EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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Title: **Auxiliary Refresher Program Funding Requirements**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. This funding is to support ALS Auxiliary Refresher Programs conducted in the Commonwealth.
   1. Funding will be initiated upon completion and submission of a Summary Auxiliary Refresher Roster, CE scancards for the auxiliary program (in the same order as the roster), and an invoice.
   2. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:
      a. ACLS
      b. BTLS
      c. PHTLS
      d. PALS
      e. BTLS – Pediatric
      f. PPEP
      g. PPC
      h. ATLS
      i. NALS
      j. APLS

B. Auxiliary Transition Program funding is for programs where:
   1. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      a. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
      b. The contracted course is conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.

C. The Contractor shall:

1. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Auxiliary Refresher Program Funding Contract with the “Course Approval Request Form”.
2. Indicate on the Course Approval Request Form that funding is requested.
3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
4. Submit an invoice that includes the course number, a signed Summary Auxiliary Refresher Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.

D. Funding shall be based upon submission of:
   1. The number of Virginia Certified ALS providers completing the program as evidenced by the submission of a “Virginia Office of EMS Auxiliary Refresher Program Attendance Roster”;
      a. CE cards must be submitted with the roster. ***Note:*** Instructors may receive CE credit for an auxiliary course they teach/instruct, however they may not receive ALS Training Funds by submitting their name on the “Virginia Office of EMS Auxiliary Program Attendance Roster”; and
   2. Payment is processed upon receipt of an invoice, CE scancards and the Summary Auxiliary Refresher Roster for each completed program.
   3. Any course fee shall be reduced by $40 as demonstrated on the roster form.

E. Falsification of information will automatically nullify the course financial assistance request and any subsequent requests for a period of five (5) years for the Coordinator and / or designee. The Office of EMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is dispersed will require return of any awards and the possibility of appropriate legal action.