



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-025	Page: 1	of: 1
Title: Course Approval Request Changes		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 31, 2003	Effective Date: July 1, 2012	

- A. The Course Coordinator will be responsible for submitting to the Office in writing any request to make changes in the information submitted on the Course Approval Request form to include, but not limited to the:
1. Course BEGIN and/or END dates.
 2. Course content (didactic or skills subject matter).
 3. Contact hours per subject topic.
 4. Course Coordinator
 - a. Must include justification for change and signatures of both the old and new Course Coordinators and the Operational Medical Director/Physician Course Director.
 5. Physician Course Director.
 - a. Must include justification for change and signatures of both the old and new Physician Course Directors and the Course Coordinator.
- B. Instances where the current Course Coordinator or Physician Course Director is not available will be addressed on a case-by-case basis.
- C. The Office will review the request and notify the Course Coordinator and the Physician Course Director of any acceptance or denial of the change(s) submitted.
- D. If the course has an Emergency Medical Services Training Fund (EMSTF) contract, changes to the Course Approval shall nullify the existing contract unless a Contract Modification is requested and approved.