



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-845</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>Announcing Web Based Courses to the Office</b>		
Regulatory Authority: <b>12VAC5-31-1710</b>		
Date of Issue: <b>April 15, 2009</b>	Effective Date: <b>July 1, 2012</b>	

- A. In order for electronic CE records to be processed by the Office and appropriately applied to each provider's CE Report, a course must be established in the system. In order to generate a course, the Office must receive a separate course announcement for each program offered.
- B. **OEMS Approved 3<sup>rd</sup> Party CE Vendors** must:
1. Submit a Course Approval Request Form (EMS TR-01-WEB),
    - a. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.
  2. Complete a separate form for each course.
  3. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.
- C. **Agency/Institutional/Regional Based Learning Management Systems (LMS)** must:
1. Submit a Course Approval Request Form (EMS TR-01-INST),
    - a. This form must be submitted by either a Certified EMT-Instructor or an Endorsed ALS-Coordinator.
    - b. This form must be submitted to the Office of EMS at least 45 days in advance of the launch of the planned course.
    - c. Complete a separate form for each course.
  2. A Web-based CE Course Hour Designation spreadsheet must also accompany the Course Approval Request form.