



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T -020	Page: 1	of: 1
Title: Course Approval Request Submission		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. A Course Coordinator must submit to the Office a complete Course Approval Request form (TR-01 or approved equivalent) thirty (30) days before the beginning date of a certification or continuing education course that includes the following:
1. The signature of the Course Coordinator.
 2. The signature of the Physician Course Director if requesting a BLS or ALS certification program or "Required (Category 1)" CE hours for a program not exempt from this requirement under [T-005 1 a. or 2 a.](#)
- B. The Office will review the Course Approval Request and assign the program a unique Course Number. This Course Number will be recorded on the original Course Approval Request form and this information will be provided to the Course Coordinator. This Course Number will be used to identify the particular program throughout the instruction and/or examination process.
- C. The Course Coordinator will be sent a list of the continuing education topic and sub-topic numbers assigned for the content of the course. The Course Coordinator must review this list for accuracy and must use only those topics assigned for the particular course when completing student CE records/cards.