

# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-835</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>Mandatory Course Components</b>		
Regulatory Authority: <b>12VAC5-31-1710</b>		
Date of Issue: <b>April 15, 2009</b>	Effective Date: <b>May 1, 2009</b>	

- A. The following components are required—at a minimum—in order for an online, web-based course to be approved by the Office to receive Category 1 continuing education (CE) credit via a learning management system (LMS).
1. An opening page listing the following:
    - a. Course Name
    - b. Length of program (number of CE hours awarded)
    - c. Area numbers and category credit (BLS and ALS)
    - d. Include a disclaimer that informs the student of who to contact with regard to CE errors and program concerns
  2. A page listing objectives (minimum 3 objectives, prefer 5 per hour credit)
  3. Body of the presentation (can be made up of the following)
    - a. Lesson Outline
    - b. PowerPoint™ (voice over preferred)
    - c. Video Streaming
    - d. Scenarios
    - e. Grand Rounds
  4. An evaluation component (test/quiz) is 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)
  5. Summary page informing the student about their pass/fail status.
    - a. Credits
      - i. Who developed the program
      - ii. Contact information for follow-up questions

