



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-050</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>Continuing Education Record Submission</b>		
Regulatory Authority: <b>12VAC5-31-1680</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>January 1, 2005</b>	

- A. The Course Coordinator will be responsible for submission of continuing education (CE) data in an Office approved format for students attending either individual lessons or an entire continuing education training program within fifteen (15) days of the student's participation (CE record submission may be held until course completion only upon student request).
1. The Course Coordinator must submit CE data for all providers attending the training program for awarding continuing education credit. Students may not use the assigned Course Number for recertification testing using a Virginia EMS Certification Application.
  2. The Course Coordinator is not expected to submit CE data for students enrolled in a certification program unless specifically requested by the student for purposes of maintaining their current prerequisite certification level as required for program enrollment.