

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-830	Page: 1	of: 2
Title: Continuing Education Hour Determination		
Regulatory Authority: 12VAC5-31-1710		
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- A. Each presentation is comprised of finite number of written words that are consumed by the reader in a finite amount of time. On average, adults read between 150-250 words per minute. Thus, a one hour presentation will consist of roughly 10,000 words with appropriate charts, graphs and case presentations that support the written objectives.
1. Current literature suggests that student interest and comprehension decreases dramatically after the first hour of any continuing education (CE) program. Therefore, any applicant requesting more than one hour's worth of CE will be required to provide justification for such by matching course objectives with additional content.
 2. Applications that request two or more hours should be divided into hour-long presentations as volumes of the subject matter presented, i.e. advanced airway I, advanced airway II, etc. The examples outlined below should be used to assist you in determining appropriate CE hour designations for each web-based continuing education program.
- B. EMS web-based Continuing Education Training Programs must include a post test that evaluates the student's understanding of the subject matter. Please add an additional ten (10) minutes for every ten (10) questions in the post test.

Example 1:

An EMS web-based Continuing Education Training Program contains a BLS presentation titled "*Review of Basic Airway Techniques*" including measuring and insertion of NPA, OPA and bag valve mask ventilation. The material is limited to simple terms and no new techniques are discussed. The applicant supplies a presentation length of 10,000 words.

- 10,000 words / 200 words per minute = 50 minutes
- 10 question post test that meets the objectives = 10 minutes

Total CE hours assignment for 10,000 word presentation = 60 minutes

Example 2:

An applicant submits a 16,000 word program on the “*Recognition and Treatment of Chest Trauma*”. The presentation is very detailed and includes illustrated x-rays, CT scans and arteriograms that depict chest anatomy and clinical representations of various trauma related chest abnormalities. Included in the discussion are detailed treatment guidelines and a comprehensive chart that aids in the diagnosis of various trauma related complications.

- 16,000 words / 200 words per minute = 80 minutes
- Assignment based on degree of difficulty = 40 minutes
- 26 question post test that meets the objectives = 26 minutes

Total CE hours assignment for 16,000 word presentation = 146 minutes

For this program the Office can assign 2.5 hours (146 minutes) of CE hour time.

Continuing Education Hour Determination Chart								
Length of Presentation	Minutes Assigned	Post Test	Total	Hours	Added Degree of Difficulty (DOD)	Total Hours	Post Test	Total with 20 Question Post Test and DOD
10,000 words	50	10	60	1.00	30	1.50	20	1.83
11,000 words	55	10	65	1.08	30	1.58	20	1.91
12,000 words	60	10	70	1.16	30	1.66	20	1.99
13,000 words	65	10	75	1.25	30	1.75	20	2.08
14,000 words	70	10	80	1.30	30	1.83	20	2.16
15,000 words	75	10	85	1.40	30	1.91	20	2.24
16,000 words	80	10	90	1.50	30	2.00	20	2.33
17,000 words	85	10	95	1.58	30	2.08	20	2.41
18,000 words	90	10	100	1.60	30	2.16	20	2.49
19,000 words	95	10	105	1.75	30	2.25	20	2.58
20,000 words	100	10	110	1.83	30	2.33	20	2.66
21,000 words	105	10	115	1.91	30	2.41	20	2.74
22,000 words	110	10	120	2.00	30	2.50	20	2.83
23,000 words	115	10	125	2.08	30	2.58	20	2.91
24,000 words	120	10	130	2.16	30	2.66	20	2.99
25,000 words	125	10	135	2.25	30	2.75	20	3.08
26,000 words	130	10	140	2.33	30	2.83	20	3.16
27,000 words	135	10	145	2.41	30	2.91	20	3.24
28,000 words	140	10	150	2.50	30	3.00	20	3.33