



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-820</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>3<sup>rd</sup> Party Vendor Approval – For-profit</b>		
Regulatory Authority: <b>12VAC5-31-1710</b>		
Date of Issue: <b>April 15, 2009</b>	Effective Date: <b>May 1, 2009</b>	

- A. For-profit vendors wishing to provide electronic continuing education (CE) records to the Office of EMS must first complete an *Application for 3<sup>rd</sup> Party Vendors to Provide Web-Based Continuing Education Programs*.
- B. **Approval Criteria** - The following criteria must be provided to be considered for Virginia Office of EMS approval for web based training programs:
1. The program content must be related to emergency medical services education, skills or administration (management) and must be approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS).
  2. The applying sponsor must be an educational entity; a national, state, regional, or local agency or association; a corporation, hospital or any combination of the above; or other appropriate continuing education agency as approved by the Office.
  3. The required submission (Application Package) must be completed per the requirements of the Office.
    - a. *Application for 3<sup>rd</sup> Party Vendors to Provide Web-Based Continuing Education Programs*
    - b. Information Systems Security Access Agreement
    - c. EMS User Logon Request Form
- C. **Program Format** - All programs must meet the requirements set forth in the Virginia Emergency Medical Services Regulations 12 VAC 5-31 and the Training Programs Administration Manual as published by the Office of EMS Division of Educational Development.
1. Evaluation component (test) required
    - a. The evaluation tool must:
      - i. Have a 15-20 question pool.
      - ii. At a minimum the evaluation must have 10 randomly selected questions from the question pool.
      - iii. Be graded.

(a) Minimum passing score is 70% (can be higher if the program chooses)

2. Objectives (minimum 3 objectives, prefer 5 per hour credit)
3. Body (presentation)
  - a. PowerPoint™
  - b. Lesson Outline
  - c. Video Streaming
  - d. Scenarios
  - e. Grand Rounds

D. **Data Transmission Criteria** - Approved entities must generate a file (see the *Application for 3<sup>rd</sup> Party Vendors to Provide Web-Based Continuing Education Programs*) which will be submitted to the Office via a secure web interface.

1. All data files must be submitted as set forth in the Virginia Emergency Medical Services Regulations 12 VAC 5-31 and the Training Programs Administration Manual as published by the Office of EMS Division of Educational Development.
2. A daily data file is required to be submitted by the institution/business/agency. The data file has the following requirements:
  - The file must be a comma separated, .csv file containing the data elements described on the *Data File Format* sheet located in the *Application for 3<sup>rd</sup> Party Vendors to Provide Web-Based Continuing Education Programs*.
  - Files being submitted to the Office must be named using the following naming convention (MMDDYY.csv), where MMDDYY is the date that the file is being submitted to the Office.
    - Our system is specifically programmed to only input records from files for the day the batch process is being run. Batch processes begin running at 12:01 AM each night.
    - The vendor is required to submit, at a minimum, one (1) file per day in which they have user activity.
    - The file must be uploaded to the server by 11:45 PM each night.