



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-410</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>Documentation of Continuing Education</b>		
Regulatory Authority: <b>12VAC5-31-1405</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>October 10, 2012</b>	

- A. Credited Course - Continuing education credit is only awarded to courses announced to the Office on the Course Approval Request form prior to the course being conducted per Section **T-020** and other programs approved by the Office for award of CE through Category 3.
1. A limited number of "other" programs may qualify for award of continuing education credits at the discretion of the Office. These programs include those conducted with approval from the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS – [www.cecbems.org](http://www.cecbems.org)).
    - a. Approval of "other" programs will follow guidelines established by the Office through consultation with the State EMS Advisory Board.
- B. Continuing Education Credit - Award of credit for completion of a continuing education program will require that continuing education data be submitted in an Office approved format. All continuing education (CE) documentation must be received in the Office prior to the provider's expiration date to prevent lapsing into reentry.
- C. Continuing Education Documentation - The Office maintains a database for tracking the submission and award of continuing education credit hours for each provider. Only those continuing education hours accurately submitted and recorded by the Office will be counted toward fulfillment of a provider's requirements for recertification.
1. The Office is not responsible for information contained in this database caused by inaccurate or incomplete submission of continuing education program attendance records, nor for the failure of the provider or any Course Coordinator to submit the records as required by state EMS regulations.
- D. Continuing Education Reports - The Office makes continuing education reports available to providers and licensed EMS agencies through the EMS Portal.