



Acknowledgement of Polices for Webcasting of CE Programs

The following are the guidelines EMT-Instructors/ALS Coordinators (heretofore referred to as a Course Coordinator) must follow for in order to 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 and accompany any request for electronic transmission of a program with the Course Approval Request Form.

1. The Course Coordinator must ensure that the remote training site being used has applied for designation as a webcast receive site. Completion of 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 media 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 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. The Course Coordinator must include a signed copy of this 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 to having students sign the class roster for each session. The roster must be submitted to the Course Coordinator.
8. Any lab activities at the remote site must have direct on-site supervision by an EMT Instructor for BLS Courses or a qualified instructor certified at or above the level of instruction for ALS Courses. If the instructor acts as the remote site proctor, he or she assumes the responsibility of the Class Roster.
9. In cases where the remote site proctor is absent or when the remote site electronics are not fully operational (transmit and receive audio and video) the class must be made up at a later date either in person or another video broadcast.
10. Remote sites will follow all course requirements and, the Training Program Administration Manual and state regulations 12-VAC5-31.
11. The Course Coordinator and the Physician Course Director share equally responsibility for assuring the course complies with all appropriate Office of EMS standards, regulations, and policies.
12. The Course Coordinator must maintain records of student participation in the course and submit continuing education records for each involved student for programs.
13. Continuing education earned in webcast programs is considered to be distributive education for the purposes of National Registry recertification.
14. Non-compliance with these polices, 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.

Coordinator's Name _____

Signature _____ Date _____

PCD's Name _____

Signature _____ Date _____

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