



Handbook for Webcasting of Continuing Education Programming

This handbook was developed to provide certified Education Coordinators with OEMS policies for the use of webcasting of continuing education in Virginia. Webcasting is the live broadcast of an educational event where the classroom is supplemented or replaced by the internet and occurs in a real-time synchronous format at designated training sites.

What is webcasting?

Webcasting is defined as the live broadcast of an educational event where the classroom is supplemented or replaced by the internet and occurs in a real-time synchronous format at designated training sites.

Becoming a Designated Webcast Receive Site

After reviewing this handbook, you must complete form TR-74 - *Application to be Designated as an Webcast Receive Site* and submit the form to the Office of EMS. This form is available on the OEMS web site.

To become a designated webcast receive site, you must have regular access to a building with a computer (laptop or moveable desktop) and high-speed internet access. A designated webcast site must have:

- A current generation computer connected to an LCD or DLP projector, regardless of the size of the group.
- A telephone is also necessary.

Designated sites may be established at squad buildings, fire stations, hospitals, schools, or other community facilities. It is the responsibility of the applicant or applicants to contact the proposed facility to determine availability, as well as suitability for viewing live web-based classes.

Minimum Requirements for a Designated Webcast Receive Site

The site must, at a minimum have:

Room Requirements:

There must be adequate seating for the number of students registered for the course.

The site must, at a minimum have:

Computer:

- with high-speed internet access in the room.
- the latest version of software necessary to access the remote site and be connected to an LCD or DLP projector to project the image on a screen.
- connected to external speakers.

Telephone (not cell) shall:

- be positioned for easy access by the students.
- be located in the same room as the program being viewed.
- have speaker function with two way capability.

Room Acoustics shall:

- be in an area removed from high noise generating equipment or high activity sites such as fire or rescue traffic areas. Sound absorbent drapes, carpeting, cork bulletin boards, and acoustical ceiling tile will help minimize room noise.

Illumination shall be:

- controllable by the Site Proctor.
- of sufficient level to take notes.
- such that the seating arrangements avoid reflections from lighting fixtures, windows, etc.
- sufficient to allow if available, video viewing by the host site.

HVAC:

- The site must have adequate and functioning HVAC equipment which can be controlled by the Site Proctor.

Site Proctor Requirements

The site must designate responsible individuals who agree to function as primary and secondary Site Proctors. At least one Site Proctor must be at the site one (1) hour prior to the scheduled training session in order to set up the room and computer equipment. Proctors are responsible for:

- programming internet IP addresses,
- disseminating and collecting CE records,
- and filling out evaluations.

All of this information is contained in the following application form, which must be completed and approved by our office before any credit is given.

Site Proctors must be:

1. a minimum of 21 years of age and all appointments are subject to final approval by the Virginia Office of EMS.
2. Virginia certified EMS providers who are certified at the level of training being conducted or higher. (e.g. If the course is Intermediate level material, the proctor must be an Intermediate or Paramedic)
3. Appointed annually. There are no limits on appointments.

Proctor Responsibilities:

1. Is directly responsible to the certified Education Coordinator whose program is being taught.
2. The primary proctor will attend all webcast classes unless arrangements are made to have the secondary proctor attend.
3. Will provide administrative assistance for the continuing education program as it pertains to completing the following:
 - a. TR-06 – Course Roster
 - b. Continuing education cards or electronic CE scanning
 - i. Mailing or electronic transmission of continuing education forms to the Office of EMS
4. Will keep current phone numbers, addresses, and if available, e-mail addresses on file with the course coordinator.
5. Will remain at the site for the entire program
 - a. Arriving one (1) hour early and remaining until the last person has left.
 - b. Will assure site is left in an appropriate manner.
6. Will assure site is operational, that is, capable of receiving the webcast program.
 - a. If site is not operational, the Proctor will provide cancellation notice to the course coordinator.

Guidelines for Webcasting of Continuing Education Programs

Certified Education Coordinators (also referred to as a Course Coordinator) must follow these guidelines in order to conduct live webcast continuing education (CE) programs in Virginia.

These guidelines have been endorsed by the Training and Certification Committee. To assure compliance, this document must be signed by both the Course Coordinator and Physician Course Director (PCD) and accompany all Course Approval Request forms (TR-01) for which webcasting will be employed.

1. The Course Coordinator must ensure that the remote training site being used has applied for designation as a webcast receive site. Completion of OEMS form TR-74 is required for each remote site.
2. Self-study programs using electronic media such as web-based programs are not allowed. Only programs that use electronic transmission capabilities as real-time, two-way audio and video transmissions are eligible.
3. Remote webcast sites must have at a minimum the ability for one-way video and two-way audio streaming. Programs with one-way video and one-way audio will not be approved.
4. The Office of EMS will only approve synchronous programs for webcasting.
Asynchronous CE programs are not allowed.
5. Individuals are not allowed to access this training via the Internet from their home and receive credit.
6. If a program chooses to use this learning modality, they must announce it to the Office of EMS with the Course Approval Request Form (TR-01). The Course Coordinator must include a signed copy of form (TR-75) with their submission of the Course Approval Request Form.
7. The Course Coordinator must assure that there is a Proctor present for the entire broadcast for all didactic portions of the program. The remote site Proctor is responsible for assuring the electronics are fully operational (both receiving and transmitting video and audio), must be familiar with operating the remote site electronic equipment and be responsible for having students sign the class roster for each session. The roster must be submitted to the Course Coordinator at the completion of the program.
8. Any lab activities at the remote site must have direct on-site supervision by an OEMS approved Proctor certified at or above the level of instruction and must follow the 6:1 student to instructor ratio.
9. In cases where the remote site Proctor is absent or when the remote site electronics fail to transmit and/or receive either video or audio, the students cannot receive continuing education credit.
10. The class may be made up at a later date either in person or another video broadcast.
11. Remote sites will follow all course requirements, the *Handbook for Webcasting of Continuing Education Programming*, the Training Program Administration Manual and state regulations 12-VAC5-31.
12. The Course Coordinator and the Physician Course Director equally share responsibility for assuring the course complies with all appropriate Office of EMS standards, regulations, and policies.
13. The Course Coordinator must maintain records of student participation in the course and submit continuing education records for each involved student for programs.
14. Continuing education earned in webcast programs is considered to be distributive education for the purposes of National Registry recertification.

15. Non-compliance with these policies, the *Handbook for Webcasting of Continuing Education Programming*, the Training Program Administration Manual and/or state regulations 12-VAC5-31, will result in removal of Office approval and students will lose eligibility for certification testing at the level of certification the program is designed to deliver. Further, the Course Coordinator may face disciplinary action from the Office of EMS.