sponsor's Administrative Manual and BEMS Policies.

6. For the purpose of audit, sponsors are responsible for maintaining documentation of all financial aspects of the course. This includes, but is not limited to:
 - The number of students enrolled
 - The level of certification of students enrolled in each course; and
 - Financial expenditure reports and audit trails of all student fees and NYS BEMS reimbursement dollars.
 - Records of all funds requested and received from the state to support EMS courses;
 - Financial records documenting use of the state reimbursement funds. Please refer to the section entitled Reimbursement Policies for details on what is considered acceptable uses of state reimbursement funds;
 - Individual student records which document eligibility for course reimbursement; and
 - Records documenting other funding sources received to support the course.

FINANCIAL PENALTIES

1. Late submission of required paperwork for examination scheduling (e.g. student applications, course memorandum, etc.) will result in a 50% reduction in a sponsor's total allowed reimbursement for the course number involved. Late submission may require the Department of Health to reschedule the requested examination date possibly impacting the students negatively. The financial penalty will be automatically imposed regardless of exam rescheduling. ***The value of the assessed penalty cannot be passed on to the student or included in tuition or administrative fees charged by the sponsor.***
2. Repeated failure to submit required examination paperwork described in number 1 above may result in loss of all requested reimbursement for the course and loss of course sponsorship approval with DOH.
3. Failure to submit "end of course paperwork" within 5 business days of the examination date for a course may result in reduction or loss of requested reimbursement for the course.
4. These penalties do not preclude additional enforcement action and/or fines imposed upon a sponsor who consistently fails to meet program objectives and deadlines.

REIMBURSEMENT POLICIES

- 1) Reimbursement will only be provided for state-approved tuition costs at rates established by the state. Related expenses such as travel, textbooks, and other non-tuition items, will not be reimbursed.
- 2) BEMS reimbursement will be paid only once per student per course. If a course sponsor receives reimbursement for a student the agency is not eligible to receive reimbursement. If the agency receives reimbursement for a student the course sponsor is not eligible to receive reimbursement.
- 3) Sponsors must enroll refresher students in approved refresher courses. Refresher students may attend the same didactic and practical sessions as original students, but they must be enrolled in a refresher course. Refresher students may not be mixed in with original students under the same course number.
- 4) Refresher student's whose current expiration date is less than 18 months on the day of the NYS Written Certification Examination for the course in which they are enrolled, are eligible for reimbursement. If their expiration date is more than 18 months they are not eligible for reimbursement.
- 5) Sponsors who claim state funding may charge fees for CPR courses conducted by, or in accordance with, curricula of outside organizations.
- 6) Students who successfully complete more than one EMS course per year:

- The reimbursement policy limits reimbursement for student's tuition costs to no more than two courses within a 12-month period **when one of the two reimbursable courses is an Advanced EMT or higher original certification course.**
- EMS course sponsors must bill separately for each course successfully completed by an EMS student when the student independently completes two EMS courses in a 12-month period. An example of this situation is when a student successfully completes an EMT-B course and an advanced level course within the same 12-month period, and is not enrolled simultaneously in the two programs. Another example would be when a student must refresh at the EMT-B level in order to enroll in an ALS course.

- 7) Requests for reimbursement will only be honored from approved course sponsors or EMS agencies that have paid the tuition for their members. Reimbursement is not made directly to students. In order for an EMS agency to be reimbursed for tuition paid; they must submit proof of the member's certification and the receipt for payment of the member's tuition for the course they completed.
- 8) State vouchers for reimbursement must be submitted no later than fifteen (15) business days after receipt of examination results. Practical examination vouchers should be submitted at the same time. Requests for reimbursement received after 15 days may be denied. Vouchers received prior to receipt of examination results will be returned to course sponsors for re-submittal after examination results verify the number of students eligible for reimbursement.

If an individual EMS agency is submitting a voucher for reimbursement of an approved course provided by a course sponsor, the voucher must be submitted within 15 days of the receipt of the student's certification card.

All vouchers submitted must have an accompanying list of student names and identification numbers for whom reimbursement is being sought. This can be a copy of the written examination results with the students names highlighted for who you are seeking reimbursement or an internal form developed by the course sponsor. Also, if the voucher is seeking reimbursement for the Final PSE, a copy of the Final PSE Summary Sheet must accompany the voucher. Failure to supply the required documentation will result in the voucher being denied and returned to the sponsor.

- 9) As required in the Sponsor's Administrative Manual, all documents related to a course must be maintained for a minimum of five (5) years. Additionally, any funds received from NYS are subject to audit by representatives of NYS. Sponsors and agencies are required to cooperate with such audits.

10) CHARGING TUITION:

- a) Students who are charged tuition may be enrolled in the same course as students for whom the sponsor is seeking state reimbursement (and not subject to tuition). However, sponsors may not charge additional tuition for CFR, EMT candidates for whom reimbursement is being sought from the state.
- b) Tuition may be charged to cover the cost of training an EMT-Paramedic student. The cost, when added to the state reimbursement may not be more than the tuition that would be charged to a student who is not eligible for reimbursement.

11) NYS Reimbursement:

- a) Reimbursement dollars received by the sponsor from the state **may only be used for direct costs of conducting the course and/or related to improvement of the sponsor's EMS educational program.** These costs include but are not limited to: skills equipment (i.e., backboards, manikins), educational audio/video equipment and related software, instructor salaries, administrative costs, supplies and any other costs that are **directly related** to the educational programs delivered by the sponsor for NYS EMS certification courses.

- b) **Reimbursement dollars received by an EMS agency for courses provided by a course sponsor or for the CME recertification program may only be used for the sole purpose of training.** The funds may be used to reimburse for training received that directly related to certification or for future training needs. These funds can be used to enhance educational programs (i.e. audio visual equipment, textbooks, educational computer programs and products, guest lecturers, reimburse students for pre-payments, conference registration, etc.) at the agency for the purpose of recertification.
 - c) All funds received from DOH must be placed in a separate line item or account within the organizations financial system. United States Generally Accepted Accounting Procedures (GAAP) must be strictly adhered to and audit trails must be obtainable for all NYS funds. These records are subject to audit by DOH and the NYS Office of the State Comptroller.
 - d) **Any items that are purchased with NYS funds must be so labeled and a separate inventory showing all items must be maintained and made available to the Department.** In the event that a sponsor closes, all items purchased with NYS funds may be required to be returned to NYS.
- 12) ALS tuition funds are available to volunteers of BLS services if that service is in the process of seeking ALS status (e.g., not yet certified as an ALS service) **if** the certification of providers as AEMT is the only criterion not yet met for ALS designation. So that tuition reimbursement is approved, letters from the Chair of the Regional EMS Council and Regional Emergency Medical Advisory Committee (REMAC) indicating the service has notified them of intent to apply for ALS authorization and is capable of providing this level of care must be submitted to the DOH. Confirmation from the Regional DOH office of the service's ability to provide ALS once training is complete must also be provided.

COURSE REIMBURSEMENT RATES

Effective for all courses beginning on or after April 1, 2013, the following reimbursement schedule shall apply:

Course Type	Reimbursement Rates	FDNY Rates	Practical Skills Exam Rates
CFR Original	\$220	\$110	\$ 40
CFR Refresher	\$100	\$ 50	\$ 45
EMT Original	\$700	\$350	\$ 75
EMT Refresher	\$335	\$150	\$ 90
*AEMT Original	\$530	\$260	\$ 75
*AEMT Refresher	\$400	\$200	\$ 90
*EMT-CC Original	\$1,200	\$600	\$100
*EMT-CC Refresher	\$700	\$350	\$125
*Paramedic Original	\$1,500	\$600	\$150
*Paramedic Refresher	\$700	\$350	\$180
CME Recertification Program			
EMT	\$300	\$150	N/A
*EMT-Intermediate Until April 12, 2013	\$375	\$187.50	N/A
*AEMT	\$375	\$187.50	N/A
*EMT-CC	\$400	\$200	N/A
*Paramedic	\$500	\$250	N/A
Rapid Refresher Program			
*EMT-Intermediate Until April 12, 2013	\$50	\$25	\$75
*EMT- CC/AEMT/Paramedic	\$50	\$25	\$100
Instructor Level Courses			
*CIC	\$115/Candidate	\$112/Candidate	N/A
*CLI	\$ 90/Candidate	\$ 85/Candidate	N/A
*CLI – Prescreening	\$ 37.50/Candidate	\$ 37.50/Candidate	N/A

*The Course Sponsor may charge tuition in addition to NYS reimbursement. Per this Policy Statement, the sum of the tuition and NYS reimbursement may not exceed the amount charged for candidates for which the sponsor will not be receiving NYS reimbursement.

FUNDING ELIGIBILITY

CERTIFICATION LEVEL	MEMBER TYPE	AGENCY TYPE	FUNDING ELIGIBILITY
CFR	Unpaid/Paid	Volunteer	Yes
	“	Municipal	Yes
	“	Hospital	Yes
	“	Commercial	Yes
EMT	Unpaid/Paid	Volunteer	Yes
	“	Municipal	Yes
	“	Hospital	Yes
	“	Commercial	Yes
AEMT/CC/Paramedic	Unpaid/Paid	Volunteer	Yes
	“	Municipal	Yes
	“	Hospital	Yes
	“	Commercial	Yes

Please direct your questions about this Policy Statement to:

BEMS Education and Certification Unit
NYS Department of Health
Bureau of Emergency Medical Services
875 Central Avenue
Albany, New York 12206
518-402-0996

Issued and Authorized by:

Lee Burns, Director
Bureau of Emergency Medical Services

