



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1050	Regulatory Authority: 12VAC5-31-1050
Title: Scope of Practice	
Date of Issue: March 24, 2016	Effective Date: TBD

1 **12VAC5-31-1050. Scope of practice.**

2 EMS personnel shall only perform those procedures, skills, or techniques for which he is currently
3 licensed or certified, provided that he is acting in accordance with local medical treatment protocols and
4 medical direction provided by the OMD of the licensed EMS agency with which he is affiliated and within
5 the scope of the EMS agency licenses as authorized in the Emergency Medical Services Procedures and
6 Medications Schedule as approved by the board.

7

8 **TPAM Policy 1050**

9 A. The Office publishes and maintains the Scope of Practice Procedures and Formulary which specifies
10 the medical procedures and medications identified as the Standard of Care for use by each EMS
11 certification level issued by the Office as endorsed by the Medical Direction Committee and approved by
12 the EMS Advisory Board.

13 1. Medical procedures or medications not included on the Scope of Practice Procedures and
14 Formulary are not considered the Standard of Care recommended for EMS personnel except as
15 provided in [12VAC5-31-1070](#) of state EMS regulations.

16 B. For state certification and recertification purposes students should be familiar with the Scope of
17 Practice Procedures and Formulary as outlined for the certification level being tested.

18 1. [Formulary](#)

19 2. [Procedures](#)

Pending EMS Advisory Board Approval

Notes: (please include lines numbers for reference)

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Part III

EMS Education and Certification

Article 1 Certification Levels

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1305	Regulatory Authority: 12VAC5-31-1305
Title: EMS First Responder (FR)	
Date of Issue: March 24, 2016	Effective Date: TBD

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12VAC5-31-1305. EMS First Responder (FR).

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This section will expire on October 10, 2016.

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This section will expire on October 10, 2016. The certification is issued for a period of four years from the end of the month of issuance.

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TPAM Policy 1305

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Policy reflected in regulation.

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Pending EMS Advisory Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1325	Regulatory Authority: 12VAC5-31-1325
Title: Emergency Medical Technician-Enhanced (EMT-E)	
Date of Issue: March 24, 2016	Effective Date: TBD

71 **12VAC5-31-1325. Emergency Medical Technician-Enhanced (EMT-E).**

72 **This section will expire on April 10, 2016.**

73 A. The certification is issued for a period of three years from the end of the month of issuance.

74 B. An EMS provider who possesses a valid EMT-E certification is simultaneously issued an EMT
75 certification for an additional two years after his EMT-E expiration

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77 **TPAM Policy 1325**

78 With the implementation of the new EMS Education Standards, Virginia will not issue any Enhanced
79 certifications after April 10, 2016.

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Pending EMS Advisory Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1355	Regulatory Authority: 12VAC5-31-1355
Title: Emergency Medical Technician Instructor	
Date of Issue: March 24, 2016	Effective Date: TBD

133 **12VAC5-31-1355. Emergency Medical Technician instructor.**

134 **This section will expire on October 10, 2016.**

135 A. The certification is valid for a period of two years from the end of the month of issuance.

136 B. An EMS provider who possesses a valid instructor certification is simultaneously issued an EMT
137 certification valid for an additional two years after his instructor expiration.

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139 **TPAM Policy 1355**

140 EMT-Instructor was replaced with the Education Coordinator after October 10, 2012. The issuance of
141 EMT Instructor certification ceased on October 31, 2014, therefore, EMT Instructor Certifications
142 expiring after October 31, 2014 will not be renewed.

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Pending EMS Advisory Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1375	Regulatory Authority: 12VAC5-31-1375
Title: EMS Education Coordinator	
Date of Issue: March 24, 2016	Effective Date: TBD

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12VAC5-31-1375. EMS education coordinator.

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The certification is valid for a period of three years from the end of the month of issuance.

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TPAM Policy 1375

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EMT-Instructor was replaced with the Education Coordinator after October 10, 2012. The issuance of

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EMT Instructor certification ceased on October 31, 2014, therefore, EMT Instructor Certifications

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expiring after October 31, 2014 will not be renewed.

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EMS Education Coordinator certification was initiated after October 10, 2012 with the implementation

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of the [Virginia EMS Education Standards](#), and replaces the Virginia EMT Instructor.

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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Article II

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1385	Regulatory Authority: 12VAC5-31-1385
Title: Certification Periods	
Date of Issue: March 24, 2016	Effective Date: TBD

158 **12VAC5-31-1385. Certification periods.**
159 An EMS certification is valid for the prescribed period as defined in Article 1 of this part for each level of
160 certification unless suspended or revoked by the commissioner.

161
162 **TPAM Policy 1385**

- 163 Emergency Medical Responder (EMR)
- 164 Emergency Medical Technician (EMT)
- 165 Advanced Emergency Medical Technician (AEMT)
- 166 Intermediate 99 (I-99)
- 167 Paramedic (P)
- 168 Advanced Life Support Coordinator (ALSC)
- 169 Emergency Medical Technician Instructor (EMT-I)
- 170 Education Coordinator (EC)

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1387	Regulatory Authority: 12VAC5-31-1387
Title: Virginia EMS Certification is Required to Practice	
Date of Issue: March 24, 2016	Effective Date: TBD

171 **12VAC5-31-1387. Virginia EMS certification is required to practice.**

172 In order to function as an EMS provider in the Commonwealth of Virginia, providers must hold a valid
173 certification as issued by the commissioner and as defined in 12VAC5-31-1040.

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175 **TPAM Policy 1387**

176 I. Certification is a privilege issued by the Office and only verifies an individual’s successful fulfillment of
177 the minimum state training standards for the level of certification being issued as established in the
178 State EMS regulations and the Code of Virginia. Certification alone does not indicate the individual’s
179 ability or authority to perform any specific job tasks or functions. It is the responsibility of the
180 organization that is using the certificate holder to determine the individual’s ability to perform any
181 specific job tasks or functions.

182 II. Performance of any invasive medical procedure in the field by any certified EMS provider is only
183 permitted while acting under authority of a state licensed EMS agency and as permitted by the licensed
184 physician serving as the Operational Medical Director (OMD) for that agency.

185 a. The practice of prehospital care requires the individual to have the approval of their EMS
186 agency’s Operational Medical Director (OMD) while actively participating as a provider with that
187 EMS agency. Privileges to practice must be on the agency’s official stationary or indicated in the
188 agency records which are signed and dated by the OMD.

189 III. Each individual is required to possess current EMS certification and/or licensure at or above the level
190 they are to function. There is no grace period on certification or licensure expiration.

191 IV. The state EMS regulations do not address the use of state certified EMS providers to practice in non-
192 EMS agency based medical settings (e.g. hospitals, clinics, home care services, etc.). Any medical
193 practice in these settings is limited to those procedures specifically permitted under the licensure
194 authority of the supervising physician. The field practice of medical procedures by certified EMS
195 providers who are not affiliated with a Virginia Licensed EMS Agency are limited to the provision of basic
196 “first-aid” techniques.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1391	Regulatory Authority: 12VAC5-31-1391
Title: Certification through Reciprocity	
Date of Issue: March 24, 2016	Effective Date: TBD

214 **12VAC5-31-1391. Certification through reciprocity.**

215 A person holding valid EMS certification from another state or a recognized EMS certifying body with
216 which Virginia has a formal written agreement of reciprocity or possessing a National Registry
217 certification at the EMR, EMT, Advanced EMT, Intermediate 99 or Paramedic level shall apply to the
218 commissioner for reciprocity upon demonstration of Virginia residency, Virginia EMS agency affiliation,
219 or a recognized need for Virginia EMS certification and demonstrate as defined by the Office of EMS
220 eligibility for certification at the level sought in Virginia from the state in which the same level training
221 program was held.

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223 **TPAM Policy 1391**

224 I. Certification from another state or recognized EMS Certifying body – Virginia has no agreements with
225 any other state or certifying body with the exception of the National Registry of EMTs.

226 II. Recognized need for Virginia EMS Certification – the following are criteria considered by the Office of
227 EMS (but not limited to):

228 a. Validated enrollment in a Virginia ALS Certification course

229 b. Validated employment offer

230 i. The Office of EMS may issue a letter of intent to certify in circumstances where an
231 applicant needs Virginia certification as a job application/interview requirement.

232 c. Affiliated with a licensed Virginia EMS agency

233 III. Reciprocity may be obtained through National Registry only once. Providers must maintain their
234 Virginia Certification through the prescribed process.

235 a. Except

236 i. The individual has maintained National Registry certification AND

237 ii. The individual functioned at the level being sought outside Virginia AND

238 iii. Must [submit a reciprocity request](#)

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1393	Regulatory Authority: 12VAC5-31-1393
Title: Certification through Legal Recognition	
Date of Issue: March 24, 2016	Effective Date: TBD

239 **12VAC5-31-1393. Certification through legal recognition.**

240 A person holding valid EMS certification from another state or a recognized EMS certifying body who
241 does not meet the criteria in 12VAC5-31-1391 shall apply to the commissioner for legal recognition upon
242 demonstration of Virginia residency, Virginia EMS agency affiliation, or a recognized need for Virginia
243 EMS certification. Legal recognition may be issued for a period of one year or the duration of his current
244 certification, whichever is shorter. Legal recognition is not available for any Virginia certification level if
245 the Board of Health has determined that no equivalent exists at the level requested.

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247 **TPAM Policy 1393**

248 I. Virginia only issues Legal Recognition at the EMT Level.

249 a. Other ALS certifications may receive Virginia EMT certification.

250 II. Recognized need for Virginia EMS Certification – the following are criteria considered by the Office of
251 EMS (but not limited to):

252 a. Validated enrollment in a Virginia ALS Certification course

253 b. Validated employment offer

254 i. The Office of EMS may issue a letter of intent to certify in circumstances where an
255 applicant needs Virginia certification as a job application/interview requirement.

256 c. Affiliated with a licensed Virginia EMS agency

257 III. Legal Recognition Recertification requires: Testing candidates must complete the Virginia
258 psychomotor skills practical and the National Registry cognitive examination.

259 a. Complete the [Virginia CE requirements for the EMT](#)

260 b. Successfully pass the Virginia psychomotor examination

261 c. Successfully pass the National Registry cognitive examination

262 d. The exams may be taken in any order.

263 e. The legal recognition provider is responsible for all testing fees.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1403	Regulatory Authority: 12VAC5-31-1403
Title: EMS Provider Recertification Required	
Date of Issue: March 24, 2016	Effective Date: TBD

303 **12VAC5-31-1403. EMS provider recertification required.**

304 A. Recertification of EMS credentials requires each individual to complete continuing education
305 requirements as approved by the Board of Health and fulfill the recertification process before the
306 expiration date of an applicable certification or reentry period.

307 B. The Board of Health will determine the continuing education hour and topic category requirements
308 for each certification level.

309 C. Evidence of completion of the continuing education requirements must be received by the Office of
310 EMS prior to the certification expiration.

311

312 **TPAM Policy 1403**

313 A. Recertification required - Each individual holding EMS certification must recertify their Virginia
314 credentials in order to continue to practice as an EMS provider in Virginia. Recertification of EMS
315 credentials requires each individual to complete a continuing education (CE) program(s) approved by
316 the Office and fulfill the recertification requirements. CE programs will be assigned credit hours by the
317 Office for each certification level as specified in Section B below.

318 1. Each provider is personally responsible for the accumulation and accurate timely reporting of
319 continuing education program attendance to fulfill the recertification requirements before
320 expiration of an applicable certification or reentry period. Failure on the part of provider, other
321 individuals or Course Coordinators to submit the necessary continuing education attendance
322 records to the Office in a timely manner will not relieve the provider from these requirements
323 nor be used as the sole grounds for seeking a Variance from state EMS regulations.

324 B. Continuing Education Requirements

325 1. The Office will determine the continuing education hour requirements for each certification
326 level through consultation with the State EMS Advisory Board.

327 a. Listings of the [continuing education credit hour requirements](#) for each certification
328 level will be published by the Office and be made available to each individual provider.

329 2. Continuing education (CE) hours may be obtained either in a single program or any number of
330 separate courses meeting the hour requirements for recertification of the specified certification
331 level.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1405	Regulatory Authority: 12VAC5-31-1405
Title: Documentation of Continuing Education (CE)	
Date of Issue: March 24, 2016	Effective Date: TBD

340 **12VAC5-31-1405. Documentation of continuing education (CE).**

341 A. Continuing education credit is only awarded to courses announced to the Office of EMS in a format as
342 approved by the Office of EMS prior to the course being conducted and other programs approved by the
343 Office of EMS for award of CE.

344 B. Award of credit for attendance in a CE program shall be submitted in a format approved by the Office
345 of EMS.

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347 **TPAM Policy 1405**

348 A. All courses that award CE in Virginia must be announced and approved prior to the begin date of the
349 course.

350 1. A course cannot begin until it has been approved by the Office.

351 2. Courses seeking funding via EMSTF must comply with submission dates as required by the
352 contract.

353 3. A limited number of “other” programs may qualify for award of continuing education credits
354 at the discretion of the Office. These programs include those conducted with approval from the
355 Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) <http://capce.org>.

356 4. An Education Coordinator/ALS Coordinator may, upon review of continuing education
357 documentation from a provider who attended a CE program conducted outside of Virginia,
358 award comparable credit from an Office of EMS approved program.

359 B. CE documentation can only be submitted via current, approved Virginia CE scan card or via approved
360 electronic record.

361 1. Continuing Education Documentation - The Office maintains a database for tracking the
362 submission and award of continuing education credit hours for each provider. Only those
363 continuing education hours accurately submitted and recorded by the Office will be counted
364 toward fulfillment of a provider’s requirements for recertification.

365 2. The Office is not responsible for information contained in this database caused by inaccurate
366 or incomplete submission of continuing education program attendance records, nor for the

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367 failure of the provider or any Course Coordinator to submit the records as required by state EMS
368 regulations.

369 3. Continuing Education Reports - The Office makes continuing education reports available to
370 providers and licensed EMS agencies through the EMS Portal

371 4. In order to comply with 12VAC5-31-1437 the Office has developed several alternative
372 methods for submission of continuing education (CE) records to the Office. This section pertains
373 to OEMS approved, alternative methods for submission of continuing education credit hours to
374 the Office and the requirements in order to do so. NOTE: The default method for submission of
375 continuing education (CE) hours to the Office of EMS is completion of CE scancards.

376 a. Handheld CE Scanners – The Office has developed specifications for handheld
377 scanners which will allow for the tracking, recordation and submission of CE to the
378 Office through the internet. This program requires a very specific type of scanner and
379 software.

380 i. Scanner Hardware - There is only one specific scanner model which has been
381 certified to work with the Office of EMS CE Recordation software package.

382 (a.) Specifications – Contact the Office of EMS for current model
383 number.

384 (b.) Accessories – Contact the Office of EMS for current model numbers.

385 b. Software - The Office of EMS CE Recordation software has been developed by the
386 Office to ensure that CE is properly recorded and meets the transmission and interface
387 requirements of the Virginia Department of Health (VDH) Office of Information
388 Management (OIM).

389 c. Training and Installation - Office of EMS CE Recordation software must be installed
390 and verified by the Office of EMS at a designated training session.

391 i. Group training sessions will be scheduled by the Office on an as needed basis.

392 (a.) Only endorsed ALS-Coordinator’s or certified Education
393 Coordinators will be trained on the use of the CE scanners and the
394 Office of EMS CE Recordation software.

Notes: (please include lines numbers for reference)

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- ii. Size
 - (a.) Barcodes need to measure at least:
 - (i) ½ inch tall
 - (ii) 1 ½ inches wide
- 5. 3rd Party OEMS Approved CE Vendors – The Office has a program which allows 3rd Party CE Vendors to apply for authorization to submit CE completions to the Office for processing.
 - a. For-profit vendors wishing to provide electronic continuing education (CE) records to the Office of EMS must first complete an Application for 3rd 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:
 - i. The program content must be related to emergency medical services education, skills or administration (management) and must be approved by the CAPCE (<http://capce.org>).
 - ii. 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.
 - iii. The required submission (Application Package) must be completed per the requirements of the Office.
 - (a.) Application for 3rd 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.

Notes: (please include lines numbers for reference)



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- 451 i. Evaluation component (test) required
- 452 (a.) The evaluation tool must:
- 453 (i) Have a 15-20 question pool.
- 454 (ii) At a minimum the evaluation must have 10 randomly
- 455 selected questions from the question pool.
- 456 (iii) Be graded.
- 457 · Minimum passing score is 70% (can be higher if the
- 458 program chooses)
- 459 ii. Objectives (minimum 3 objectives, prefer 5 per hour credit)
- 460 d. Body (presentation)
- 461 i. PowerPoint™
- 462 ii. Lesson Outline
- 463 iii. Video Streaming
- 464 iv. Scenarios
- 465 v. Grand Rounds
- 466 e. Data Transmission Criteria - Approved entities must generate a file (see the
- 467 Application for 3rd Party Vendors to Provide Web-Based Continuing Education Programs
- 468) which will be submitted to the Office via a secure web interface.
- 469 i. All data files must be submitted as set forth in the Virginia Emergency Medical
- 470 Services Regulations 12 VAC 5-31 and the Training Programs Administration
- 471 Manual as published by the Office of EMS Division of Educational Development.
- 472 ii. A daily data file is required to be submitted by the
- 473 institution/business/agency. The data file has the following requirements:
- 474 (a.) The file must be a comma separated, .csv file containing the data
- 475 elements described on the Data File Format sheet located in the

Notes: (please include lines numbers for reference)



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476 Application for 3rd Party Vendors to Provide Web-Based Continuing
477 Education Programs.

478 (b.) Files being submitted to the Office must be named using the
479 following naming convention (MMDDYY.csv), where MMDDYY is the
480 date that the file is being submitted to the Office.

481 (i) Our system is specifically programmed to only input records
482 from files for the day the batch process is being run. Batch
483 processes begin running at 12:01 AM each night.

484 (ii) The vendor is required to submit, at a minimum, one (1) file
485 per day in which they have user activity.

486 (iii) The file must be uploaded to the server by 11:45 PM each
487 night.

488 6. Learning Management Systems (LMS) – Special requirements and data submission criteria
489 have been set up to allow for external LMS’s to communicate CE completions to the Office for
490 processing.

491 a. Agency/Institutional/Regional based entities who own a Learning Management
492 System (LMS) and are seeking to provide electronic continuing education (CE) records to
493 the Office of EMS must first complete an Application and Criteria for Authorization to
494 Offer Web-Based Continuing Education Programming in Virginia – Agency LMS.

495 b. Approval Criteria - The following criteria must be provided to be considered for
496 Virginia Office of EMS approval for web based training programs:

497 i. The applicant institution must be in good standing with the Office.

498 ii. The program content must be related to emergency medical services
499 education, skills or administration (management) and must meet the
500 requirements.

501 iii. The applying sponsor must be a Virginia educational entity; a designated
502 Regional EMS Council, or local agency or association; hospital or any
503 combination of the above; or other appropriate continuing education agency as
504 approved by the Office.

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505 iv. The required submission (Application Package) must be complete per the
506 requirements of the Office.

507 (a.) Application and Criteria for Authorization to Offer Web-
508 Based Continuing Education Programming in Virginia – Agency
509 LMS

510 (b.) Information Systems Security Access Agreement

511 (c.) EMS User Logon Request Form

512 c. Program Format - All programs must meet the requirements set forth in the Virginia
513 Emergency Medical Services Regulations 12 VAC 5-31 and the Training Programs
514 Administration Manual as published by the Office of EMS Division of Educational
515 Development.

516 i. Evaluation component (test) required

517 (a.) The evaluation tool must:

518 (i) Have a 15-20 question pool.

519 (ii) At a minimum the evaluation must have 10 randomly
520 selected questions from the question pool.

521 (iii) Be graded.

522 • Minimum passing score is 70% (can be higher if the
523 program chooses)

524 ii. Objectives (minimum 3 objectives, prefer 5 per hour credit)

525 iii. Body (presentation)

526 (a.) PowerPoint™

527 (b.) Lesson Outline

528 (c.) Video Streaming

529 (d.) Scenarios

Notes: (please include lines numbers for reference)

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- 530 (e.) Grand Rounds
- 531 d. Data Transmission Criteria - Approved entities must generate a file (see the
- 532 Application and Criteria for Authorization to Offer Web-Based Continuing Education
- 533 Programming in Virginia – Agency LMS) which will be submitted to the Office via a
- 534 secure web interface.
- 535 i. All data files must be submitted as set forth in the Virginia Emergency Medical
- 536 Services Regulations 12 VAC 5-31 and the Training Programs Administration
- 537 Manual as published by the Office of EMS Division of Educational Development.
- 538 ii. A daily data file is required to be submitted by the
- 539 institution/business/agency. The data file has the following requirements:
- 540 (a.) The file must be a comma separated, .csv file containing the data
- 541 elements described on the Data File Format located in the Application
- 542 and Criteria for Authorization to Offer Web-Based Continuing Education
- 543 Programming in Virginia – Agency LMS .
- 544 (b.) Files being submitted to the Office must be named using the
- 545 following naming convention (MMDDYY.csv), where MMDDYY is the
- 546 date that the file is being submitted to the Office.
- 547 (i) Our system is specifically programmed to only input records
- 548 from files for the day the batch process is being run. Batch
- 549 processes begin running at 12:01 AM each night.
- 550 (ii) The vendor is required to submit at a minimum one (1) file
- 551 per day in which they have user activity.
- 552 (iii) The file must be uploaded to the server by 11:45 PM each
- 553 night.

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Article 3 Educational Programs and Management

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1409	Regulatory Authority: 12VAC5-31-1409
Title: Course Curriculum	
Date of Issue: March 24, 2016	Effective Date: TBD

578 **12VAC5-31-1409. Course curriculum.**
579 A. Course coordinators (EMT instructor, ALS coordinator, or EMS education coordinator) shall utilize
580 curricula or educational standards authorized and approved by the Office of EMS when conducting EMS
581 education programs.

582 B. CE topics must be submitted for review and approval in a format as approved by the Office of EMS.

583

584 **TPAM Policy 1409**

585 A. Required Initial Certification Program Content – Any initial certification course which ends on or after
586 July 1, 2012 shall utilize the Virginia EMS Education Standards (VEMSES) as the basis for the course.

587 1. Initial Certification Courses – The Office of EMS publishes the [Virginia EMS Education](#)
588 [Standards \(VEMSES\)](#) which detail the course content and requirements for initial programs
589 leading to certification. The VEMSES can be downloaded from the OEMS web page.
590 Additionally, the Office has outlined each of the initial certification programs approved in
591 Virginia. They are listed below.

592 a. VEMSES Based Initial Certification Program Outlines

593 i. [Emergency Medical Responder \(EMR\)](#)

594 ii. [Emergency Medical Technician \(EMT\)](#)

595 (a) [EMS Operations Asynchronous Education](#)

596 iii. [Advanced Emergency Medical Technician](#)

597 iv. [Intermediate](#)

598 vi. [Paramedic](#)

599 2. Instructional Staff Requirements for Certification Programs

600 3. BLS Certification Programs

601 a. Can only be coordinated by an Education Coordinator certified as an EMT or higher.

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602 b. An Education Coordinator is required to be physically present for all didactic and lab
603 sessions.

604 4. ALS Certification Programs

605 a. Can only be coordinated by an Education Coordinator certified at or above the level of
606 the course AND

607 b. Be the identified Program Director as documented through their grant of
608 accreditation.

609 B. Continuing Education - For continuing education programs, the Course Coordinator must identify the
610 specific subjects/topic areas and hours requested for programs that they wish to have approved.

611 1. In all cases, the content and scope of all continuing education courses must conform to the
612 applicable [Virginia EMS Education Standards \(VEMSES\)](#). Variations in instruction of specific skills
613 or didactic material to conform to local "standards of care" that do not conflict with specific
614 Office policies are allowed only when deemed appropriate by the Physician Course Director
615 (PCD) and EMS agency Operational Medical Director (OMD).

616 2. Psychomotor Skills and Procedures – All psychomotor skills and procedures instructed within
617 a course must comply with the Virginia Emergency Medical Services Scope of Practice for the
618 certification level of the program and students involved, as applicable. (See 12VAC 5-31-1050)
619 Submission of CE programs minimally requires the following documentation:

620 a. [Course Approval Form TR-01](#) or approved equivalent.

621 b. Program syllabus to include:

622 i. EMS related topic

623 ii. Area number, if Category 1

624 iii. CE hours to be awarded per topic

625 c. For approved auxiliary programs, a copy of the Parent Organization authorization to
626 conduct the class must be submitted with the Course Approval.

627 Continuing Education hours cannot be obtained from a non-traditional initial certification course, with
628 the exception of content delivered through synchronous delivery or in-person delivery. 12VAC5-31-
629 1403

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1411	Regulatory Authority: 12VAC5-31-1411
Title: BLS Certification Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

630 **12VAC5-31-1411. BLS certification programs.**

631 BLS certification programs authorized for issuance of certification in Virginia are:

- 632 1. EMS First Responder.
- 633 2. EMS First Responder Bridge to EMT.
- 634 3. Emergency Medical Responder (EMR).
- 635 4. Emergency Medical Responder Bridge to EMT.
- 636 5. Emergency Medical Technician (EMT).

637

638 **TPAM Policy 1411**

- 639 1. With the implementation of the new EMS Education Standards, Virginia will not issue any First
640 Responder certifications after October 10, 2016. There may be First Responders in the system, but upon
641 recertification they will be issued an EMR Certification.
- 642 2. With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT
643 Bridge Program is no longer recognized in Virginia.
- 644 4. With the implementation of the Virginia EMS Education Standards on July 1, 2012, an EMR to EMT
645 Bridge Program is no longer recognized in Virginia.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1413	Regulatory Authority: 12VAC5-31-1413
Title: Advanced Life Support Certification Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

646 **12VAC5-31-1413. Advanced life support certification programs.**

647 ALS certification programs authorized for issuance of certification in Virginia are:

- 648 1. EMT-Enhanced.
- 649 2. EMT -Enhanced Bridge to Intermediate.
- 650 3. Advanced EMT.
- 651 4. Advanced EMT Bridge to Intermediate.
- 652 5. Intermediate.
- 653 6. Intermediate Bridge to Paramedic.
- 654 7. Paramedic.
- 655 8. RN Bridge to Paramedic.

656

657 **TPAM Policy 1413**

658 1. With the implementation of the new EMS Education Standards, Virginia will not issue any Enhanced
659 certifications after April 10, 2016. There may be Enhanced providers in the system after April 10, 2016,
660 but upon recertification they will be issued an AEMT Certification.

661 3. AEMT certification was initiated after October 10, 2012 with the implementation of the Virginia EMS
662 Education Standards, and will replace the Virginia Enhanced Certification after April 10, 2016.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1415	Regulatory Authority: 12VAC5-31-1415
Title: Nationally Recognized Continuing Education Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

663 **12VAC5-31-1415. Nationally recognized continuing education programs.**

664 A. In order for a provider to receive continuing education in Virginia for an auxiliary program, the
665 national parent organization must be recognized by the Board of Health.

666 B. The instructor approved by the national parent organization referenced in subsection A of this section
667 may award Category 1 continuing education credit for providers successfully completing an approved
668 course. The instructor is not required to be an EMT instructor, ALS coordinator, or an EMS education
669 coordinator in order to submit for course approval.

670

671 **TPAM Policy 1415**

672 A. Recognized programs grouped by Sponsoring Organization (Recognition includes both Initial and
673 Refresher continuing education programs.) If a program listed below is eligible for funding under the
674 Emergency Medical Services Training Fund (EMSTF), then its eligibility and level of funding will be noted
675 as a sub-bullet under the program.:

676 1. Virginia Office of EMS

677 § Mass Casualty Incident Management - Module I

678 § Mass Casualty Incident Management - Module II

679 § Mass Casualty Incident Management – Instructor Programs

680 § HMERT Member Course

681 § HMERT Leader/Commander Course

682 § EMS Coordination Team Member

683 2. Emergency Vehicle Operator Course (EVOC)

684 § Approved EVOC courses can be found at:

685 http://www.vdh.virginia.gov/OEMS/Files_Page/regulation/EVOCEquivalents03-2012.pdf

686 3. American Heart Association (AHA)

687 § Advanced Cardiac Life Support (ACLS)

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1415	Regulatory Authority: 12VAC5-31-1415
Title: Nationally Recognized Continuing Education Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

- 688 o Eligible for EMSTF funding at the ALS level only
- 689 § Pediatric Advanced Life Support (PALS)
- 690 o Eligible for EMSTF funding at the ALS level only
- 691 § Pediatric Emergency Assessment, Recognition and Stabilization (PEARS)
- 692 o Eligible for EMSTF funding at the ALS level only
- 693 4. American College of Emergency Physicians (ACEP)
- 694 § International Trauma Life Support (ITLS)
- 695 o Eligible for EMSTF funding at the ALS and BLS level
- 696 § Pediatric International Trauma Life Support (PITLS)
- 697 o Eligible for EMSTF funding at the ALS BLS level
- 698 5. National Association of EMTs (NAEMT)
- 699 § Prehospital Trauma Life Support (PHTLS)
- 700 o Eligible for EMSTF funding at the ALS and BLS level
- 701 § Emergency Pediatric Care (EPC)
- 702 o Eligible for EMSTF funding at the ALS and BLS level
- 703 § Advanced Medical Life Support- Advanced Course (AMLS)
- 704 o Eligible for EMSTF funding at the ALS level only
- 705 6. American College of Pediatrics (AAP)
- 706 § Pediatric Education for Prehospital Providers (PEPP)
- 707 o Eligible for EMSTF funding at the ALS and BLS level
- 708 § Neonatal Resuscitation Program (NRP)
- 709 o Eligible for EMSTF funding at the ALS level only

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1415	Regulatory Authority: 12VAC5-31-1415
Title: Nationally Recognized Continuing Education Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

- 710 7. American College of Surgeons (ACS)
- 711 § Advanced Trauma Life Support (ATLS)
- 712 8. Emergency Nurses Association (ENA)
- 713 § Trauma Nursing Core Curriculum (TNCC)
- 714 9. American Geriatrics Society
- 715 § Geriatric Education for Emergency Medical Services (GEMS)
- 716 o Eligible for EMSTF funding at the ALS and BLS levels
- 717 10. American Academy of Orthopaedic Surgeons
- 718 § Assessment and Treatment of Trauma (ATT)
- 719 o Eligible for EMSTF funding at the ALS and BLS levels
- 720 For approved auxiliary programs, a copy of the Parent Organization authorization (includes but not
- 721 limited to: instructor card/credential or approved course document from parent organization) to
- 722 conduct the class must be submitted with the [Course Approval](#).

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1417	Regulatory Authority: 12VAC5-31-1417
Title: Approved Courses in Cardio-Pulmonary Resuscitation	
Date of Issue: March 24, 2016	Effective Date: TBD

- 747 8. Relief of choking for adult, child and infant
- 748 9. CPR with an advanced airway
- 749 The current courses which are accepted by the Virginia Office of EMS to meet these standards may be
- 750 found on our website: <http://www.vdh.virginia.gov/OEMS/Training/CPRRequirements.htm>

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1419	Regulatory Authority: 12VAC5-31-1419
Title: Continuing Education Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

751

12VAC5-31-1419. Continuing education programs.

752 The programs must utilize the approved format for the corresponding level of certification as designed
753 by the Office of EMS:

- 754 1. Category 1 (required) are topic areas that are required as part of the recertification criteria.
755 2. Category 2 (approved) are topic areas that support EMS activities.
756 3. Category 3 are topic areas that are delivered through a multimedia format as approved by the Board
757 of Health.

758

759

TPAM Policy 1419

760 I. Online Continuing Education

761 a. Any online continuing education programs seeking to award continuing education (CE) credit
762 in Virginia shall request approval by the Office of EMS before such credit can be awarded.

763 i. Programs seeking approval from the Office of EMS to offer online continuing
764 education shall:

- 765 • Application process for 3rd party CE Vendors
766 • Application process for a Virginia licensed EMS agency

767 b. A list of approved programs can be found on:

768 <http://www.vdh.virginia.gov/OEMS/Training/WebBasedCE.htm>

769 c. Online continuing education programs are not eligible for EMSTF funding.

770 Continuing Education hours cannot be obtained from a non-traditional initial certification course, with
771 the exception of content delivered through approved synchronous delivery or in-person delivery.
772 12VAC5-31-1403.

773 II. Continuing Education Hour Determination

774 a. Each presentation is comprised of finite number of written words that are consumed by the
775 reader in a finite amount of time. On average, adults read between 150 – 250 words per

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1419	Regulatory Authority: 12VAC5-31-1419
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776 minute. Thus, a one hour presentation will consist of roughly 10,000 words with appropriate
777 charts, graphs and case presentations that support the written objectives.

778 i. Current literature suggests that student interest and comprehension decreases
779 dramatically after the first hour of any continuing education (CE) program. Therefore,
780 any applicant requesting more than one hour's worth of CE will be required to provide
781 justification for such by matching course objectives with additional content.

782 ii. Applications that request two or more hours should be divided into hour-long
783 presentations as volumes of the subject matter presented, i.e. advanced airway I,
784 advanced airway II, etc. The examples outlined below should be used to assist you in
785 determining appropriate CE hour designations for each web-based continuing education
786 program.

787 b. EMS web-based Continuing Education Training Programs must include a post test that
788 evaluates the student's understanding of the subject matter. Please add an additional ten (10)
789 minutes for every ten (10) questions in the post test.

790 **Example 1:**

791 An EMS web-based Continuing Education Training Program contains a BLS presentation titled "*Review of*
792 *Basic Airway Techniques*" including measuring and insertion of NPA, OPA and bag valve mask
793 ventilation. The material is limited to simple terms and no new techniques are discussed. The applicant
794 supplies a presentation length of 10,000 words.

- 795 • 10,000 words / 200 words per minute = 50 minutes
- 796 • 10 question post test that meets the objectives = 10 minutes

797 Total CE hours assignment for 10,000 word presentation = 60 minutes

798 **Example 2:**

799 An applicant submits a 16,000 word program on the "*Recognition and Treatment of Chest Trauma*". The
800 presentation is very detailed and includes illustrated x-rays, CT scans and arteriograms that depict chest
801 anatomy and clinical representations of various trauma related chest abnormalities. Included in the
802 discussion are detailed treatment guidelines and a comprehensive chart that aids in the diagnosis of
803 various trauma related complications.

- 804 • 16,000 words / 200 words per minute = 80 minutes

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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- 805 • Assignment based on degree of difficulty = 40 minutes
- 806 • 26 question post test that meets the objectives = 26 minutes
- 807 Total CE hours assignment for 16,000 word presentation = 146 minutes
- 808 For this program the Office can assign 2.5 hours (146 minutes) of CE hour time/

Continuing Education Hour Determination Chart								
Length of Presentation	Minutes Assigned	Post Test	Total	Hours	Added Degree of Difficulty (DOD)	Total Hours	Post Test	Total with 20 Question Post Test and DOD
10,000 words	50	10	60	1.00	30	1.50	20	1.83
11,000 words	55	10	65	1.08	30	1.58	20	1.91
12,000 words	60	10	70	1.16	30	1.66	20	1.99
13,000 words	65	10	75	1.25	30	1.75	20	2.08
14,000 words	70	10	80	1.30	30	1.83	20	2.16
15,000 words	75	10	85	1.40	30	1.91	20	2.24
16,000 words	80	10	90	1.50	30	2.00	20	2.33
17,000 words	85	10	95	1.58	30	2.08	20	2.41
18,000 words	90	10	100	1.60	30	2.16	20	2.49
19,000 words	95	10	105	1.75	30	2.25	20	2.58
20,000 words	100	10	110	1.83	30	2.33	20	2.66
21,000 words	105	10	115	1.91	30	2.41	20	2.74
22,000 words	110	10	120	2.00	30	2.50	20	2.83
23,000 words	115	10	125	2.08	30	2.58	20	2.91
24,000 words	120	10	130	2.16	30	2.66	20	2.99
25,000 words	125	10	135	2.25	30	2.75	20	3.08
26,000 words	130	10	140	2.33	30	2.83	20	3.16
27,000 words	135	10	145	2.41	30	2.91	20	3.24
28,000 words	140	10	150	2.50	30	3.00	20	3.33

809
810 III. Pedagogical Elements for online (web-based) CE Programs

811 a. Pedagogical elements are a way to define structures or units of education material. For
812 example, these could be: a lesson; an assignment; a multiple choice test or a quiz' a discussion
813 group; or a case study. Pedagogical elements would not include: textbooks; web pages, video
814 conferences or a podcast.

815 i. When beginning to create web-based programming, the pedagogical approaches need
816 to be evaluated. Simple pedagogical approaches make it easy to create content, but
817 lack flexibility, richness and downstream functionality.

818 ii. On the other hand, complex pedagogical approaches can be difficult to setup and
819 slow to develop, though they have the potential to provide more engaging learning
820 experiences for students. Somewhere between these extremes is an ideal pedagogy

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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821 that allows a particular educator to effectively create educational materials while
822 simultaneously providing the most engaging educational experiences for students.

823 iii. Some of the various pedagogical approaches for web-based programming include:

824 (a) **Instructional Design** is the practice of arranging media and content to help
825 learners and teachers transfer knowledge most effectively. The process consists
826 broadly of determining the current state of learner understanding, defining the
827 end goal of instruction, and creating some media-based “intervention” to assist
828 in the transition. Ideally the process is informed by pedagogically tested
829 theories of learning and may take place in student-only, teacher-led or
830 community-based settings. The outcome of this instruction may be directly
831 observable and scientifically measured or completely hidden and assumed.

832 (b) **Laurillard’s Conversational Model** The conversational approach to learning
833 and teaching is slightly different from other. This model is based on discussion
834 of the teaching/learning system. While this is a feature of some of the
835 humanistic approaches, they are largely interested in the values underpinning
836 teacher/learner interaction. Other approaches focus on learning as an attribute
837 of the learner (as the person who is changed by the experience), and separate
838 out the teaching as simply a process of facilitation, a means to an end.

839 (c) The **conversational approach** looks at the on-going learner-teacher
840 interaction, and particularly in Laurillard’s model, at the process of negotiation
841 of views of the subject which takes place between them in such a way as to
842 modify the learner’s perceptions. From this a set of criteria has been developed
843 for the judgment of teaching/learning systems, particularly those based on
844 educational technology.

845 (d) **Cognitive perspective** focuses on the cognitive processes involved in
846 learning as well as how the brain works. This approach examines internal
847 mental processes, such as creativity, perception, thinking, problem solving,
848 memory, and language. Cognitive psychologists are interested in how a person
849 understands, diagnoses, and solves a problem, concerning themselves with the
850 mental processes that mediate between stimulus and response.

851 (e) **Emotional perspective** focuses on the emotional aspects of learning, such as
852 motivation, engagement, fun, etc.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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- 853 (f) **Behavioral perspective** focuses on the skills and behavioral outcomes of the
- 854 learning process. Role-playing and application to on-the-job settings.

- 855 (g) **Contextual perspective** focuses on the environmental and social aspects
- 856 which can stimulate learning. Interaction with other people, collaborative
- 857 discovery and the importance of peer support as well as pressure.

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1423	Regulatory Authority: 12VAC5-31-1423
Title: Course Announcement Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

869 **12VAC5-31-1423. Course announcement requirements.**

870 A. BLS certification courses and continuing education programs that award Category 1 (required)
871 continuing education credits shall be announced by an EMT instructor or EMS education coordinator. An
872 EMT instructor or EMS education coordinator shall be present in the classroom at all times except:

- 873 1. In courses offered by the Office of EMS accredited programs, or
- 874 2. In BLS continuing education programs.

875 B. ALS certification courses and continuing education programs that award Category 1 (required)
876 continuing education credits shall be announced by an ALS coordinator or EMS education coordinator.

877

878 **TPAM Policy 1423**

879 A. Course Coordinator - Every basic or advanced life support training program leading to the awarding
880 of certification or continuing education (CE) credit from the Office must have a designated Course
881 Coordinator.

882 1. A Virginia certified Education Coordinator must serve as the Course Coordinator for all BLS or
883 ALS Initial training courses.

884 a) An Education Coordinator can only announce Initial Training Courses at or below their
885 level of Provider Certification.

886 i. Upon certifying at a higher provider level, an Education Coordinator cannot
887 announce or coordinate Initial Training Courses or Continuing Education Courses
888 at that level for one (1) year.

889 b) ALS Initial Certification Courses at the Advanced EMT, Intermediate or Paramedic
890 Level must be announced by the Education Coordinator serving as the Program Director
891 of an approved State or National CoAEMSP Accredited Program.

892 2. A Virginia certified Education Coordinator or EMT Instructor must serve as the Course
893 Coordinator for all BLS continuing education programs that award Required (Category 1)
894 continuing education credits.

895 a) This requirement for a certified Education Coordinator or EMT-Instructor does not
896 apply to continuing education programs that have a standardized curriculum and a

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1423	Regulatory Authority: 12VAC5-31-1423
Title: Course Announcement Requirements	
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897 nationally recognized parent organization that provides oversight for program
898 administration. The Office will maintain a listing of recognized programs—See
899 explanation next to 12VAC5-31-1415—which fulfill this requirement.

900 b) This requirement for a certified Education Coordinator or EMT-Instructor does not
901 apply to awarding Required (Category 1) continuing education credits for specified
902 topics in ALS programs that the Office has recognized as identical in content to the
903 equivalent BLS program.

904 3. A Virginia certified Education Coordinator or endorsed ALS Coordinator must serve as the
905 Course Coordinator for all ALS continuing education programs that award Required (Category 1)
906 continuing education credits.

907 a) An ALS Coordinator cannot announce or coordinate any course that awards BLS
908 REQUIRED (Category 1) continuing education credits except for specified topics in BLS
909 programs that the Office has recognized as identical in content to the equivalent ALS
910 program.

911 b) This requirement for an Education Coordinator or ALS Coordinator does not apply to
912 Virginia OEMS recognized auxiliary programs— See explanation next to 12VAC5-31-
913 1415—which fulfill this requirement.

914 4. Training programs that award only Approved (Category 2) continuing education credits may
915 be coordinated by any individual who possesses specific education and experience that makes
916 them knowledgeable of the EMS related subject matter to be presented. Continuing education
917 credits for these programs will be determined and assigned by the Office.

918 **5. Announcing Web Based CE Courses to the Office**

919 a) In order for electronic CE records to be processed by the Office and appropriately
920 applied to each provider’s CE Report, a course must be established in the system. In
921 order to generate a course, the Office must receive a separate course announcement
922 for each program offered.

923 b) OEMS Approved 3rd Party CE Vendors must:

924 i. Submit a Course Approval Request Form (EMS TR-01-WEB),

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1425	Regulatory Authority: 12VAC5-31-1425
Title: EMT-Instructor, ALS Coordinator, or EMS Education Coordinator Responsibilities as Employee or Contractor	
Date of Issue: March 24, 2016	Effective Date: TBD

939 **12VAC5-31-1425. EMT instructor, ALS coordinator, or EMS education coordinator responsibilities as**
940 **employee or contractor.**

941 A. An EMT instructor, ALS coordinator, or EMS education coordinator conducting training programs as
942 an employee or contractor for any other person as defined in § 1-230 of the Code of Virginia, whether or
943 not for profit, shall retain responsibility for compliance with the Office of EMS regulations.

944 B. Any other person as defined in § 1-230 of the Code of Virginia who operates an organization for the
945 purpose of providing an EMS training program that employs or contracts with an EMT instructor, ALS
946 coordinator, or EMS education coordinator to conduct a training program may not vary from or direct
947 the EMT instructor, ALS coordinator, or EMS education coordinator to vary from compliance with Office
948 of EMS regulations.

949

950 **TPAM Policy 1425**

951 *Policy reflected in regulation.*

DRAFT
Pending EMS Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1427	Regulatory Authority: 12VAC5-31-1427
Title: Course Approval Request Submission	
Date of Issue: March 24, 2016	Effective Date: TBD

952 **12VAC5-31-1427. Course approval request submission.**

953 A. An EMT instructor, ALS coordinator, or EMS education coordinator shall submit a course approval
954 request in a format approved by the Board of Health prior to the beginning date of a certification or
955 continuing education course.

956 1. Any approved course requesting funding through the EMS training fund requires that the course
957 approval request and funding contract must be post marked or received, and date and time stamped, by
958 the Office of EMS no less than 45 days prior to the begin date for the course.

959 2. Courses shall not start prior to receiving course number and topic or topics from the Office of EMS.

960 B. The EMT instructor, ALS coordinator, or EMS education coordinator shall use only those topic
961 numbers assigned for the course as approved by the Office of EMS.

962

963 **TPAM Policy 1427**

964 A. A Course Coordinator must submit to the Office and have received approval of a completed [Course](#)
965 [Approval Request form \(TR-01\)](#) before the beginning date of a certification or continuing education
966 course that includes the following:

967 1. The signature of:

968 a. An education coordinator for any BLS initial certification program or CE

969 b. An accredited program director for any ALS initial certification program

970 c. An education coordinator or ALS coordinator for any ALS CE

971 2. The signature of the Physician Course Director if requesting a BLS or ALS certification program
972 or "Required (Category 1") CE hours for a program not exempt from this requirement under
973 12VAC 5-31-1423

974 3. Completed and approved Course Approvals are made available through the EMS Portal.

975 B. The Office will review the Course Approval Request and assign the program a unique Course Number.
976 This Course Number will be recorded on the original Course Approval Request form and this information
977 will be provided to the Course Coordinator. This Course Number will be used to identify the particular
978 program throughout the instruction and/or examination process.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1427	Regulatory Authority: 12VAC5-31-1427
Title: Course Approval Request Submission	
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979 1. The Course Coordinator will be sent a list of the continuing education topic and sub-topic
980 numbers assigned for the content of the course. The Course Coordinator must review this list
981 for accuracy and must use only those topics assigned for the particular course when completing
982 student CE records/cards.

983 **2. OEMS Approved 3rd Party CE Vendors must:**

- 984 a. Submit a Course Approval Request Form (EMS TR-01-WEB),
 - 985 i. This form must be submitted to the Office of EMS at least 45 days in advance
986 of the launch of the planned course.
- 987 b. Complete a separate form for each course.
- 988 c. A Web-based CE Course Hour Designation spreadsheet must also accompany the
- 989 Course Approval Request form.

990 **3. Agency/Institutional/Regional Based Learning Management Systems (LMS) must:**

- 991 a. Submit a Course Approval Request Form (EMS TR-01-INST),
 - 992 i. This form must be submitted by either a Certified EMT-Instructor or an
993 Endorsed ALS-Coordinator.
 - 994 ii. This form must be submitted to the Office of EMS at least 45 days in advance
995 of the launch of the planned course. - 996 iii. Complete a separate form for each course.
- 997 b. A Web-based CE Course Hour Designation spreadsheet must also accompany the
- 998 Course Approval Request form.

999 **4. Mandatory Course Components for Online and web-based CE programs.**

- 1000 a. The following components are required - at a minimum – in order for an online, web-
1001 based course to be approved by the Office to receive Category 1 continuing education
1002 (CE) credit via a learning management system (LMS)
 - 1003 i. An opening page listing the following:
 - 1004 (a) Course Name

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
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- 1005 (b) Length of program (Number of CE hours awarded)
- 1006 (c) Area numbers and category credit (BLS and ALS)
- 1007 (d) Include a disclaimer that informs the student of whom to contact
- 1008 with regard to CE errors and program concerns.
- 1009 ii. A page listing objectives (minimum 3 objectives, prefer 5 per hour credit)
- 1010 iii. Body of Presentation (can be made up of the following)
- 1011 (a) Lesson Outline
- 1012 (b) PowerPoint™ (voice over preferred)
- 1013 (c) Video Streaming
- 1014 (d) Scenarios
- 1015 (e) Grand Rounds
- 1016 iv. An Evaluation Component (test/quiz) is required.
- 1017 (a) The evaluation tool must:
- 1018 (i) Have a 15-20 question pool
- 1019 (ii) At a minimum the evaluation must have 10 randomly
- 1020 selected questions from the question pool.
- 1021 (iii) Be graded (Minimum passing score is 70% (can be higher if
- 1022 the program chooses).
- 1023 v. Summary page informing the student about their pass/fail status.
- 1024 (a) Credits
- 1025 (i) Who developed the program
- 1026 (ii) Contact information for follow-up questions.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1427	Regulatory Authority: 12VAC5-31-1427
Title: Course Approval Request Submission	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1027 5. In order for electronic CE records to be processed by the Office and appropriately applied to
1028 each provider’s CE Report, a course must be established in the system. In order to generate a
1029 course, the Office must receive a separate course announcement for each program offered.
- 1030 6. OEMS Approved 3rd Party CE Vendors must:
- 1031 a. Submit a Course Approval Request Form (EMS TR-01-WEB),
 - 1032 i. This form must be submitted to the Office of EMS at least 45 days in advance
1033 of the launch of the planned course.
 - 1034 b. Complete a separate form for each course.
 - 1035 c. A Web-based CE Course Hour Designation spreadsheet must also accompany the
1036 Course Approval Request form.
- 1037 7. Agency/Institutional/Regional Based Learning Management Systems (LMS) must:
- 1038 a. Submit a Course Approval Request Form (EMS TR-01-INST),
 - 1039 i. This form must be submitted by either a Certified EMT-Instructor or an
1040 Endorsed ALS-Coordinator.
 - 1041 ii. This form must be submitted to the Office of EMS at least 45 days in advance
1042 of the launch of the planned course.
 - 1043 iii. Complete a separate form for each course.
 - 1044 b. A Web-based CE Course Hour Designation spreadsheet must also accompany the
1045 Course Approval Request form.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1433	Regulatory Authority: 12VAC5-31-1433
Title: Instructor Participation Records	
Date of Issue: March 24, 2016	Effective Date: TBD

1091

12VAC5-31-1433. Instructor participation records.

1092 The EMT instructor, ALS coordinator, or EMS education coordinator shall maintain the following
1093 information: instructor/provider level, subject taught, and participation of each certified EMT instructor,
1094 ALS course coordinator, EMS education coordinator, or other individual who instructs in the program.

1095

1096

TPAM Policy 1433

1097 I. Team Instruction - The Office encourages the concept of team-instruction. Therefore, an Education
1098 Coordinator or EMT-Instructor may team-up with other Instructors in the presentation of any approved
1099 course.

1100 II. The Course Coordinator must maintain records of attendance, instructor provider level, subject
1101 taught and participation of each certified Education Coordinator, EMT Instructor, ALS Coordinator or
1102 other individual who instructs in the program on OEMS designated forms.

1103 III. For approved courses, documentation of teaching hours must be submitted to the Office for each
1104 Education Coordinator participating in the program to award teaching hour credit.

1105 IV. CE Scancards used to record an Education Coordinator or EMT-Instructor's instruction of an approved
1106 program should be submitted using Level "F" and Category "6" (EMT Instruction). The Course
1107 Coordinator should mark the "A" bubble on the right side of the CE scancard to indicate the number of
1108 hours of instruction provided (up to 36 hours per scancard). Multiple scancards may be submitted for a
1109 single course as needed using the assigned Course Number and a different Topic Number for each
1110 scancard.

1111 V. The CE Scanners may be used in place of CE scancard submission.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1435	Regulatory Authority: 12VAC5-31-1435
Title: Student Records for Certification Courses	
Date of Issue: March 24, 2016	Effective Date: TBD

1112

12VAC5-31-1435. Student records for certification courses.

1113

A. The EMT instructor, ALS coordinator, or EMS education coordinator shall maintain records of class dates, topics instructed, attendance and performance for all students attending a certification course.

1114

1115

B. Student records shall be maintained in accordance with the Virginia Public Records Act (Chapter 7 (§ 42.1-76 et seq.) of Title 42.1 of the Code of Virginia) from the end date of the program and shall include but not be limited to:

1116

1117

1118

1. Signed student acknowledgment forms collected upon completion of review of the appropriate BLS or ALS enrollment requirements.

1119

1120

2. Student signed class rosters.

1121

3. Scores on all course quizzes, exams, and other didactic knowledge or practical skill evaluations.

1122

4. Skill proficiency records in a format as approved by the Office of EMS:

1123

a. For BLS programs, BLS individual age and clinical and skill performance verification information in a format as approved by the Office of EMS.

1124

1125

b. For ALS coordinator or EMS education coordinator programs, on forms or documents as approved by the ALS coordinator, EMS education coordinator, or an accredited program.

1126

1127

5. All hospital or field internship activities including dates, locations, competencies performed, student evaluations, preceptor name and certification level as applicable.

1128

1129

6. All corrective or disciplinary actions taken during the training program to include dates, findings supporting the need for corrective or disciplinary action, and all applicable details of steps taken to determine the degree and nature of the actions taken.

1130

1131

1132

7. Copy of the course student disposition report (CSDR).

1133

8. All other records requested to be maintained by the PCD or OMD for the program.

1134

9. Any other records or reports as required by the Office of EMS.

1135

1136

TPAM Policy 1435

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1435	Regulatory Authority: 12VAC5-31-1435
Title: Student Records for Certification Courses	
Date of Issue: March 24, 2016	Effective Date: TBD

1137 B. When the Virginia Public Records Act Va. Code §42.1-76, specifies that records may be destroyed, the
1138 Office of EMS requires that the following records, at a minimum, be maintained indefinitely:

1139 1. Required summary completion records for BLS programs include:

- 1140 a) Full course name/type of course
- 1141 b) Course begin and end dates
- 1142 c) Student's name and certification number
- 1143 d) Student Age Verification, if applicable
- 1144 e) CPR verification
- 1145 f) Number of hours of training completed in each of the major topic areas of the
1146 program
- 1147 g) Verification of skill completion
- 1148 h) Student disposition (pass, failed, withdrawal or incomplete)
- 1149 i) Copy of the Course approval with verified printed names and signatures of
1150 Education Coordinator or EMT Instructor and the program's PCD
- 1151 j) For accredited EMT programs, competency tracking documents
- 1152 k) Records for completion of clinical/field internship

1153 2. Required summary completion records for ALS programs include:

- 1154 a) Full course name/type of course
- 1155 b) Course begin and end dates
- 1156 c) Student's name and certification number
- 1157 d) Student Age Verification
- 1158 e) Verification of high school graduation/GED or college transcript
- 1159 f) Number of hours of training completed in each of the major topic areas of the
1160 program

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1435	Regulatory Authority: 12VAC5-31-1435
Title: Student Records for Certification Courses	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1161 g) Verification by number of skills/competencies successfully completed
- 1162 h) Student disposition (pass, failed, withdrawal or incomplete)
- 1163 Copy of the Course approval with verified printed names and signatures of the Education Coordinator or
- 1164 ALS Coordinator and the program's PCD

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Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1437	Regulatory Authority: 12VAC5-31-1437
Title: Continuing Education Record Submission	
Date of Issue: March 24, 2016	Effective Date: TBD

1165 **12VAC5-31-1437. Continuing education record submission.**

1166 The course coordinator shall submit the CE records in a format approved by the Office of EMS within 15
1167 days of the student's attendance.

1168

1169 **TPAM Policy 1437**

1170 The course coordinator should make every effort to submit CE as soon as possible, especially in
1171 situations when advised by the provider of impending certification expiration; but never greater than 15
1172 days from the date CE was obtained.

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1439	Regulatory Authority: 12VAC5-31-1439
Title: Verification of Student Course Completion	
Date of Issue: March 24, 2016	Effective Date: TBD

1173 **12VAC5-31-1439. Verification of student course completion.**

1174 Verification of student eligibility on the Course Student Disposition Record by the EMT instructor, ALS
1175 coordinator, or EMS education coordinator for certification testing requires that each student
1176 successfully complete a certification program that meets the competency and performance
1177 requirements contained within the applicable course requirements and all other guidelines and
1178 procedures for the course and state certification testing eligibility.

1179

1180 **TPAM Policy 1439**

1181 I. A student marked as 'pass' on the CSDR indicates they have completed at a minimum all state and
1182 course requirements as set forth by OEMS, the course coordinator and PCD to include, but not limited
1183 to:

- 1184 1. Didactic components
- 1185 2. Lab components
- 1186 3. Clinical components
- 1187 4. Minimum GPA

1188 II. Upon reaching the course end date all students shall have a disposition selected on the CSDR.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1441	Regulatory Authority: 12VAC5-31-1441
Title: Communications with PCD or OMD	
Date of Issue: March 24, 2016	Effective Date: TBD

1189

12VAC5-31-1441. Communications with PCD or OMD.

1190 A. The EMT instructor, ALS coordinator, or EMS education coordinator shall inform the PCD or OMD of
1191 the progress of the training program to include:

1192 1. Any program schedule changes.

1193 2. Individual student performances.

1194 3. Any student or instructor complaints.

1195 4. The general progress of program activities.

1196 B. The EMT instructor, ALS coordinator, or EMS education coordinator will assist the PCD or OMD with
1197 fulfillment of their course duties as required by Office of EMS regulations.

1198

1199 **TPAM Policy 1441**

1200 This communication shall be ongoing throughout the course, at a minimum at the beginning, midterm
1201 and to obtain final approval to allow the candidate to sit for certification testing.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1443	Regulatory Authority: 12VAC5-31-1443
Title: Alternative Course Presentation Format	
Date of Issue: March 24, 2016	Effective Date: TBD

1230

1231

TPAM Policy 1443

1232 I. Web-based Continuing Education Programs

1233 a. 3rd Party Vendor Approval – For-profit (see 12VAC5-31-1405)

1234 b. Agency Based Learning Management Systems (LMS) Approval see 12VAC5-31-1405

1235 II. Definitions:

1236 a. Synchronous e-learning – learning commonly supported by media such as videoconferencing
1237 and chat, has the potential to support e-learners in the development of learning communities.

1238 b. Asynchronous e-learning – learning commonly facilitated by media such as e-mail and
1239 discussion boards, supports work relations among learners and with teachers, even when
1240 participants cannot be online at the same time.

1241 Non-compliance with these polices shall result in the continuing education credits being considered as
1242 invalid.

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1445	Regulatory Authority: 12VAC5-31-1445
Title: Course Scheduling	
Date of Issue: March 24, 2016	Effective Date: TBD

1243

12VAC5-31-1445. Course scheduling.

1244

Courses schedules shall reflect the minimum hours for the course of instruction of all required lessons of the program's curriculum prior to the course end date as approved by the Office of EMS.

1246

1247

TPAM Policy 1445

1248

I. Didactic hours shall be determined by the education coordinator in conjunction with the physician course director (PCD) to identify entry level competency.

1249

1250

II. Lab hours shall be determined by the education coordinator in conjunction with the physician course director (PCD) to identify entry level competency.

1251

1252

III. ALS

1253

a. Hospital and Field Clinical component shall comply with the [minimum hour requirements and patient competencies as defined by the Office of EMS.](#)

1254

1255

b. Field team leader component shall comply with the [minimum hour requirements and patient competencies as defined by the Office of EMS.](#)

1256

1257

IV. BLS

1258

a. Field team leader component shall comply with the [minimum patient contacts as defined by the Office of EMS.](#)

1259

1260

b. 50% of the minimum patients contacts can be obtained through scenarios utilizing advanced simulation mannequins or standardized programmed patients.

1261

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1447	Regulatory Authority: 12VAC5-31-1447
Title: Maximum BLS or ALS Course Enrollment	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1262 **12VAC5-31-1447. Maximum BLS or ALS course enrollment.**
- 1263 A. Initial and bridge certification course size shall be limited to a maximum of 30 enrolled students.
- 1264 1. Additional students seeking continuing education credit may be admitted as reasonably allowed by
- 1265 facility size and instructional staff availability.
- 1266 2. The group size for practical or lab skill sessions shall not exceed six students per instructor aide (6:1
- 1267 ratio).
- 1268 B. Office of EMS accredited institutions or organizations may exceed the maximum of 30 enrolled
- 1269 students, with demonstrated resources to meet class size. The group size for practical or lab skill
- 1270 sessions shall not exceed six students per instructor aide (6:1 ratio).
- 1271
- 1272 **TPAM Policy 1447**
- 1273 *Policy references regulation.*

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1449	Regulatory Authority: 12VAC5-31-1449
Title: Lesson Instructors	
Date of Issue: March 24, 2016	Effective Date: TBD

1274

12VAC5-31-1449. Lesson instructors.

1275 A. In addition to the lead instructor for each lesson, arrangements must be made to provide for
1276 instructor aides to assist in all practical skill sessions. Instructor aides shall be providers certified at or
1277 above the level of instruction.

1278 B. Course coordinators who are certified EMTs may be used for instruction of basic skill stations in
1279 advanced life support programs. Basic skills are those procedures not requiring invasive activities or use
1280 of ALS equipment.

1281

1282

TPAM Policy 1449

1283 A. Instructor Selection - Education Coordinators, EMT Instructors and ALS Coordinators are authorized to
1284 instruct any or all portions of the applicable BLS or ALS certification courses at or below their current
1285 certification levels. In non-clinical subjects the Course Coordinator may use qualified experts such as
1286 law enforcement and communications personnel. Assisting instructors must be familiar with the lesson
1287 plans and objectives for the topic in advance of their instruction.

1288 1. For BLS programs leading to initial Emergency Medical Responder or EMT certification, an
1289 Education Coordinator must be present to insure that proper and complete instruction is
1290 provided for each lesson topic, with the exception of accredited BLS programs.

1291 2. An Education Coordinator or EMT instructor is not required to be present for Category 1 BLS
1292 Continuing Education classes but they must have an Education Coordinator as the course
1293 coordinator unless it is an exempted program- see explanation of 12VAC 5-31-1423.

1294 B. Psychomotor Instructors - In addition to the lead instructor for each lesson, arrangements must be
1295 made to provide for sufficient instructor aides to assist in all psychomotor skill sessions of each course.
1296 If certified Education Coordinators or EMT Instructors or ALS Coordinators are not available, providers
1297 certified at the level of the program being conducted (EMT, Advanced EMT, Intermediate, and
1298 Paramedic) or related healthcare certification/licensure may be utilized as assistants.

1299 1. Certified EMT's who are Education Coordinators or EMT-Instructors may be used for
1300 instruction of basic skill stations in advanced life support programs. Basic psychomotor skills are
1301 those procedures not requiring invasive activities or use of Advanced Life Support equipment.
1302 Basic skills include:

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1450	Regulatory Authority: 12VAC5-31-1450
Title: (Repealed)	
Date of Issue: March 24, 2016	Effective Date: TBD

1308

12VAC5-31-1450. (Repealed.)

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1310

TPAM Policy 1450

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1451	Regulatory Authority: 12VAC5-31-1451
Title: Course Monitoring	
Date of Issue: March 24, 2016	Effective Date: TBD

1311

12VAC5-31-1451. Course monitoring.

1312

All programs and courses approved for issuance of certification or award of continuing education shall allow unannounced monitoring by the Office of EMS. Failure to comply with such course monitoring may result in the following disciplinary actions to include, but not be limited to:

1313

1314

1315

1. Revocation of the training program's course approval.

1316

2. Suspension or revocation of the training program's authority to award continuing education credits.

1317

3. Revocation of the enrolled student's eligibility for certification testing.

1318

4. Suspension or revocation of the EMS instructor, ALS-coordinator, or EMS educational coordinator.

1319

1320

TPAM Policy Number

1321

Policy reflected in regulation.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1453	Regulatory Authority: 12VAC5-31-1453
Title: EMT Instructor, ALS Coordinator, and EMS Educational Coordinator Responsibilities for Initial Student Testing	
Date of Issue: March 24, 2016	Effective Date: TBD

1322 **12VAC5-31-1453. EMT instructor, ALS coordinator, and EMS educational coordinator responsibilities**
1323 **for initial student testing.**

1324 A. An EMT instructor or EMS education coordinator for BLS programs shall ensure the following for
1325 documentation of eligibility for certification testing:

1326 1. Submit a completed Course Student Disposition Report (CSDR) in a manner as prescribed by the Office
1327 of EMS.

1328 2. Maintain with the course materials the completed individual parental permission form for students
1329 between 16 and 18 years of age on the beginning date of the course.

1330 3. Maintain with the course materials the original copy of the completed and signed Basic Life Support
1331 Individual Age, Clinical and Skill Performance Verification Record.

1332 B. An ALS coordinator or EMS education coordinator coordinating ALS programs shall submit the CSDR
1333 for certification testing eligibility.

1334

1335

TPAM Policy 1453

1336 Submission of the CSDR enables the candidate to complete their Psychomotor Testing

1337 The Course Coordinator must also pass them in the NREMT Portal to allow them to receive their ATT
1338 letter.

1339 Course Coordinators shall ensure prior to the end of the course:

1340 a. Students have logged into their Virginia EMS Portal AND;

1341 b. Created an Account and Application with the National Registry.

Notes: (please include lines numbers for reference)

1342

Article 4 Certification Testing

1343

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Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1454	Regulatory Authority: 12VAC5-31-1454
Title: Admission to Certification Test	
Date of Issue: March 24, 2016	Effective Date: TBD

1344

12VAC5-31-1454. Admission to certification test.

1345

A. The person desiring to take the certification examination must present the following:

1346

1. The Virginia certification eligibility letter.

1347

2. Current government issued photo identification.

1348

3. If a retest, the latest testing results.

1349

B. The person desiring to take the certification examination must be registered for the test site.

1350

1351

TPAM Policy 1454

1352

The complete policy listed can be found in the [Psychomotor Examination Guide \(PEG\)](#).

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1455	Regulatory Authority: 12VAC5-31-1455
Title: Certification Testing Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

1353

12VAC5-31-1455. Certification testing requirements.

1354

A. An Office of EMS written and practical examination process is required by the following:

1355

1. Any candidate who completes an initial program at the following levels:

1356

a. First Responder/EMR.

1357

b. Emergency Medical Technician.

1358

c. Emergency Medical Technician-Enhanced.

1359

d. Advanced EMT.

1360

e. Intermediate provided National Registry no longer tests at this level.

1361

2. Any candidate who is challenging the certification level.

1362

3. Any certified EMS provider who received his current certification through legal recognition.

1363

4. Any candidate who is in reentry for First Responder or Emergency Medical Technician.

1364

B. An Office of EMS written examination only is required for the following:

1365

1. Any provider who recertifies prior to his certification expiration except those who received his current certification through legal recognition.

1366

1367

2. Any candidate who is in reentry for EMT-Enhanced, Advanced EMT, Intermediate and Paramedic.

1368

1369

TPAM Policy 1455

1370

The Office of EMS exam includes:

1371

- a written exam which will be the National Registry Cognitive Exam

1372

- a psychomotor exam which will be:

1373

- for BLS - an Office of EMS accepted examination

1374

- for ALS - a National Registry administrated examination

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1457	Regulatory Authority: 12VAC5-31-1457
Title: General Description of Certification Examination	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1401 ii. A scheduled test attempt in which the candidate does not show or cancel in the
- 1402 prescribed time-frame will count as the first paid attempt.

- 1403 b. Initial Certification Testing

- 1404 i. Emergency Medical Responder/Emergency Medical Technician

- 1405 (a.) The candidate must:
- 1406
 - First pass the Virginia psychomotor examination.
- 1407 (a) Candidates must initiate state psychomotor certification testing
- 1408 within 180 days of the course end date.

- 1409
 - Then pass the National Registry of EMT's (NREMT) cognitive
 - 1410 examination.
- 1411 (a) Access to the National Registry of EMT's (NREMT) cognitive
- 1412 examination will be issued following successful completion of the
- 1413 Virginia psychomotor examination.

- 1414 c. Reentry Certification Testing

- 1415 i. Emergency Medical Responder/ Emergency Medical Technician

- 1416 (a.) Reentry candidates must complete the Virginia psychomotor skills practical
- 1417 and the National Registry cognitive examination.

- 1418 (b.) The exams may be taken in any order.

- 1419 (c.) The reentry candidate is responsible for all testing fees.

- 1420 d. Challenge Testing

- 1421 i. Challenge candidates must complete the Virginia psychomotor skills practical and the
- 1422 National Registry cognitive examination.

- 1423 (a.) The exams may be taken in any order.

- 1424 (b.) The challenge candidate is responsible for all testing fees.

- 1425 e. Legal Recognition Testing

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1457	Regulatory Authority: 12VAC5-31-1457
Title: General Description of Certification Examination	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1426 i. Legal Recognition candidates must complete the Virginia psychomotor skills practical
- 1427 and the National Registry cognitive examination.

- 1428 (a.) The exams may be taken in any order.
- 1429 (b.) The challenge candidate is responsible for all testing fees.

- 1430 f. Maximum Allowed Testing Period – All test attempts must be completed by:

- 1431 i. All state psychomotor certification testing series must be completed within 365 days
- 1432 from the date of the primary certification test attempt (e.g. first test date). Failure to
- 1433 complete this process within this 365-day period will require the Candidate to repeat an
- 1434 entire initial basic training program before any additional testing may be attempted at
- 1435 this certification level.

- 1436 ii. All National Registry cognitive exam attempts must be completed within 2 years of
- 1437 the course end date.

- 1438 II. ALS Initial Certification

- 1439 a. ALS initial certification programs are the Advanced Emergency Medical Technician,
- 1440 Intermediate and Paramedic.

- 1441 b. Advanced Life Support – Students/Candidates

- 1442 ii. Advanced Emergency Medical Technician (AEMT)

- 1443 1) Students in Virginia Office of EMS accredited AEMT courses shall be required
- 1444 to complete the National Registry of EMT’s (NREMT) cognitive and psychomotor
- 1445 examination. See 12VAC5-31-1467 and 12VAC5-31-1469.

- 1446 2) AEMT testing follows the guidelines established by the National Registry of
- 1447 EMT’s

- 1448 iii. Intermediate

- 1449 1) Students in Virginia Office of EMS accredited Intermediate courses shall be
- 1450 required to complete the National Registry of EMT’s (NREMT) cognitive and
- 1451 psychomotor examination for Virginia Certification only. See 12VAC5-31-1467
- 1452 and 12VAC5-31-1469.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1457	Regulatory Authority: 12VAC5-31-1457
Title: General Description of Certification Examination	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1453 2) Intermediate testing follows the guidelines established by the National
- 1454 Registry of EMT's

- 1455 iv. Paramedic

- 1456 1) Students in Virginia Office of EMS accredited Paramedic courses shall be
- 1457 required to complete the National Registry of EMT's (NREMT) cognitive and
- 1458 psychomotor examination. See 12VAC5-31-1467 and 12VAC5-31-1469.

- 1459 2) Paramedic testing follows the guidelines established by the National Registry
- 1460 of EMT's

- 1461 c. Advanced Life Support – Reentry

- 1462 ii. Advanced Emergency Medical Technician (AEMT) providers whose AEMT is in reentry
- 1463 shall be required to complete the National Registry of EMT's (NREMT) Advanced EMT
- 1464 cognitive assessment examination.

- 1465 iii. Intermediate Virginia EMS providers in reentry shall be required to complete the
- 1466 National Registry of EMT's (NREMT) Intermediate cognitive assessment examination.

- 1467 iv. Paramedic Virginia EMS providers in reentry shall be required to complete the
- 1468 National Registry of EMT's (NREMT) Paramedic cognitive assessment examination.

- 1469 v. Maximum Allowed Testing Period – All certification testing series must be completed
- 1470 within twelve (12) months from the date of the primary certification test attempt (e.g.
- 1471 first test date). Failure to complete this process within this twelve (12) month period will
- 1472 require the Candidate to repeat an entire initial basic training program or applicable
- 1473 bridge course before any additional testing may be attempted at this certification level.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1461	Regulatory Authority: 12VAC5-31-1461
Title: Prohibition of Oral Examinations	
Date of Issue: March 24, 2016	Effective Date: TBD

1481 **12VAC5-31-1461. Prohibition of oral examinations.**

1482 A certification candidate may not use another person or any electronic or mechanical means to translate

1483 written certification examination material into an audible, tactile, or visual format.

1484

1485 **TPAM Policy 1461**

1486 Cognitive accommodations are issued by the National Registry of EMTs not the Office of EMS.

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Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1463	Regulatory Authority: 12VAC5-31-1463
Title: Candidates Requirements for State Recertification	
Date of Issue: March 24, 2016	Effective Date: TBD

1487 **12VAC5-31-1463. Candidates requirements for state recertification.**

1488 A. This section shall apply to individuals requesting state recertification who hold current certification at
1489 or below the level requested to be recertified (excluding those who gained their current certification
1490 through legal recognition).

1491 B. Students requesting recertification must demonstrate eligibility as evidenced by completion of the
1492 continuing education requirements for the corresponding recertification program for the level to be
1493 recertified. Evidence of completion for the continuing education requirements shall be received by the
1494 Office of EMS in an approved method prior to certification expiration for the provider to be classified in
1495 current provider status.

1496

1497 **TPAM Policy 1463**

1498 A. In order to receive eligibility to recertify in Virginia, an EMS provider must demonstrate completion of
1499 the minimum continuing education requirements for the corresponding CE recertification program for
1500 the level to be recertified as evidenced by documentation on the provider's Virginia CE Report.

1501 1. Basic Life Support Continuing Education (CE) Requirements

1502 i. [BLS CE Requirements](#) can be found on the OEMS web page.

1503 2. Advanced Life Support Continuing Education (CE) Requirements

1504 i. [ALS CE Requirements](#) can be found on the OEMS web page.

1505 B. Documentation of all Continuing Education requirements to recertify must be received by the Office
1506 prior to the provider's expiration date.

1507 a. CE Scan cards must be received in our office by close of business on the last business day of
1508 the month.

1509 b. Electronic CE scan data must be received by 11:30pm on the last day of the month of the
1510 provider's certification expiration

1511 c. Any level provider or Education Coordinator, regardless of affiliation status, who receives
1512 recertification eligibility prior to their certification expiration, will automatically be recertified
1513 during the month of their certification expiration. If the last continuing education (CE) is
1514 received in the month of their expiration, the process will automatically recertify the

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1467	Regulatory Authority: 12VAC5-31-1467
Title: Basic and Advanced Life Support Written Examinations	
Date of Issue: March 24, 2016	Effective Date: TBD

1545 **12VAC5-31-1467. Basic and advanced life support written examinations.**

- 1546 A. All state written examinations shall be conducted by the Office of EMS.
- 1547 B. The Office of EMS standard for successful completion is defined as a minimum score of:
- 1548 1. 70% on all basic life support certification examinations.
- 1549 2. 80% on all EMT instructor and EMS education coordinator certification examinations.
- 1550 3. 85% on all EMT instructor and EMS education coordinator pretest examinations.
- 1551 4. 80% on all advanced life support certification examinations.

1552

1553 **TPAM Policy 1467**

1554 A. State Administered Written Examinations –

- 1555 1. All State written examinations must be conducted in a standardized and consistent manner
- 1556 following guidelines established by the Office in the following documents.
- 1557 a. [Psychomotor Examination Guide \(PEG\)](#)
- 1558 2. State Administered written exams include:
- 1559 a. Education Coordinator Cognitive
- 1560 b. Education Coordinator Recertification
- 1561 3. National Registry Written exams will be administered through Pearson Vue per Registry
- 1562 policy.

1563 B. Cognitive Examination Format

- 1564 1. Basic Life Support Certification Programs which are based upon the [Virginia EMS Education](#)
- 1565 [Standards \(VEMSES\)](#), requires candidates to complete the National Registry of EMT's (NREMT)
- 1566 cognitive examination.
- 1567 2. Advanced Life Support Certification Programs

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1467	Regulatory Authority: 12VAC5-31-1467
Title: Basic and Advanced Life Support Written Examinations	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1568 b. Students in a Virginia Office of EMS accredited AEMT course shall be required to
1569 complete the National Registry of EMT's (NREMT) AEMT cognitive examination.
- 1570 c. Students in a Virginia Office of EMS accredited Intermediate course shall be required
1571 to complete the National Registry of EMT's Intermediate 99 cognitive examination for
1572 state certification.
- 1573 d. Students in a Virginia Office of EMS accredited Paramedic course shall be required to
1574 complete the National Registry of EMT's (NREMT) Paramedic cognitive examination.
- 1575 3. National Registry of EMT's Administered Examinations - Written examinations administered for
1576 issuance of certification by the National Registry of Emergency Medical Technicians (NREMT) will be
1577 conducted in accordance with the policies and procedures established by that organization. Although
1578 Office of EMS may participate in National Registry of EMT's examination administration and utilize the
1579 results of these examinations as the basis for issuance of certain state certifications, the Office has no
1580 authority to alter, amend or override the decisions of the National Registry of EMT's in regard to its
1581 issuance or denial of certification.
- 1582 4. As of July 1, 2012, the state adopted the National Registry Cognitive examination passing criteria for
1583 the following levels:
- 1584 a. EMR
- 1585 b. EMT
- 1586 c. AEMT
- 1587 d. Intermediate
- 1588 e. Paramedic

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Basic and Advanced Life Support Practical Certification Examinations	
Date of Issue: March 24, 2016	Effective Date: TBD

1589 **12VAC5-31-1469. Basic and advanced life support practical certification examinations.**

1590 A. Practical examinations shall be conducted by the Office of EMS or as approved for accredited training
1591 programs.

1592 B. Candidates taking a practical examination conducted by the Office of EMS shall demonstrate
1593 proficiency on all practical stations required for the program level being tested. Grades of unsatisfactory
1594 will constitute failure of that station, requiring a retest.

1595 C. Candidates failing any practical station examination conducted by the Office of EMS will have an
1596 opportunity to retest the station or stations failed.

1597 D. If a primary retest is failed, the candidate examination conducted by the Office of EMS must complete
1598 the secondary retest requirements.

1599

1600 **TPAM Policy 1469**

1601 A. All psychomotor examinations must be conducted in a standardized and consistent manner following
1602 guidelines as established by:

1603 1. State Administered Psychomotor Examinations

1604 a. [Psychomotor Examination Guide \(PEG\)](#)

1605 2. State Administered psychomotor exams include:

1606 a. EMR

1607 b. EMT

1608 c. Education Coordinator

1609 3. The National Registry of EMT's (NREMT) Administered Examinations. NREMT psychomotor
1610 examinations administered for issuance of certification by the National Registry of Emergency
1611 Medical Technicians will be conducted in accordance with the policies and procedures
1612 established by that organization. Although Office of EMS may participate in National Registry of
1613 EMT's examination administration and utilize the results of these examinations as the basis for
1614 issuance of certain state certifications, the Office has no authority to alter, amend or override
1615 the decisions of the National Registry of EMT's in regard to its issuance or denial of certification.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Basic and Advanced Life Support Practical Certification Examinations	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1616 B. Psychomotor Examination Format
- 1617 1. Students enrolled in a BLS course based upon the [Virginia EMS Education Standards](#)
- 1618 [\(VEMSES\)](#), must complete the Virginia psychomotor examination.
- 1619 2. Advanced Life Support Psychomotor Examinations
- 1620 b. Students in Virginia Office of EMS accredited AEMT courses shall be required to
- 1621 complete the National Registry of EMT's (NREMT) AEMT psychomotor examination.
- 1622 c. Students in Virginia Office of EMS accredited Intermediate courses shall be required
- 1623 to complete the National Registry of EMT's (NREMT) Intermediate psychomotor
- 1624 examination for state certification only.
- 1625 d. Students in Virginia Office of EMS accredited Paramedic courses shall be required to
- 1626 complete the National Registry of EMT's (NREMT) Paramedic psychomotor examination.
- 1627 3. Evaluation Forms - [Practical station evaluation forms](#) have been developed and are available
- 1628 on the Office of EMS web site. Only forms developed by the Office of EMS or the National
- 1629 Registry of EMT's are allowed for evaluating psychomotor stations.
- 1630 C. Psychomotor Exams are scored as Pass/Fail - Candidates must demonstrate proficiency on all practical
- 1631 stations required for the program level being tested.
- 1632 1. Basic Life Support Programs
- 1633 a. Failure criteria is determined by:
- 1634 i. Not complying with identified Critical Criteria for the scenario being evaluated.
- 1635 ii. Not obtaining the minimum number of points identified with the station
- 1636 being evaluated.
- 1637 2. Advanced Life Support Programs
- 1638 ii. For AEMT, Intermediate and Paramedic courses, students shall take the
- 1639 National Registry of EMT's (NREMT) administered psychomotor examinations.
- 1640 D. Psychomotor Retest Policy - Candidates failing any psychomotor station may have an opportunity to
- 1641 retest the station(s) failed.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Basic and Advanced Life Support Practical Certification Examinations	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1642 1. Same day psychomotor retesting may be offered.
- 1643 2. Candidates attending a test site on a future date to retest must provide the Certification
- 1644 Examiner with all necessary documentation identifying the station(s) of the psychomotor
- 1645 examination needing to be retested. Documents may include, but are not limited to:
- 1646 a. Virginia Retest Eligibility Letter
- 1647 b. National Registry Test Results
- 1648 c. Government issued photo identification
- 1649 3. Basic Life Support
- 1650 a. Same day retest may be allowed for failure of two (2) or less stations.
- 1651 b. Same day retest is not allowed for failure of all three (3) psychomotor stations.
- 1652 4. Advanced Life Support
- 1653 b. Advanced EMT, Intermediate and Paramedic retest candidates will follow the NREMT
- 1654 retest policy.
- 1655 In the event a Certification Examiner determines that a technical error occurred in the testing of a
- 1656 station, the Certification Examiner will nullify the results for all affected candidates of the station in
- 1657 question regardless of their scores and allow a repeat of the station by the affected candidates.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1471	Regulatory Authority: 12VAC5-31-1471
Title: Examination Retest	
Date of Issue: March 24, 2016	Effective Date: TBD

1683 F. Failure of any retest during the second series of testing will require the candidate to complete an
1684 entire initial basic training program or applicable bridge course before any additional testing may be
1685 attempted at this certification level.

1686 G. The requirements of this section including initial and secondary certification testing series must be
1687 completed within 365 days from the date of the initial certification test attempt (i.e., first test date) or
1688 prior to the enrollment expiration date for students attending an OEMS accredited program. Failure to
1689 complete this process within this prescribed period will require the candidate to repeat an entire initial
1690 basic training program or applicable bridge course before any additional testing may be attempted at
1691 this certification level.

1692 H. Future testing of candidates required to complete an entire initial basic training program under
1693 subsections F or G of this section will be processed in the same manner as any candidate completing a
1694 similar course for the first time.

1695

1696

TPAM Policy 1471

1697 A. Certification Exams currently include:

1698 a. State Administered retests that must be taken within 90 days include:

1699 1. EMR Psychomotor

1700 2. EMT Psychomotor

1701 5. Education Coordinator Cognitive and Psychomotor

1702 6. Education Coordinator Recertification

1703 b. National Registry administered exams will follow Registry policy for retests.

1704 C. Primary Retest

1705 a. BLS

1706 i. Students failing to achieve a minimum passing score on the state administered
1707 psychomotor examination must retest within 90 days from the original examination
1708 date.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1471	Regulatory Authority: 12VAC5-31-1471
Title: Examination Retest	
Date of Issue: March 24, 2016	Effective Date: TBD

1709 ii. For Virginia psychomotor examinations, any failed primary retest or a primary retest
1710 which is not taken within the allowed 90-day retest period will be considered a failure of
1711 the initial testing series and must complete secondary eligibility before secondary
1712 certification testing may be attempted.

1713 National Registry Examinations Retest candidates will follow the NREMT retest policy.

1714 b. ALS

1715 Retests may include a cognitive, psychomotor or both depending on the provider’s status at the time of
1716 testing.

1717 (b) Advanced EMT, Intermediate and Paramedic retest candidates will follow the NREMT
1718 retest policy.

1719 D. Secondary certification testing eligibility

1720 a. This section addresses

1721 1. [BLS Psychomotor testing](#)

1722 E. Secondary certification testing eligibility

1723 a. This section addresses

1724 1. [BLS Psychomotor testing](#)

1725 F. Secondary Eligibility Retest

1726 a. BLS

1727 i. Students failing to achieve a minimum passing score on the state administered
1728 psychomotor examination on their initial secondary attempt must retest within 90 days
1729 from the initial secondary examination date or within 365 of the initial primary test
1730 date, whichever is less.

1731 ii. For Virginia psychomotor examinations, any failed secondary retest or a secondary
1732 retest which is not taken within the allowed 90-day retest period or within 365 of the
1733 initial primary test date, whichever is less, will be considered a failure of the secondary
1734 testing series and require the completion of an initial certification course before
1735 attempting the psychomotor exam again.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1471	Regulatory Authority: 12VAC5-31-1471
Title: Examination Retest	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1736 iii. National Registry Examinations Retest candidates will follow the NREMT retest policy.
- 1737 c. ALS
- 1738 Retests may include a cognitive, psychomotor or both depending on the provider’s status at the time of
1739 testing.
- 1740 (b) Advanced EMT, Intermediate and Paramedic retest candidates will follow the NREMT retest
1741 policy.

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1473	Regulatory Authority: 12VAC5-31-1473
Title: Candidate Evidence of Eligibility for Retesting	
Date of Issue: March 24, 2016	Effective Date: TBD

1742 **12VAC5-31-1473. Candidate evidence of eligibility for retesting.**

1743 Candidates requesting to retest a failed written or practical exam or exams must demonstrate eligibility

1744 as evidenced by presentation of the letter of retest eligibility from the Office of EMS and the latest test

1745 results.

1746

1747 **TPAM Policy 1473**

1748 For retesting, the candidate’s Retest Eligibility Letter containing the required retest must be presented.

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Pending EMS Advisory Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1475	Regulatory Authority: 12VAC5-31-1475
Title: Candidate Evidence of Eligibility for Secondary Testing	
Date of Issue: March 24, 2016	Effective Date: TBD

1749 **12VAC5-31-1475. Candidate evidence of eligibility for secondary testing.**

1750 Candidates requesting testing a second series of exams after failure of an initial testing series must

1751 demonstrate eligibility as evidenced by valid secondary eligibility notice from the Office of EMS.

1752

1753 **TPAM Policy 1475**

1754 The candidate’s appropriate eligibility letter must be presented.

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Pending EMS Advisory Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1477	Regulatory Authority: 12VAC5-31-1477
Title: Examination Security and Review	
Date of Issue: March 24, 2016	Effective Date: TBD

1781 scoring and reporting, or any other related activities that in the judgment of the Office of EMS are
1782 necessary and appropriate.

1783 C. Under no circumstances will written examinations and practical scenarios be provided to EMT
1784 instructor, ALS coordinator, EMS education coordinator, PCD or OMD, or candidates for their review at
1785 any time.

1786

1787 TPAM Policy 1477

1788 *Policy reflected in regulation.*

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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Article 5 BLS Programs

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Pending EMS Advisory
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Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1501	Regulatory Authority: 12VAC5-31-1501
Title: BLS Certification Course Attendance	
Date of Issue: March 24, 2016	Effective Date: TBD

1790

12VAC5-31-1501. BLS certification course attendance.

1791

A. Students must complete a minimum of 85% of the didactic and lab aspects of the course.

1792

B. Students must complete all healthcare facility competency and field internship requirements for the program.

1793

1794

C. Students must successfully demonstrate competency to perform all required skills as specified by the Office of EMS for the level of the training program attended. Use of training manikin practice may not substitute for performance of skills involving actual patients in a clinical setting except as allowed by the Office of EMS.

1795

1796

1797

1798

1799

TPAM Policy 1501

1800

I. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the Atlantic EMS Council BLS Functional Job Description as published by the Office of EMS.

1801

1802

1803

A. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS and National Registry until they have demonstrated competency in didactic, lab, clinical (healthcare facility, if required) and field internship requirements.

1804

1805

1806

1807

1. Clinical Behavior/Judgment

1808

a. Attendance Requirements

1809

i. At a minimum, students must successfully complete the clinical/field requirements as outlined by the Office of EMS for the certification level sought AND,

1810

1811

1812

ii. Students must complete 100% of clinical/field requirements as outlined by their program.

1813

1814

b. Hospital/Clinical Experience

1815

i. If a hospital/clinical experience is used, the student must:

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1501	Regulatory Authority: 12VAC5-31-1501
Title: BLS Certification Course Attendance	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1816 (a). All hospital/clinical rotation requirements must be met in a
- 1817 precepted setting as defined by the Office under the supervision of the
- 1818 program’s Physician Course Director.

- 1819 (b). have access to and interact with patients in each clinical setting as
- 1820 defined by the Office.

- 1821 c. Field Experience

- 1822 i. All field requirements must be met in a precepted field setting as defined by
- 1823 the Office under the supervision of the program’s Physician Course Director.

- 1824 ii. The student shall:

 - 1825 (a). comply with the minimum number of contact hours for the field
 - 1826 setting as defined by the Office.

 - 1827 (b). have access to and interact with patients in each field setting as
 - 1828 defined by the Office

 - 1829 (c). comply with the minimum number of patient contacts as defined by
 - 1830 the Office.

 - 1831 iii. The field internship must occur following the completion of the didactic and
 - 1832 lab phases of the program to assure that the student has achieved the desired
 - 1833 didactic and psychomotor competencies defined in Virginia EMS Education
 - 1834 Standards.

- 1835 d. See Educational Infrastructure section of the [VEMSES document](#) for BLS programs

- 1836 B. Domain Expectations - Students must demonstrate competency in all affective, cognitive and
- 1837 psychomotor domains for successful completion of the program.

- 1838 a. Didactic Additions to the Curriculum – Certification programs are expected to meet
- 1839 the requirements as outlined in the [Virginia EMS Education Standards](#) for the level being
- 1840 trained. Lesson material can be added to the core curriculum only as approved by the
- 1841 Physician Course Director.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1503	Regulatory Authority: 12VAC5-31-1503
Title: BLS Course Student Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

1842 **12VAC5-31-1503. BLS course student requirements.**

1843 The enrolled student, certification candidate, or EMS provider must comply with the following:

- 1844 1. Be proficient in reading, writing and speaking the English language in order to clearly communicate
1845 with a patient, family, or bystander to determine a chief complaint, nature of illness or, mechanism of
1846 injury; assess signs and symptoms; and interpret protocols.
- 1847 2. Be a minimum of 16 years of age at the beginning date of the certification program. If less than 18
1848 years of age, the student must provide the EMT instructor or the EMS educational coordinator with a
1849 completed parental permission form as approved by the Office of EMS with the signature of a parent or
1850 guardian supporting enrollment in the course.
- 1851 3. Have no physical or mental impairment that would render the student or provider unable to perform
1852 all practical skills required for that level of certification including the ability to function and
1853 communicate independently and perform patient care, physical assessments, and treatments.
- 1854 4. Hold current certification in an approved course in cardio-pulmonary resuscitation (CPR) at the
1855 beginning date of the certification program. This certification must also be current at the time of state
1856 testing.
- 1857 5. If in a bridge certification program, the student must hold current Virginia certification at the EMS
1858 First Responder level through completion of the certification examination process.

1859

1860 **TPAM Policy 1503**

1861 I. The Virginia Office of EMS requires that all individuals hold current certification in CPR as a
1862 prerequisite for enrollment in the EMR and EMT Programs (initial full certification courses). Verification
1863 of CPR credentials will be maintained by the Education Coordinator on the Individual Skill Performance
1864 Record showing successful course completion by attaching a copy of the CPR card to the Individual Skill
1865 Performance Record. (Current CPR card or official course rosters are also acceptable to verify CPR
1866 certification.)

1867 II. Federal law requires non-U.S. citizens to make declarations as to their purpose in the U.S.

1868 A. This comes with restrictions and is addressed by non-US citizens possessing a valid passport
1869 and VISA.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1503	Regulatory Authority: 12VAC5-31-1503
Title: BLS Course Student Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

1870 B. Depending upon the "type" of Visa possessed by the applicant, restrictions are placed upon
1871 the type of activity the person can participate in while in the U.S.

1872 III. Virginia Verification of Visa Status – Non-US citizens who do not possess a US Social Security Number
1873 (SSN) and wish to enroll in a Virginia EMS certification program must:

1874 A. Submit the Virginia Office of EMS Training Program Enrollment form to the Office of EMS
1875 along with:

1876 1. A cover letter.

1877 2. A legible copy of their passport.

1878 3. A legible copy of their Visa.

1879 IV. Other educational institutions and activities – Enrollment in a Virginia EMS certification program does
1880 not preclude nor should it be confused with enrollment in public or private institutions of
1881 education. Those entities by themselves do not provide access to personal information (financial,
1882 medical and property) as does an EMS program. Each educational institution is responsible for deciding
1883 what to use as enrollment criteria as they will be held responsible should any adverse issues
1884 arise. Simply because an EMS applicant is enrolled in an institution's program does not automatically
1885 allow them access to enrollment in EMS programs.

1886 A. EMS program enrollment for high school programs (or any EMS program) does not negate the
1887 need to comply with Virginia and/or Federal code nor EMS regulations.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1505	Regulatory Authority: 12VAC5-31-1505
Title: EMS First Responder Certification Program	
Date of Issue: March 24, 2016	Effective Date: TBD

1888 **12VAC5-31-1505. EMS First Responder certification program.**

1889 The EMS First Responder curriculum will be the current version of the Virginia Standard Curriculum or
1890 Virginia education standards for the EMS First Responder as approved by the Office of EMS and will
1891 consist of a minimum number of hours of didactic training.

1892

1893 **TPAM Policy 1505**

1894 With the implementation of the [Virginia EMS Education Standards](#), EMR replaced FR Certification. On
1895 July 1, 2012 the Virginia EMS Education Standards replaced the Virginia Standard Curriculum and
1896 amendments.

1897 A. Performance Standards - Upon successful completion of the training program, the student will be
1898 capable of performing the following functions:

1899 1. Recognize the nature and seriousness of a patient's medical condition or injuries to assess the
1900 need for emergency medical care.

1901 2. Administer appropriate emergency medical care to stabilize the patient's condition until the
1902 arrival of higher trained individuals.

1903 3. Lift, move, position and otherwise handle the patient in a way as to minimize discomfort and
1904 further injury.

1905 B. Course Content - The Emergency Medical Responder course content is detailed in the Virginia EMS
1906 Education Standards.

1907 C. Scope of Practice - The Emergency Medical Responder will be trained and proficient in the procedures
1908 and medications outlined in the Virginia Scope of Practice.

1909 D. Initial Certification Program

1910 1. Didactic - The Emergency Medical Responder initial certification program designed to
1911 document competency across all aspects of the program's domains (see VEMSES for guidance
1912 on estimated program length).

1913 Clinical Behavior/Judgment - Clinical rotations are not required of the Emergency Medical Responder
1914 student in initial or recertification courses.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1507	Regulatory Authority: 12VAC5-31-1507
Title: First Responder Bridge to EMT	
Date of Issue: March 24, 2016	Effective Date: TBD

1915

12VAC5-31-1507. First Responder bridge to EMT.

1916 The Virginia EMS First Responder Bridge curriculum will be based upon the National Standard
1917 Curriculum for the EMT and the bridge program curriculum approved by the Office of EMS.

1918

1919

TPAM Policy 1507

1920 With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT Bridge
1921 Program is no longer recognized in Virginia.

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1509	Regulatory Authority: 12VAC5-31-1509
Title: EMS First Responder Bridge Length	
Date of Issue: March 24, 2016	Effective Date: TBD

1922

12VAC5-31-1509. EMS First Responder bridge length.

1923

The Virginia EMS First Responder Bridge will consist of a minimum number of hours of didactic training and competency.

1924

1925

1926

TPAM Policy 1509

1927

With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT Bridge Program is no longer recognized in Virginia.

1928

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Pending EMS Advisory
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Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1511	Regulatory Authority: 12VAC5-31-1511
Title: First Responder Bridge to EMT Certification Examinations	
Date of Issue: March 24, 2016	Effective Date: TBD

1929 **12VAC5-31-1511. First Responder bridge to EMT certification examinations.**

1930 Candidates completing the Virginia EMS First Responder Bridge program must complete the current

1931 EMT written and practical examinations administered by the Office of EMS.

1932

1933 **TPAM Policy 1511**

1934 With the implementation of the Virginia EMS Education Standards on July 1, 2012, an FR to EMT Bridge

1935 Program is no longer recognized in Virginia.

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1513	Regulatory Authority: 12VAC5-31-1513
Title: Emergency Medical Technician (EMT) Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

- 1963 b. Students must participate in and document patient contacts in a clinical/field
- 1964 experience approved by the Medical Director and Course Coordinator.

- 1965 i. Students must perform 10 patient contact assessments

- 1966 (a) A minimum of five (5) patient assessments must be performed on
- 1967 live patients. These should be performed on an ambulance or in an
- 1968 emergency department or may be completed in a clinic, nursing home,
- 1969 doctor's office, etc.

- 1970 (b) No more than five of the required 10 patient contact assessments
- 1971 may be performed on standardized programmed patients or advanced
- 1972 simulation mannequins.

- 1973 Standardized Program Patients is defined as:

- 1974 (i) The use of individuals trained to portray the roles of patients,
- 1975 family members or others to allow students to practice physical
- 1976 exam skills, history taking skills, communication skills and other
- 1977 exercises.

- 1978 1. Experiential Learning with a Standardized Patient

- 1979 a. Standardized Patient (SP) is a person carefully recruited and trained to take on the
- 1980 characteristics of a real patient thereby affording the student an opportunity to learn
- 1981 and to be evaluated on learned skills in a simulated clinical environment.

- 1982 i. During an interaction with a student the SP may:
- 1983 ii. present case history in response to questioning by the student
- 1984 iii. undergo a limited physical examination at the student's direction
- 1985 iv. assist students in developing their communication and clinical skills
- 1986 v. assist students in working through difficult emotional situations in a safe
- 1987 environment

- 1988 (d) Advanced Simulation Manikins are defined as:

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1513	Regulatory Authority: 12VAC5-31-1513
Title: Emergency Medical Technician (EMT) Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

1989 (i) A realistic interactive training manikin for simulating a wide
1990 range of advanced life saving skills in medical emergencies.

1991 (ii) Meeting the following minimum specifications as defines by
1992 the Medical Direction Committee on January 19, 2005:

- 1993 1. 12 pulse points
- 1994 2. Advanced IV arm
- 1995 3. Bilateral Tension Pneumothorax
- 1996 4. Oral and nasal intubation
- 1997 5. Tongue edema and laryngospasm
- 1998 6. Crichothyrotomy
- 1999 7. 4 lead ECG monitoring and defib
- 2000 8. CPR with defibrillation
- 2001 9. Upper teeth break out
- 2002 10. Inflation of pulses and pneumothorax
- 2003 11. Bilateral chest tube insertion with simulated fluid discharge
- 2004 12. IM injection site on deltoid
- 2005 13. Left and right lungs and stomach that distends
- 2006 14. Heart and lung sounds selection
- 2007 15. Variable blood pressures

2008 E. Certified Education Coordinators teaching initial certification courses for Emergency Medical
2009 Responder (EMR) or Emergency Medical Technician (EMT) programs may opt to allow certain EMS
2010 Operations content to be completed through the following distance education methods. Only the
2011 methods/modalities listed (in the referenced document) may substitute for classroom/distributive
2012 delivery of this material.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1513	Regulatory Authority: 12VAC5-31-1513
Title: Emergency Medical Technician (EMT) Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

2013

2014 Click here for the [EMS Operations Asynchronous Education](#)

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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Article 6 ALS Programs

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1521	Regulatory Authority: 12VAC5-31-1521
Title: ALS Course Student Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

2026 **12VAC5-31-1521. ALS course student requirements.**

2027 An enrolled student in an ALS certification program shall comply with the following:

- 2028 1. Be proficient in reading, writing and speaking the English language in order to clearly communicate
- 2029 with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of
- 2030 injury, to assess signs and symptoms, and interpret protocols.
- 2031 2. Be a minimum of 18 years of age at the beginning date of the certification program.
- 2032 3. Certification as an EMT or higher EMS certification level.
- 2033 4. Posses a high school or general equivalency diploma.
- 2034 5. Have no physical or mental impairment that would render the student or provider unable to perform
- 2035 all practical skill required for that level of certification including the ability to function and communicate
- 2036 independently and perform appropriate patient care, physical assessments, and treatments.
- 2037 6. If in a bridge certification program, the student shall be eligible for certification at the prerequisite
- 2038 lower ALS level at the beginning date of the bridge program and shall have obtained certification at the
- 2039 bridge program's prerequisite certification level before certification testing for the bridge level.

2040

2041 **TPAM Policy 1521**

2042 4. Students who present a Home School HS Diploma equivalent, must also present the letter approving

2043 their home school curriculum issued by their local school district.

2044 I. Federal law requires non-U.S. citizens to make declarations as to their purpose in the U.S.

2045 a. This comes with restrictions and is addressed by non-US citizens possessing a valid

2046 passport and VISA.

2047 b. Depending upon the "type" of Visa possessed by the applicant, restrictions are placed

2048 upon the type of activity the person can participate in while in the U.S.

2049 II. Virginia Verification of Visa Status – Non-US citizens who do not possess a US Social Security

2050 Number (SSN) and wish to enroll in a Virginia EMS certification program must:

2051 A. Submit the Virginia Office of EMS Training Program Enrollment form to the Office of EMS along with:

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1521	Regulatory Authority: 12VAC5-31-1521
Title: ALS Course Student Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2052 a. A cover letter.
 - 2053 b. A legible copy of their passport.
 - 2054 c. A legible copy of their Visa.
- 2055 Other educational institutions and activities – Enrollment in a Virginia EMS certification program does
2056 not preclude nor should it be confused with enrollment in public or private institutions of
2057 education. Those entities by themselves do not provide access to personal information (financial,
2058 medical and property) as does an EMS program. Each educational institution is responsible for deciding
2059 what to use as enrollment criteria as they will be held responsible should any adverse issues
2060 arise. Simply because an EMS applicant is enrolled in an institution's program does not automatically
2061 allow them access to enrollment in EMS programs.

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Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1524	Regulatory Authority: 12VAC5-31-1524
Title: Advanced EMT Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

2073

12VAC5-31-1524. Advanced EMT certification.

2074 A. The Advanced EMT curriculum will be the current Virginia Standard Curriculum for the Advanced EMT
2075 or Virginia education standards as approved by the Office of EMS.

2076 B. Certification for the Advanced EMT course will be awarded upon successful completion of written and
2077 practical examinations administered by the Office of EMS.

2078 C. Advanced EMT certification practical testing will follow practical testing guidelines as approved by the
2079 Office of EMS.

2080

2081

TPAM Policy 1524

2082 A. On October 10, 2012 the AEMT level was recognized through the Virginia EMS Education Standards.

2083 B. The National Registry AEMT Cognitive exam is the approved Office certification examination.

2084 C. The National Registry AEMT Psychomotor exam is the approved Office certification examination.

2085 I. Completion Standards – The successful student shall be entry level competent and able to perform all
2086 the requirements of the ALS Functional Job Description as published by the Office of EMS.

2087 II. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the
2088 didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass'
2089 with OEMS and National Registry until they have demonstrated competency in didactic, lab, clinical
2090 (healthcare facility, if required) and field internship requirements.

2091 III. Clinical Behavior/Judgment

2092 a. Attendance Requirements

2093 i. At a minimum, students must successfully complete the clinical/field requirements as
2094 outlined by the Office of EMS for the certification level sought AND,

2095 ii. Students must complete 100% of clinical/field requirements as outlined by their
2096 program.

2097 b. Hospital/Clinical Experience

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1524	Regulatory Authority: 12VAC5-31-1524
Title: Advanced EMT Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

2098 i. All hospital/clinical rotation requirements must be met in a precepted setting as
2099 defined by the Office under the supervision of the program’s Physician Course Director.

2100 ii. The student is expected to comply with the minimum number of contact hours for
2101 each clinical setting as defined by the Office.

2102 iii. The student shall have access to and interact with patients in each clinical setting as
2103 defined by the Office.

2104 iv. Use of training manikin practice may not substitute for performance of skills involving
2105 actual patients in a clinical setting except as allowed by the Office.

2106 v. Use of skill workshops, scenarios, and/or research papers will not substitute for
2107 missed clinical rotations.

2108 c. Field Experience

2109 i. All field internship requirements must be met in a precepted field setting as defined by
2110 the Office under the supervision of the program’s Physician Course Director.

2111 ii. The student shall:

2112 1. comply with the minimum number of contact hours for the field setting as
2113 defined by the Office.

2114 2. have access to and interact with patients in each field setting as defined by
2115 the Office.

2116 3. comply with the minimum number of Field Team Leader (FTL) calls as defined
2117 by the Office.

2118 4. The Field Team Leader (FTL) calls must occur following the completion of the
2119 didactic and clinical phases of the program to assure that the student has
2120 achieved the desired didactic and clinical competencies of the curriculum.

2121 IV. Domain Expectations - Students must demonstrate competency in all affective, cognitive and
2122 psychomotor domains for successful completion of the program.

2123 Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements as
2124 outline in the Virginia EMS Education Standards for the level being trained. Lesson material can be
2125 added to the core curriculum only as approved by the Physician Course Director.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1525	Regulatory Authority: 12VAC5-31-1525
Title: Intermediate Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

2126

12VAC5-31-1525. Intermediate certification.

2127

A. The Intermediate curriculum will be the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate 99 or a bridge program curriculum or Virginia education standards as amended and approved by the Office of EMS.

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B. Certification for the Intermediate course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians.

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C. When the National Registry of Emergency Medical Technicians no longer tests EMT-Intermediate 99, the Board of Health will assume testing responsibilities for this level.

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TPAM Policy 1525

2137

A. As of July 1, 2012 the Virginia Intermediate program content complies with the Virginia EMS Education Standards.

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2139

1. [National Standard Curriculum](#) - For courses ending prior to July 1, 2012, the Intermediate curriculum will be the U. S. Department of Transportation National Standard Curriculum for the Intermediate (1999 edition) or a bridge program curriculum approved by the Office.

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2141

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2. [Virginia EMS Education Standards](#) - For courses ending on or after July 1, 2012, the Intermediate program content will be derived from the Virginia EMS Education Standards (VEMSES) or a bridge program curriculum approved by the Office.

2143

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2145

I. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the ALS Functional Job Description as published by the Office of EMS.

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II. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS and National Registry until they have demonstrated competency in didactic, lab, clinical (healthcare facility, if required) and field internship requirements.

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2151

III. Clinical Behavior/Judgment

2152

a. Attendance Requirements

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1525	Regulatory Authority: 12VAC5-31-1525
Title: Intermediate Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2153 i. At a minimum, students must successfully complete the clinical/field requirements as
2154 outlined by the Office of EMS for the certification level sought AND,
- 2155 ii. Students must complete 100% of clinical/field requirements as outlined by their
2156 program.
- 2157 b. Hospital/Clinical Experience
- 2158 iii. All hospital/clinical rotation requirements must be met in a precepted setting as
2159 defined by the Office under the supervision of the program’s Physician Course Director.
- 2160 iv. The student is expected to comply with the minimum number of contact hours for
2161 each clinical setting as defined by the Office.
- 2162 v. The student shall have access to and interact with patients in each clinical setting as
2163 defined by the Office.
- 2164 vi. Use of skill workshops, scenarios, and/or research papers will not substitute for
2165 missed clinical rotations.
- 2166 vii. Use of training manikin practice may not substitute for performance of skills
2167 involving actual patients in a clinical setting except as allowed by the Office.
- 2168 c. Field Experience
- 2169 i. All field internship requirements must be met in a precepted field setting as defined by
2170 the Office under the supervision of the program’s Physician Course Director.
- 2171 ii. The student shall:
- 2172 1. comply with the minimum number of contact hours for the field setting as
2173 defined by the Office.
- 2174 2. have access to and interact with patients in each field setting as defined by
2175 the Office.
- 2176 3. comply with the minimum number of Field Team Leader (FTL) calls as defined
2177 by the Office.
- 2178 d. The field internship must occur following the completion of the didactic and clinical phases of
2179 the program to assure that the student has achieved the desired didactic and clinical

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1525	Regulatory Authority: 12VAC5-31-1525
Title: Intermediate Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

2180 competencies of the curriculum. Some didactic material may be taught concurrent with the field
2181 internship.

2182 IV. Domain Expectations - Students must demonstrate competency in all affective, cognitive and
2183 psychomotor domains for successful completion of the program.

2184 V. Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements
2185 as outline in the Virginia EMS Education Standards for the level being trained. Lesson material can be
2186 added to the core curriculum only as approved by the Physician Course Director.

2187 VI. The Intermediate certification level allows use of specified ALS knowledge and skills in areas of the
2188 state that do not have the capability or desire to provide Paramedic level care or who desire to train
2189 personnel to supplement the practice of higher trained personnel. The course provides training for
2190 certified EMTs and prepares them to function in an emergency medical situation by providing the basic
2191 knowledge and understanding of Advanced Life Support decision making and the appropriate use of ALS
2192 skills.

2193 VII. Initial Certification Program

2194 a. Didactic - The Intermediate initial certification program designed to document competency
2195 across all aspects of the program's domains (see [VEMSES](#) for guidance on estimated program
2196 length).

2197 b. Clinical Behavior/Judgment - The Intermediate initial certification program consists of a
2198 minimum of 68 hours of clinical/field rotations.

2199 VIII. [National Standard Curriculum](#) - For courses ending prior to July 1, 2012, the Intermediate
2200 curriculum will be the U. S. Department of Transportation National Standard Curriculum for the
2201 Intermediate (1999 edition) or a bridge program curriculum approved by the Office.

2202 IX. [Virginia EMS Education Standards](#) - For courses ending on or after July 1, 2012, the Intermediate
2203 program content will be derived from the Virginia EMS Education Standards (VEMSES) or a bridge
2204 program curriculum approved by the Office.

2205 X. Course Content - The Intermediate course must minimally adhere to the Virginia EMS Education
2206 Standards (VEMSES) and any additions, deletions or other modifications approved by the Office.

2207 XI. Certification - Intermediate certification will be awarded as described in 12VAC5-31-1389

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1525	Regulatory Authority: 12VAC5-31-1525
Title: Intermediate Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2208 Scope of Practice - Intermediates will be trained and proficient in the procedures and medications
- 2209 outlined in the Virginia Scope of Practice.

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1527	Regulatory Authority: 12VAC5-31-1527
Title: Paramedic Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

2210

12VAC5-31-1527. Paramedic certification.

2211

A. The Paramedic curriculum will be the National Standard Curriculum for the Paramedic or a bridge program approved by the Office of EMS.

2212

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B. Certification for the Paramedic course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians.

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TPAM Policy 1527

2218

A. As of July 1, 2012 the Virginia Paramedic program content complies with the Virginia EMS Education Standards.

2219

2220

I. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the ALS Functional Job Description as published by the Office of EMS.

2221

2222

I. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS and National Registry until they have demonstrated competency in didactic, lab, clinical (healthcare facility, if required) and field internship requirements.

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II. Clinical Behavior/Judgment

2227

a. Attendance Requirements

2228

i. At a minimum, students must successfully complete the clinical/field requirements as outlined by the Office of EMS for the certification level sought AND,

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2230

ii. Students must complete 100% of clinical/field requirements as outlined by their program.

2231

2232

b. Hospital/Clinical Experience

2233

i. All hospital/clinical rotation requirements must be met in a precepted setting as defined by the Office under the supervision of the program's Physician Course Director.

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2235

ii. The student is expected to comply with the minimum number of contact hours for each clinical setting as defined by the Office.

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1527	Regulatory Authority: 12VAC5-31-1527
Title: Paramedic Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

2237 iii. The student shall have access to and interact with patients in each clinical setting as
2238 defined by the Office.

2239 iv. Use of skill workshops, scenarios, and/or research papers will not substitute for
2240 missed clinical rotations.

2241 v. Use of training manikin practice may not substitute for performance of skills involving
2242 actual patients in a clinical setting except as allowed by the Office.

2243 c. Field Experience

2244 i. All field internship requirements must be met in a precepted field setting as defined by
2245 the Office under the supervision of the program’s Physician Course Director.

2246 ii. The student shall:

2247 1. comply with the minimum number of contact hours for the field setting as
2248 defined by the Office.

2249 2. have access to and interact with patients in each field setting as defined by
2250 the Office.

2251 3. comply with the minimum number of Field Team Leader (FTL) calls as defined
2252 by the Office.

2253 (iii) The field internship must occur following the completion of the
2254 didactic and clinical phases of the program to assure that the student
2255 has achieved the desired didactic and clinical competencies of the
2256 curriculum. Some didactic material may be taught concurrent with the
2257 field internship.

2258 III. Domain Expectations - Students must demonstrate competency in all affective, cognitive and
2259 psychomotor domains for successful completion of the program.

2260 IV. Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements
2261 as outline in the [Virginia EMS Education Standards](#) for the level being trained. Lesson material can be
2262 added to the core curriculum only as approved by the Physician Course Director.

2263 V. The Paramedic’s scope of practice includes basic and advanced skills focused on the acute
2264 management and transportation of the broad range of patients who access the emergency medical

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1527	Regulatory Authority: 12VAC5-31-1527
Title: Paramedic Certification	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2297 a. For courses ending on or after January 1, 2012, the Paramedic program content will be
- 2298 derived from the Virginia EMS Education Standards (VEMSES) or a bridge program curriculum
- 2299 approved by the Office.

- 2300 VIII. Course Content - The Paramedic course must minimally adhere to the Virginia EMS Education
- 2301 Standards ([VEMSES](#)) and any additions, deletions or other modifications approved by the Office.

- 2302 IX. Certification - Paramedic certification will be awarded as described in 12VAC5-31-1391

- 2303 Scope of Practice - Paramedics will be trained and proficient in the procedures and medications outlined
- 2304 in the Virginia Scope of Practice.

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Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1529	Regulatory Authority: 12VAC5-31-1529
Title: Advanced Life Support Bridge Course	
Date of Issue: March 24, 2016	Effective Date: TBD

2305

12VAC5-31-1529. Advanced life support bridge courses.

2306

A. Bridge courses are designed to allow a candidate to advance from a lower level of ALS certification to a higher level of ALS certification or for a Virginia licensed registered nurse to bridge to the Paramedic certification level:

2309

1. EMT-Enhanced to Intermediate Bridge.

2310

2. Intermediate to Paramedic Bridge.

2311

3. RN to Paramedic Bridge.

2312

B. All bridge programs shall use the training curriculum approved by the Office of EMS for the certification level of the program.

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TPAM Policy 1529

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A. The program content for all ALS bridge programs complies with the Virginia EMS Education Standards.

2317

B. Completion Standards – The successful student shall be entry level competent and able to perform all the requirements of the [ALS Functional Job Description](#) as published by the Office of EMS.

2319

C. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass' with OEMS and National Registry until they have demonstrated competency in didactic, lab, clinical (healthcare facility, if required) and field internship requirements.

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D. Clinical Behavior/Judgment

2324

a. Attendance Requirements

2325

i. At a minimum, students must successfully complete the clinical/field requirements as outlined by the Office of EMS for the certification level sought AND,

2326

2327

ii. Students must complete 100% of clinical/field requirements as outlined by their program.

2328

2329

b. Hospital/Clinical Experience

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1529	Regulatory Authority: 12VAC5-31-1529
Title: Advanced Life Support Bridge Course	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2330 i. All hospital/clinical rotation requirements must be met in a precepted setting as
- 2331 defined by the Office under the supervision of the program’s Physician Course Director.

- 2332 ii. The student is expected to comply with the minimum number of contact hours for
- 2333 each clinical setting as defined by the Office.

- 2334 iii. The student shall have access to and interact with patients in each clinical setting as
- 2335 defined by the Office.

- 2336 iv. Use of skill workshops, scenarios, and/or research papers will not substitute for
- 2337 missed clinical rotations.

- 2338 v. Use of training manikin practice may not substitute for performance of skills involving
- 2339 actual patients in a clinical setting except as allowed by the Office.

- 2340 c. Field Experience

- 2341 i. All field internship requirements must be met in a precepted field setting as defined by
- 2342 the Office under the supervision of the program’s Physician Course Director.

- 2343 ii. The student shall:

 - 2344 1. comply with the minimum number of contact hours for the field setting as
 - 2345 defined by the Office.
 - 2346 2. have access to and interact with patients in each field setting as defined by
 - 2347 the Office.
 - 2348 3. comply with the minimum number of Field Team Leader (FTL) calls as defined
 - 2349 by the Office.

- 2350 iii. The field internship must occur following the completion of the didactic and clinical
- 2351 phases of the program to assure that the student has achieved the desired didactic and
- 2352 clinical competencies of the curriculum. Some didactic material may be taught
- 2353 concurrent with the field internship.

- 2354 E. Domain Expectations - Students must demonstrate competency in all affective, cognitive and
- 2355 psychomotor domains for successful completion of the program.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1531	Regulatory Authority: 12VAC5-31-1531
Title: Registered Nurse to Paramedic Bridge Prerequisites	
Date of Issue: March 24, 2016	Effective Date: TBD

2374 **12VAC5-31-1531. Registered nurse to Paramedic bridge prerequisites.**

2375 RN to Paramedic students must be able to document compliance with the following prerequisites:

2376 1. The candidate must be currently licensed as an RN in Virginia or as recognized through the Nursing
2377 Compact Agreement as approved by the Virginia Board of Nursing.

2378 2. The candidate must currently hold certification as a Virginia EMT or higher certification.

2379 3. The candidate must be currently participating as an EMS field provider or actively working as an RN.

2380

2381 **TPAM Policy 1531**

2382 [RN-P Bridge Document](#)

2383 A. Completion Standards – The successful student shall be entry level competent and able to perform all
2384 the requirements of the ALS Functional Job Description as published by the Office of EMS.

2385 B. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the
2386 didactic and lab aspects of the course as defined by the program. A student cannot be marked 'pass'
2387 with OEMS and National Registry until they have demonstrated competency in didactic, lab, clinical
2388 (healthcare facility, if required) and field internship requirements.

2389 C. Clinical Behavior/Judgment

2390 a. Attendance Requirements

2391 i. At a minimum, students must successfully complete the clinical/field requirements as
2392 outlined by the Office of EMS for the certification level sought AND,

2393 ii. Students must complete 100% of clinical/field requirements as outlined by their
2394 program.

2395 b. Hospital/Clinical Experience

2396 i. All hospital/clinical rotation requirements must be met in a precepted setting as
2397 defined by the Office under the supervision of the program's Physician Course Director.

2398 ii. The student is expected to comply with the minimum number of contact hours for
2399 each clinical setting as defined by the Office.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1531	Regulatory Authority: 12VAC5-31-1531
Title: Registered Nurse to Paramedic Bridge Prerequisites	
Date of Issue: March 24, 2016	Effective Date: TBD

2400 iii. The student shall have access to and interact with patients in each clinical setting as
2401 defined by the Office.

2402 iv. Use of skill workshops, scenarios, and/or research papers will not substitute for
2403 missed clinical rotations.

2404 v. Use of training manikin practice may not substitute for performance of skills involving
2405 actual patients in a clinical setting except as allowed by the Office.

2406 c. Field Experience

2407 i. All field internship requirements must be met in a precepted field setting as defined by
2408 the Office under the supervision of the program’s Physician Course Director.

2409 ii. The student shall:

2410 1. comply with the minimum number of contact hours for the field setting as
2411 defined by the Office.

2412 2. have access to and interact with patients in each field setting as defined by
2413 the Office.

2414 3. comply with the minimum number of Field Team Leader (FTL) calls as defined
2415 by the Office.

2416 iii. The field internship must occur following the completion of the didactic and clinical
2417 phases of the program to assure that the student has achieved the desired didactic and
2418 clinical competencies of the curriculum. Some didactic material may be taught
2419 concurrent with the field internship.

2420 D. Domain Expectations - Students must demonstrate competency in all affective, cognitive and
2421 psychomotor domains for successful completion of the program.

2422 E. Didactic Additions to the Curriculum – Certification programs are expected to meet the requirements
2423 as outline in the [Virginia EMS Education Standards](#) for the level being trained. Lesson material can be
2424 added to the core curriculum only as approved by the Physician Course Director.

2425 F. In addition to the general prerequisites for ALS course enrollment listed in Section 12VAC5-31-1521,
2426 to be eligible to attend a Registered Nurse to Paramedic Bridge training program leading to Paramedic

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1531	Regulatory Authority: 12VAC5-31-1531
Title: Registered Nurse to Paramedic Bridge Prerequisites	
Date of Issue: March 24, 2016	Effective Date: TBD

2427 certification, prospective students who are Registered Nurses must be able to document compliance
2428 with and/or demonstrate their ability to perform the following prerequisites:

2429 a. The candidate must be currently licensed as a Registered Nurse (RN) in Virginia or a member
2430 of a Nurse Licensure Compact (NLC) state. Registered Nurses licensed in a state that is not
2431 covered under the Nurse Licensure Compact (NLC) state must seek approval for enrollment from
2432 the Office.

2433 G. The candidate must currently hold certification as a Virginia EMT or higher certification.

2434 The candidate must be currently practicing as an active EMS field provider or actively working as an RN.
2435 The term "active" as used above for both the field provider and RN is defined as a minimum average of
2436 eight (8) hours a week over the two previous years or a total of eight hundred thirty-two (832) hours
2437 within the previous two years (8 hours / week X 2 years = 832 hours).

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1533	Regulatory Authority: 12VAC5-31-1533
Title: Registered Nurse to Paramedic Bridge Program Completion Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

2438 **12VAC5-31-1533. Registered nurse to Paramedic bridge program completion requirements.**

2439 A. The RN to Paramedic bridge curriculum shall be the National Standard Curriculum for the Paramedic
2440 or a bridge program derived from this curriculum approved by the Office of EMS.

2441 B. The student will receive formal instruction in all the objectives listed in the Paramedic curriculum as
2442 recognized by the Office of EMS either through an accredited Paramedic course or through a nursing
2443 education program as recognized by the Virginia Board of Nursing.

2444 C. Certification for the RN to Paramedic bridge course will be awarded through reciprocity upon
2445 successful completion of written and practical examinations created and administered by the National
2446 Registry of Emergency Medical Technicians.

2447

2448 **TPAM Policy 1533**

2449 [RN-P Bridge Document](#)

2450 A. As of July 1, 2012 the Virginia RN to Paramedic program content complies with the [Virginia EMS](#)
2451 [Education Standards](#).

2452 B. Completion Standards – The successful student shall be entry level competent and able to perform all
2453 the requirements of the [ALS Functional Job Description](#) as published by the Office of EMS.

2454 C. Initial Certification Program - Students must complete a minimum of eighty five percent (85%) of the
2455 didactic and lab aspects of the course.

2456 D. Clinical Behavior/Judgment

2457 a. Attendance Requirements

2458 i. At a minimum, students must successfully complete the clinical/field requirements as
2459 outlined by the Office of EMS for the certification level sought.

2460 ii. Students must complete 100% of clinical/field requirements (in excess of state
2461 requirements) as outlined by their program.

2462 b. Hospital/Clinical Experience

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1533	Regulatory Authority: 12VAC5-31-1533
Title: Registered Nurse to Paramedic Bridge Program Completion Requirements	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2463 i. All hospital/clinical rotation requirements must be met in a precepted setting as
- 2464 defined by the Office under the supervision of the program’s Physician Course Director.

- 2465 ii. The student is expected to comply with the minimum number of contact hours for
- 2466 each clinical setting as defined by the Office.

- 2467 iii. The student shall have access to and interact with patients in each clinical setting as
- 2468 defined by the Office.

- 2469 c. Field Experience

- 2470 i. All field internship requirements must be met in a precepted field setting as defined by the
- 2471 Office under the supervision of the program’s Physician Course Director.

- 2472 ii. The student shall:

 - 2473 1. comply with the minimum number of contact hours for the field setting as defined by
 - 2474 the Office.
 - 2475 2. have access to and interact with patients in each field setting as defined by the Office.
 - 2476 3. comply with the minimum number of Field Team Leader (FTL) calls as defined by the
 - 2477 Office.

- 2478 iii. The field internship must occur following the completion of the didactic and clinical phases of
- 2479 the program to assure that the student has achieved the desired didactic and clinical
- 2480 competencies of the curriculum. Some didactic material may be taught concurrent with the field
- 2481 internship.

- 2482 iv. Use of skill workshops, scenarios, and/or research papers will not substitute for missed
- 2483 clinical rotations.

- 2484 v. Use of training manikin practice may not substitute for performance of skills involving actual
- 2485 patients in a clinical setting except as allowed by the Office.

- 2486 E. Domain Expectations - Students must demonstrate competency in all affective, cognitive and
- 2487 psychomotor domains for successful completion of the program.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1535	Regulatory Authority: 12VAC5-31-1535
Title: NREMT Paramedic Endorsements	
Date of Issue: March 24, 2016	Effective Date: TBD

2505

12VAC5-31-1535. NREMT Paramedic endorsements.

2506 A. Physician assistants (PA) or nurse practitioners (NP) may receive Virginia endorsement to sit for the
2507 National Registry of EMT's Paramedic written and practical examinations after providing verification of
2508 successful completion of the following criteria:

2509 1. The PA or NP shall be currently Virginia certified as an EMT-Basic or may be allowed, with written
2510 permission from the Office of EMS, to complete the 36 hour EMT-Basic continuing education (CE) hours
2511 and successfully complete the EMT-Basic written and practical certification examination.

2512 2. The PA or the NP shall receive endorsement from an EMS physician who verifies the candidate
2513 satisfies the paramedic competencies by completing a form as prescribed by the Office of EMS.

2514 3. Team leader skills shall be completed and verified on a form as prescribed by the Office of EMS.

2515 B. Third and fourth year medical students, and Virginia licensed dentists or chiropractors may receive
2516 Virginia endorsement to sit for the National Registry of EMT-Paramedic written and practical
2517 examinations after providing successful completion of the following criteria:

2518 1. Must possess or have possessed pre-hospital ALS certification that must not have expired more than
2519 60 months prior to submission.

2520 2. Must be currently certified as a Virginia EMT-Basic.

2521 3. Third and fourth year medical students shall submit a copy of their official medical school transcripts.
2522 Dentists or chiropractors shall submit to the Office of EMS a copy of their license to practice in Virginia.

2523

2524

TPAM Policy 1535

2525 A. Physician Assistants (P.A.) and/or Nurse Practitioners (N.P.), based on prior education and experience,
2526 may receive Virginia endorsement to sit for the National Registry of EMTs Paramedic written and
2527 practical examinations after providing verification of successful completion of the following criteria:

2528 1. The P.A. and/or N.P. may be allowed, with written permission from the Office, to complete
2529 the\ EMT continuing education (CE) hours and successfully complete the EMT written and
2530 practical certification examination or currently be Virginia certified as an EMT.

2531 2. The P.A. and/or the N.P. must receive endorsement from an EMS physician who verifies the
2532 candidate satisfies the Paramedic Competencies by completing the Physician Assistant and

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1535	Regulatory Authority: 12VAC5-31-1535
Title: NREMT Paramedic Endorsements	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2533 Nurse Practitioner Paramedic Program Competency Summary and Team Leader form [EMS-TR-](#)
2534 [37](#).
- 2535 3. Team Leader Skills must be completed and the candidate verified as competent per form
2536 [EMS-TR-37](#).
- 2537 4. The completed form [EMS-TR-37](#) and a copy of licensure issued by the Virginia Department of
2538 Health Professions must be forwarded to the Office of EMS to the attention of the ALS Training
2539 Specialist.
- 2540 5. Upon receipt of form [EMS-TR-37](#) by the ALS Training Specialist the candidate will be
2541 instructed to enter an ALS application via the web at www.nremt.org marking "Virginia OEMS
2542 Site 76000" as the academic institution.
- 2543 6. When the candidate receives from the NREMT an Authorization to Test (ATT) letter it must be
2544 forwarded to the ALS Training Specialist who will return via e-mail a Virginia Eligibility to Test
2545 letter so that they can register for the NREMT practical examination at a Virginia ALS test site.
- 2546 B. Third (3rd) and fourth (4th) year Medical Students, Dentists or Chiropractors may receive Virginia
2547 endorsement to sit for the National Registry of EMT Paramedic written and practical examinations after
2548 providing successful completion of the following criteria:
- 2549 1. Must possess or have possessed Pre-Hospital ALS certification that must not have expired
2550 more than 36 months prior to submission.
- 2551 2. Must be currently certified as a Virginia EMT.
- 2552 3. Third and fourth year Medical Students must submit a copy of their official medical school
2553 transcripts. Dentists or Chiropractors must submit to the Office a copy of their license to
2554 practice in Virginia.
- 2555 4. Upon submission of the form [EMS-TR-37A](#), the Office upon receipt of form EMS-TR-37A by
2556 the ALS Training Specialist the candidate will be instructed to enter an ALS application via the
2557 web at www.nremt.org marking "Virginia OEMS Site 76000" as the academic institution.
- 2558 5. When the candidate receives from the NREMT an Authorization to Test (ATT) letter it must be
2559 forwarded to the ALS Training Specialist who will return via e-mail a Virginia Eligibility to Test
2560 letter so that they can register for the NREMT practical examination at a Virginia ALS test site.

Notes: (please include lines numbers for reference)

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Article 7 EMT Instructor, ALS Coordinator, and EMS Education Coordinator

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1543	Regulatory Authority: 12VAC5-31-1543
Title: EMT Instructor Recertification	
Date of Issue: March 24, 2016	Effective Date: TBD

2562

12VAC5-31-1543. EMT instructor recertification.

2563

This section will expire on October 10, 2014.

2564 A. The EMT instructor's certification shall be renewed every two years. To fulfill the recertification
2565 requirements, the EMT instructor must:

2566 1. Instruct a minimum of 50 hours of EMT or First Responder subject material in approved courses
2567 within the two-year certification period. This requirement only may be met through instruction of
2568 standard Basic Life Support training courses or other programs approved for Basic Life Support
2569 (Category 1) continuing education credit.

2570 2. Successfully complete a minimum of one EMS instructor update within the two-year certification
2571 period.

2572 3. Successfully complete the EMT written certification examination with a minimum passing score of
2573 80%. This examination may be completed at any time following attendance of an EMS instructor update.
2574 If the EMT instructor is affiliated with a licensed EMS agency, this examination may be waived by the
2575 EMS agency's OMD.

2576 B. Have no physical or mental impairment that would render the instructor unable to perform and
2577 evaluate all practical skills and tasks required of an EMT.

2578

2579 **TPAM Policy 1543**

2580 With the implementation of the Regulation on October 10, 2012, Virginia will not issue any EMT
2581 Instructor certifications after October 10, 2014. There may be EMT Instructors in the system after this
2582 date, but they will not be recertified upon expiration. The Education Coordinator replaced the EMT-
2583 Instructor. Instructors must transition to EC to continue announcing and coordinating initial training
2584 programs.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1547	Regulatory Authority: 12VAC5-31-1547
Title: Renewal of Advanced Life Support Coordinator	
Date of Issue: March 24, 2016	Effective Date: TBD

2605 **12VAC5-31-1547. Renewal of Advanced Life Support coordinator.**

- 2606 A. An ALS coordinator must maintain current certification as a Virginia ALS provider or licensure as a
2607 doctor of medicine, doctor of osteopathy, registered nurse, or physician assistant.
- 2608 B. An ALS coordinator must resubmit an ALS coordinator certification application before his expiration
2609 month.
- 2610 C. Successfully complete a minimum of one EMS instructor update or an ALS coordinator meeting within
2611 the two-year certification period.
- 2612 D. A individual whose ALS coordinator certification has expired may regain full endorsement through
2613 completion of the reentry program within two years of his previous expiration date provided he:
 - 2614 1. Submits a completed ALS coordinator certification application; and
 - 2615 2. Successfully completes a minimum of one EMS instructor update or an ALS coordinator meeting
2616 within the two-year certification period.

2617

2618 **TPAM Policy 1547**

- 2619 A. Maintenance of Endorsement/Continuing Education Required - To remain endorsed, an ALS
2620 Coordinator must maintain current certification as a Virginia ALS provider, or licensure as a Doctor of
2621 Medicine, Doctor of Osteopathy, Registered Nurse, or Physician Assistant.
- 2622 B. Application Requirement - An ALS Coordinator must submit an [ALS Course Coordinator application](#)
2623 [\(TR-31\)](#) in the 60-days prior to their endorsement expiration. A separate ALS Coordinator Application is
2624 required for each region in which the applicant desires to continue to coordinate ALS training programs.
- 2625 C. Update Seminar Attendance - Attend a minimum of one EMS Educator Update Seminar within the
2626 two (2) year certification period.
- 2627 D. ALS Coordinator Reentry - Individuals whose ALS Coordinator endorsement has expired may regain
2628 full endorsement through completion of the Reentry program within two (2) years of their previous
2629 expiration date provided:
 - 2630 1. The ALS Coordinator has submitted a completed [ALS Coordinator Application \(TR-31\)](#) and
2631 fulfilled the requirements of Sections A, B and C above.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1547	Regulatory Authority: 12VAC5-31-1547
Title: Renewal of Advanced Life Support Coordinator	
Date of Issue: March 24, 2016	Effective Date: TBD

2632 Upon successful completion of the applicable requirements for Reentry, ALS Coordinator credentials will
2633 be issued for a two (2) year period. Thereafter, all of the standard requirements for recertification under
2634 these state EMS regulations will apply.

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1548	Regulatory Authority: 12VAC5-31-1548
Title: EMS Education Coordinator	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2635 **12VAC5-31-1548. EMS education coordinator.**
- 2636 A. The EMS education coordinator may announce and teach courses at or below his provider
2637 certification level. An EMS education coordinator who certifies at a higher level may not begin
2638 announcing or coordinating courses at that level until they have attained one year of field experience at
2639 that level.
- 2640 B. Performance of any medical procedure is not permitted based upon EMS education coordinator
2641 certification.
- 2642 C. Current EMT instructors and ALS coordinators will be transitioned to EMS education coordinator
2643 within four years of (the effective date of these regulations).

2644

2645 **TPAM Policy 1548**

2646 **The EC transition period ends on October 10, 2016.**

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1549	Regulatory Authority: 12VAC5-31-1549
Title: EMS Education Coordinator Prerequisites	
Date of Issue: March 24, 2016	Effective Date: TBD

2647 **12VAC5-31-1549. EMS education coordinator prerequisites.**

2648 Prerequisites for certification as an EMS education coordinator are:

- 2649 1. Be a minimum of 21 years of age.
- 2650 2. Possess a high school diploma or equivalent.
- 2651 3. Hold current Virginia EMS certifications as an EMT or higher level Virginia EMS certification.
- 2652 4. Have three years medical experience with a minimum of two years verified field experience as an EMS
- 2653 provider at the appropriate EMS level or two years of current Virginia licensure as a registered
- 2654 nurse, physician assistant, doctor of osteopathic medicine, or doctor of medicine.
- 2655 5. Must not have any EMS compliance enforcement actions within the previous five years.

2656

2657 **TPAM Policy 1549**

- 2658 2. (Bring down verbage for home school individuals)

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1551	Regulatory Authority: 12VAC5-31-1551
Title: EMS Education Coordinator Certification Process	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2659 **12VAC5-31-1551. EMS education coordinator certification process.**
- 2660 A. Eligible EMS education coordinator candidates will submit an application to include endorsement
2661 from an EMS physician.
- 2662 B. Upon receipt and verification of the application, the eligible EMS education coordinator candidate will
2663 receive an eligibility to test letter and must complete a written and practical examination.
- 2664 1. The EMS education coordinator application is valid for a period of two years from either primary test
2665 attempt date or 180 days after the application is approved, whichever is less. During this period of time,
2666 the candidate cannot submit another EMS education coordinator application.
- 2667 2. An EMS education coordinator candidate written testing process shall have a primary and secondary
2668 attempt.
- 2669 a. Primary written testing attempt is the first attempt at the EMS education coordinator written testing
2670 process.
- 2671 b. Primary retest requires the candidate to retest the written test within 90 days of the date the primary
2672 test was attempted.
- 2673 c. Secondary written testing occurs when a candidate fails the primary attempt and either fails the
2674 primary retest or does not retest within 90 days of the primary written attempt.
- 2675 d. Secondary written test eligibility is initiated 90 days from the date of the failed primary retest or 180
2676 days after the date of the failed primary test, whichever is less.
- 2677 e. Secondary written retest requires the candidate to retest the written test within 90 days of the date
2678 the secondary test was attempted.
- 2679 3. An EMS education coordinator candidate practical testing process shall have a primary and secondary
2680 attempt which cannot begin before the written primary test.
- 2681 a. Primary practical testing attempt is the first attempt at the EMS education coordinator practical
2682 testing process.
- 2683 b. Primary retest requires the candidate to retest that portion of the practical test failed. Same day
2684 retesting is allowed only if the candidate fails less than 75% of the practical test.
- 2685 c. Secondary practical testing is initiated after practical primary retest failure and requires the candidate
2686 test all practical stations.
- Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1551	Regulatory Authority: 12VAC5-31-1551
Title: EMS Education Coordinator Certification Process	
Date of Issue: March 24, 2016	Effective Date: TBD

2687 d. Secondary retest requires the candidate to retest that portion of the practical test failed. Same day
2688 retesting is allowed only if the candidate fails less than 75% of the secondary attempt on the practical
2689 testing.

2690 C. After successfully completing the written and practical examination, the qualified eligible EMS
2691 education coordinator candidate shall attend training as required by OEMS.

2692 D. All components of the EMS education coordinator certification process must be completed within
2693 two years from the end of the month of the primary test attempt or 180 days after approved and
2694 eligibility for testing is initiated, whichever is less.

2695

2696 **TPAM Policy 1551**

2697 A. Qualified candidates can submit the EC application through their EMS Portal

2698 B. Regarding the application:

2699 1. A candidate's two-year application starts:

2700 (a) from the first test date.

2701 OR

2702 (b) at 180 days after your application is approved

2703 whichever is less.

2704 (c) Incomplete applications will expire 90 days after submission.

2705 (d) A candidate who exhausts all attempts at testing prior to the end of the 2 year
2706 application period must wait until the application expiration date before submitting a
2707 new application.

2708 2. EC written examinations will be the National Registry cognitive assessment examination at
2709 the EMT level.

2710 (a) Candidate must present a valid, unexpired Authorization to Test letter to take the
2711 written exam. Details on obtaining the Authorization to Test letter can be found on the
2712 website [here](#).

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1551	Regulatory Authority: 12VAC5-31-1551
Title: EMS Education Coordinator Certification Process	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2713 3. EC practical examinations are conducted only at a site approved by the Office of EMS.
- 2714 C. See EC process: <http://www.vdh.virginia.gov/OEMS/Training/InstructorProcess.htm>
- 2715 1. Upon successful completion of the psychomotor pretest examination, the EC Candidate will
- 2716 be invited to attend the EC Institute.
- 2717 a. EC Candidates invited to attend the Institute conducted by the Office must contact
- 2718 the Office to confirm attendance. Failure to notify the Office to confirm or refuse an
- 2719 Instructor Institute invitation may limit the provision of future invitation if space in
- 2720 future courses is at a premium.
- 2721 b. Attendance of some portions of the EC Institute may be waived for qualified
- 2722 Candidates who present documentation of completion of approved equivalent
- 2723 programs in adult education approved by the Office. Such documentation must be
- 2724 received and reviewed by the Office prior to a scheduled Instructor Institute.
- 2725 2. Performance Standards - EC Candidates must demonstrate proficiency in application of the
- 2726 knowledge and skills required of an Instructor. During their teaching requirements each
- 2727 Candidate will be evaluated to determine their preparedness for certification and rated as
- 2728 follows:
- 2729 a. Instructor Candidates who perform:
- 2730 i. to an acceptable level will be certified as EC's and issued certificates of
- 2731 completion.
- 2732 ii. at a marginal level may be granted Conditional EC status. (Conditional
- 2733 Instructor Status)
- 2734 iii. at an unacceptable level will be deemed to have failed the EC Institute. These
- 2735 individuals will be required to repeat the entire EC certification process in order
- 2736 to seek EC certification.
- 2737 3. Conditional Instructor Status - Individuals who are granted Conditional Education Coordinator
- 2738 (EC) status will be required to fulfill the following requirements before full ECEC certification can
- 2739 be granted:

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1551	Regulatory Authority: 12VAC5-31-1551
Title: EMS Education Coordinator Certification Process	
Date of Issue: March 24, 2016	Effective Date: TBD

- 2740 a. Instruction of 50 hours in approved Emergency Medical Responder or EMT
- 2741 certification program under the supervision of a certified EC. This requirement may be
- 2742 completed through not more than two (2) separate courses.

- 2743 b. Written notification to the Office of above course(s) must be received before the start
- 2744 of the course(s). Notification will include a course schedule that includes the specific
- 2745 classroom location, and lists dates, times and lesson topics that the Conditional EC is to
- 2746 instruct.

- 2747 c. On-site evaluation of the Conditional EC's performance by Office staff (or designee) at
- 2748 one or more of the course sessions specified above.

- 2749 d. Satisfactory instructional performance achieved during on-site evaluation(s).

- 2750 e. Receipt of a written statement(s) from the supervising EC(s) attesting to the
- 2751 Conditional EC's instructional performance and the Conditional EC's ability to conduct
- 2752 future unsupervised instruction.

- 2753 f. Conditional Performance Standards - Upon completion of the requirements listed
- 2754 above each individual's performance will be reviewed to determine eligibility for full EC
- 2755 certification.

- 2756 i. Individuals who perform to a fully acceptable level will be certified as ECs and
- 2757 issued a certificate of completion

- 2758 ii. Individuals who fail to perform to an acceptable level during their Conditional
- 2759 EC period will be required to repeat the entire EC certification process (including
- 2760 pre-testing and EC Institute attendance) in order to again pursue EC
- 2761 certification.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1552	Regulatory Authority: 12VAC5-31-1552
Title: EMS Education Coordinator Recertification Process	
Date of Issue: March 24, 2016	Effective Date: TBD

2762 **12VAC5-31-1552. EMS education coordinator recertification process.**

- 2763 A. To be eligible to recertify, the EMS education coordinator shall:
- 2764 1. Maintain his provider certification.
- 2765 2. Teach a minimum of 50 hours of initial certification or Category 1 CE and provide documentation of
2766 completion submitted in a process established by OEMS.
- 2767 3. Complete one EMS education coordinator update in the three-year certification period.
- 2768 4. Submit an EMS education coordinator application to include endorsement from an EMS physician.
- 2769 B. Upon completion of the recertification requirements, the EMS education coordinator will receive an
2770 "Eligibility Notice" and must take and pass the EMS education coordinator recertification examination.
- 2771 C. All recertification requirements must be completed and submitted to OEMS prior to the certification
2772 expiration date.

2773

2774 **TPAM Policy 1552**

- 2775 A. Recertification
- 2776 1. Teaching Hours must be submitted at Level 'F' and Category '6' either on a ce scancard or via
2777 electronic submission. Only teaching hours obtained through face-to-face/synchronous/non-
2778 distributive delivery are acceptable.

2779 B. Education Coordinator

- 2780 1. To be eligible to recertify, the EMS Education Coordinator shall:
- 2781 a. Maintain their provider certification
- 2782 b. Teach a minimum of 50 hours of initial certification or Category 1 CE and provide
2783 documentation of completion submitted in a process established by OEMS during the
2784 three (3) year certification period.
- 2785 i. This requirement only may be met through instruction of Initial Certification
2786 courses or CE courses approved for Category 1 continuing education credit at or
2787 below the level of the EC provider's certification.

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1552	Regulatory Authority: 12VAC5-31-1552
Title: EMS Education Coordinator Recertification Process	
Date of Issue: March 24, 2016	Effective Date: TBD

2788 ii. Instruction of programs approved for only Approved (Category 2) continuing
2789 education credit for basic life support providers may not be used to satisfy this
2790 requirement.

2791 iii. Teaching hours must be submitted via regular CE cards at Level "F" Category
2792 "6" or by scanning the EC Certification card with a CE Scanner.

2793 iv. Teaching hours can only be obtained when the EC is physically conducting or
2794 participating in the instructional delivery. (03-2015)

2795 (a) For non-traditional initial certification programs, an EC can only
2796 obtain teaching hours for those components of the lab or for those
2797 category 1 topic area taught in a traditional manner.

2798 (b) Online CE or CE conducted in an asynchronous manner is not eligible
2799 to award teaching hours.

2800 c. Complete one EMS Education Coordinator update in the three-year certification
2801 period.

2802 d. Upon completion of the required Education Coordinator update, the EC will receive
2803 an "Eligibility Notice" and must take and pass the EC recertification examination as
2804 prescribed by the Office of EMS.

2805 e. Submit an EMS EC endorsement from an EMS physician that is no greater than six (6)
2806 months from the desired date of recertification.

2807 3. All recertification requirements must be recorded in the EMS portal prior to the certification
2808 expiration date.

Notes: (please include lines numbers for reference)

Article 8 EMS Training Fund

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Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1561	Regulatory Authority: 12VAC5-31-1561
Title: EMS Training Fund	
Date of Issue: March 24, 2016	Effective Date: TBD

2829

12VAC5-31-1561. EMS training fund.

2830 The Board of Health has established the emergency medical services training fund (EMSTF) to support
2831 certification and continuing education for BLS and ALS programs. Funding for various approved training
2832 programs will be administered on a contract basis between the EMT instructor, ALS coordinator, or EMS
2833 educational coordinator and the Office of EMS.

2834

2835

TPAM Policy 1561

2836 Funding specifications are described in the corresponding training fund contract

2837 A. Programs developed for continuing education (CE) which are posted on a Learning Management
2838 System (LMS) and reported electronically to the Office of EMS for processing will not be eligible for
2839 funding through the Emergency Medical Services Training Funds program.

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1563	Regulatory Authority: 12VAC5-31-1563
Title: Contracting Through the EMS Training Fund	
Date of Issue: March 24, 2016	Effective Date: TBD

2840 **12VAC5-31-1563. Contracting through the EMS training fund.**

2841 The Board of Health promulgates funding contracts for EMS training programs annually on July 1. Only
2842 EMT instructors, ALS coordinators, or EMS educational coordinators are eligible to submit funding
2843 contracts. The requirements of the funding contracts supersede these regulations as they are legal
2844 documents.

2845

2846 **TPAM Policy 1563**

2847 Funding specifications are described in the corresponding training fund contract

2848 Programs developed for continuing education (CE) which are posted on a Learning Management System
2849 (LMS) and reported electronically to the Office of EMS for processing will not be eligible for funding
2850 through the Emergency Medical Services Training Funds program.

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

Article 9 Accreditation of EMS Programs

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1601	Regulatory Authority: 12VAC5-31-1601
Title: Accreditation of EMS Training Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

2877

TPAM Policy 1601

2878 A. CoAEMSP is currently the only accrediting body recognized by the Board of Health.

2879 B. Notifications

2880 1. Locations – An accredited program that has any temporary or permanent change in the
2881 location of the approved primary site, alternate sites or addition of new alternate sites require the
2882 submission and approval of an application prior to conducting class at that location.

2883 I. Initial training programs leading to certification at the Advanced EMT, Intermediate and Paramedic
2884 levels must be conducted at a site which has been accredited by the Office of EMS and/or the
2885 Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
2886 (CoAEMSP).

2887 1. Advanced EMT Program Accreditation

2888 a. For Advanced EMT accreditation, please see the following OEMS Web Page:
2889 <http://www.vdh.virginia.gov/OEMS/Training/AdvancedEMT.htm>

2890 2. Intermediate Program Accreditation

2891 a. For Intermediate accreditation, please see the following OEMS web page:
2892 <http://www.vdh.virginia.gov/OEMS/Training/Intermediate.htm>

2893 b. Paramedic Program Accreditation

2894 (a) Beginning January 1, 2013, paramedic students who are candidates for
2895 certification testing through the National Registry of EMT's (NREMT –
2896 www.nremt.org) are required to have graduated from a nationally accredited
2897 paramedic program. National accreditation is offered through the Commission
2898 on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation
2899 with the Committee on Accreditation of Educational Programs for
2900 the EMS Professions (CoAEMSP – www.coaemsp.org). Accomplishing
2901 accreditation at this level will require the following steps:

2902 (i) Any program wanting to conduct paramedic education with any
2903 component physically conducted in Virginia will be required to have
2904 accreditation from Committee on Accreditation of Educational
2905 Programs for the EMS Professions (CoAEMSP). If not already accredited

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1601	Regulatory Authority: 12VAC5-31-1601
Title: Accreditation of EMS Training Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

2906 a Letter of Review (LOR) from CoAEMSP must be obtained before
2907 education can be conducted. Additionally, approval to conduct
2908 education in Virginia must be obtained from OEMS.

2909 (ii) The LOR will allow them to complete the initial basic program (a
2910 cohort). CoAEMSP requires that each program seeking national
2911 accreditation have successfully completed an initial paramedic cohort.

2912 (iii) At the completion of the first cohort, the program shall submit their
2913 Institutional Self Study Review (ISSR) within the timelines established by
2914 CoAEMSP.

2915 (iv) While waiting for CoAEMSP to complete the review of the ISSR,
2916 programs must maintain a valid LOR to announce and conduct
2917 additional initial paramedic training programs in Virginia.

2918 (v) The ability for programs to continue offering paramedic training
2919 programs requires that the program be granted national accreditation
2920 through CoAEMSP/CAAHEP.

2921 Please note: The process outlined above is subject to change by CoAEMSP and/or NREMT.

2922 II. Training programs leading to certification at the EMR and EMT levels are not required to be
2923 conducted at sites which have been accredited. Accredited sites may conduct these programs if all other
2924 requirements of the state EMS regulations and this manual are met.

2925 At this time no equivalent accrediting bodies other than the Committee on Accreditation of Educational
2926 Programs for the Emergency Medical Services Professions (CoAEMSP) have been approved by the Office.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1605	Regulatory Authority: 12VAC5-31-1605
Title: Initial Accreditation	
Date of Issue: March 24, 2016	Effective Date: TBD

2945

12VAC5-31-1605. Initial accreditation.

2946

A. The initial accreditation process will begin upon the receipt by the Board of Health of an application for accreditation and a completed institutional self study.

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B. EMT-Paramedic programs can obtain initial accreditation in one of two ways:

2949

1. State accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.

2950

2951

2. Programs achieving accreditation issued by CoAEMSP or an equivalent organization approved by the Board of Health shall apply to the Office of EMS for state accreditation. Full accreditation will be issued for a period concurrent with that issued by the CoAEMSP or other approved organization up to a maximum of five years.

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C. Advanced EMT and Intermediate programs can obtain accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.

2956

2957

D. EMT-Enhanced programs (optional track) can obtain accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.

2958

2959

E. EMT programs (optional track) can obtain accreditation by applying to the Board of Health for an initial grant of accreditation not to exceed five years.

2960

2961

F. The commissioner shall grant initial accreditation as follows:

2962

1. The commissioner will issue full accreditation for a period of five years from the accreditation date if the accreditation analysis determines that the training program is in full compliance with the requirements for accreditation outlined in the appropriate section of EMS regulations.

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2. The commissioner will issue provisional accreditation if the accreditation analysis and report identifies deficiencies that are determined to be of concern but do not justify prohibiting the program from starting and completing an initial training program. Before starting any additional certification courses, the program site must receive full accreditation by correcting the deficiencies identified in the accreditation analysis and report.

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3. The commissioner will issue an accreditation denied status to the applicant if the accreditation analysis and report identifies deficiencies that are determined to be sufficient to prohibit the program from starting an initial training program.

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Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1605	Regulatory Authority: 12VAC5-31-1605
Title: Initial Accreditation	
Date of Issue: March 24, 2016	Effective Date: TBD

2973

TPAM Policy 1605

2974 A. All initial AEMT, Intermediate and Paramedic programs require accreditation prior to course approval
2975 by the Office of EMS. Accreditation may be issued for up to five (5) years. Certification programs
2976 beginning prior to accreditation will not be eligible for testing.

2977 B. Individuals, agencies, educational institutions or training centers interested in becoming accredited
2978 can find the requisite Institutional Self Study on the Office of EMS web site. This document contains
2979 necessary background information as well as the application and self study document.

2980 C. Specifics on developing, organizing and submission of the self study follows.

2981 I. Initial training programs leading to advanced life support certification must be conducted at a site
2982 which has been accredited by the Office of EMS and/or the Committee on Accreditation of Educational
2983 Programs for the Emergency Medical Services Professions (CoAEMSP)

2984 a. [Advanced EMT Accreditation](#)

2985 b. [Intermediate Site Accreditation](#)

2986 c. [Paramedic Site Accreditation](#)

2987 i. Beginning January 1, 2013, paramedic students who are candidates for certification
2988 testing through the National Registry of EMT's (NREMT – www.nremt.org) are required
2989 to have graduated from a nationally accredited paramedic program – national
2990 accreditation is offered through the Commission on Accreditation of Allied Health
2991 Education Programs (CAAHEP) in cooperation with the Committee on Accreditation of
2992 Educational Programs for the EMS Professions (CoAEMSP – www.coaemsp.org).
2993 Accomplishing accreditation at this level will require the following steps:

2994 a) Currently accredited Virginia Intermediate programs wanting to conduct
2995 paramedic education will be required to first obtain a Letter of Review from the
2996 CoAEMSP.

2997 b) Any new program wanting to conduct paramedic education will be required
2998 to first obtain a Letter of Review from CoAEMSP. The Office of EMS would then
2999 conduct a site visit to verify the program meets the requirements established
3000 for accreditation by the Office of EMS.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1605	Regulatory Authority: 12VAC5-31-1605
Title: Initial Accreditation	
Date of Issue: March 24, 2016	Effective Date: TBD

3001 c) At the completion of the first cohort, the program will be required to submit
3002 their self study to CoAEMSP.

3003 d) The ability for programs to announce and conduct additional initial
3004 paramedic training programs in Virginia will require that the program have a
3005 valid Letter of Review with CoAEMSP.

3006 e) Please note: The process outlined above is subject to change by CoAEMSP
3007 and/or NREMT.

3008 II. Training programs leading to certification at the Emergency Medical Responder and EMT are not
3009 required to be conducted at sites which have been accredited. Accredited sites may conduct these
3010 programs if all other requirements of the state EMS regulations and this manual are met.

3011 III. At this time no equivalent accrediting bodies other than the Committee on Accreditation of
3012 Educational Programs for the Emergency Medical Services Professions (CoAEMSP) have been approved
3013 by the Office.

3014 E. The accreditation process will begin once three (3) electronic copies of the Institutional Self Study
3015 have been received by OEMS.

3016 1. After the application and Self Study has been received it will be reviewed by OEMS staff for
3017 completeness. Should additional documentation be required, OEMS staff will request this from
3018 the applicant.

3019 2. Once the Self Study document meets the minimum requirements for submission, OEMS will
3020 assign a Site Team and forward a copy of the Self Study to the team for their review.

3021 3. The Site Team will review the Self Study document and work with program to correct
3022 deficiencies.

3023 4. The program will respond back to Site Team providing documentation for correcting
3024 deficiencies. Once the Site Team has received all requested documentation, they will update
3025 the Self Study document.

3026 5. When the Site Team has determined that the program warrants consideration for state
3027 accreditation, a site visit will be scheduled. For more on the site team timeline, see below.

3028 The following timeline has been established to provide guidance to individuals/entities seeking
3029 programmatic accreditation.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1605	Regulatory Authority: 12VAC5-31-1605
Title: Initial Accreditation	
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3056 a. The narrative should be prepared in clear and concise language and should respond
3057 to each of the questions asked. The format for the narrative report should be as
3058 follows:

3059 i. The narrative should be electronically prepared and saved to folders to divide
3060 the various sections as defined in the self study.

3061 iv. Exhibits should be clearly marked and logically ordered.

3062 Applicants should send three hard copies of the completed self-study (including exhibits) and one copy
3063 on CD-ROM or a flash drive. One hard copy of the completed self study should be available for the team
3064 to review during the site visit.

3065 b. Self Study Submission - (3 electronic copies delivered on separate media)

3066 Accreditation Coordinator

3067 Office of Emergency Medical Services

3068 1041 Technology Park Drive

3069 Glen Allen, VA 23059

3070 7. The self-study document is reviewed for completeness upon receipt at Office of EMS. The
3071 Office will contact the site if the self study does not contain all of the required items.

3072 8. Please do not submit other applications or requests with the self-study.

3073 9. Site Team Members Roles and Responsibilities

3074 a. Program Directors of Virginia accredited EMS training sites from across the state have
3075 been trained by the Office of EMS to assist sites in becoming state accredited.

3076 b. Team members will provide guidance, review of self-study, conduct site visits, and
3077 make recommendations to the Office of EMS as to a sites' accreditation disposition.

3078 c. Roles and Responsibilities:

3079 i. A team member may be selected to serve as a Team Leader for the site
3080 reviews as required.

3081 ii. Team members will serve as mentors.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1605	Regulatory Authority: 12VAC5-31-1605
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- 3082 iii. Team Members will perform the initial review of the applicant’s self-study
3083 with recommendations for improvements required, if applicable.
- 3084 iv. Team members will perform site reviews.
- 3085 v. Team member’s attendance before the Medical Direction Committee may be
3086 required to support findings of the site review team.
- 3087 vi. Team members may be required to travel overnight to conduct site visits.
- 3088 vii. The designated Team Leader has the following responsibilities:
- 3089 (a) Notify applicant of the receipt of the self-study and supporting
3090 documentation.
- 3091 (b) Scheduling of the site review in conjunction with the Program
3092 Director and OEMS.
- 3093 (c) Provide the Office of EMS with the site team findings and
3094 recommendations.
- 3095 d. The Office of EMS will require initial and periodic training of team members.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1607	Regulatory Authority: 12VAC5-31-1607
Title: Renewal of Accreditation	
Date of Issue: March 24, 2016	Effective Date: TBD

3096

12VAC5-31-1607. Renewal of accreditation.

3097 A. Paramedic program applicants shall only be renewed by obtaining a valid accreditation from the
3098 Committee on Accreditation of Allied Health Education Programs (CAAHEP), CoAEMSP or an equivalent
3099 organization approved by the Board of Health.

3100 B. Advanced EMT and Intermediate, or EMT-Enhanced or EMT as optional tracks programs shall apply
3101 for renewal of their program accreditation not less than 270 days before the end of their current
3102 accreditation cycle. Reaccreditation will require submitting a new application for accreditation and an
3103 updated institutional self study. The institutional self study will be reviewed by a site review team which
3104 will determine the program's performance and provide the commissioner with a recommendation as to
3105 whether program accreditation should be renewed.

3106 1. The commissioner will issue full accreditation for a period of five years from the reaccreditation date
3107 if the accreditation analysis determines that the training program is in full compliance with the
3108 requirements for accreditation outlined in the Virginia EMS regulations.

3109 2. The commissioner will issue provisional reaccreditation if the accreditation analysis and report
3110 identifies deficiencies that are determined to be of concern but do not justify prohibiting the program
3111 from starting and completing an initial training program. Before starting any additional certification
3112 courses, the program site shall receive full accreditation by correcting the deficiencies identified at the
3113 reaccreditation date.

3114 3. The commissioner shall issue an accreditation denied status to the applicant if the accreditation
3115 analysis identifies deficiencies that are determined to be sufficient to prohibit the program from starting
3116 an initial training program.

3117

3118 **TPAM Policy 1607**

3119 I. The re-accreditation process will begin once three (3) electronic copies on three (3) separate media of
3120 the Re-accreditation Self Study have been received by OEMS.

3121 Accreditation Coordinator

3122 Office of Emergency Medical Services

3123 1041 Technology Park Drive

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1607	Regulatory Authority: 12VAC5-31-1607
Title: Renewal of Accreditation	
Date of Issue: March 24, 2016	Effective Date: TBD

3124

Glen Allen, VA 230591

3125 After the Re-Accreditation Self Study has been received it will be reviewed by OEMS staff for
3126 completeness. Should additional documentation be required, OEMS staff will request this from the
3127 applicant.

3128 a. Once the Re-Accreditation Self Study document meets the minimum requirements for
3129 submission, OEMS will assign a Site Team and forward a copy of the Self Study to the team for
3130 their review.

3131 b. The Site Team will review the re-accreditation documents and work with program to request
3132 further information or clarification.

3133 c. The program will respond back to Site Team providing documentation for correcting
3134 deficiencies. Once the Site Team has received all requested documentation, they will update
3135 the Self Study document.

3136 d. When the Site Team has determined that the program has met the re-accreditation
3137 requirements, a site visit will be scheduled. For more on the site team timeline, see below.

3138 II. Accreditation Timeline

3139 The following timeline has been established to provide guidance to individuals/entities seeking re-
3140 accreditation.

3141 III. Grant of Accreditation:

3142 a. Following the site visit, the Site Team will compile and issue a written report about the
3143 program. This report will include a recommendation, either for or against the program gaining a
3144 grant of re-accreditation. The report will be submitted to OEMS for review.

3145 b. Upon review of the re-accreditation analysis submitted to the Office by the Site Team, the
3146 Office will determine the suitability of the training site for "Program Site Re-Accreditation" and
3147 notify the applicant in writing of the results with thirty (30) days.

3148 c. Depending on the outcome, a subsequent re-accreditation review/site visit may be conducted
3149 to review program outcomes, policies, procedures and documents.

3150 d. The Medical Direction Committee shall review any appeals by a program concerning the
3151 removal or denying of accreditation.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1607	Regulatory Authority: 12VAC5-31-1607
Title: Renewal of Accreditation	
Date of Issue: March 24, 2016	Effective Date: TBD

- 3152 e. Re-Accreditation Self Study Development
- 3153 i. Select an appropriate member of the staff to direct the preparation of the re-
- 3154 accreditation self-study.
- 3155 ii. Involve all members of the faculty, administration, governing board or council in the
- 3156 discussions of the re-accreditation.
- 3157 iii. Adopt a reasonable time schedule and enforce it.
- 3158 f. Self Study Organization
- 3159 i. The narrative should be prepared in clear and concise language and should respond to
- 3160 each of the questions asked. The format for the narrative report should be as follows:
- 3161 (a) The narrative should be prepared in clear and concise language and should
- 3162 respond to each of the questions asked. The format for the narrative report
- 3163 should be as follows:
- 3164 (b) The narrative should be electronically prepared and saved to folders to
- 3165 divide the various sections as defined in the self study.
- 3166 (c) Required attachments and any exhibits should be included at the end of the
- 3167 narrative report and should be provided only if they are essential to the team’s
- 3168 review and preparation prior to the visit.
- 3169 (d) Exhibits should be clearly marked and logically ordered.
- 3170 Applicants should send three hard copies of the completed self-study (including exhibits) and one copy
- 3171 on CD-ROM or a flash drive. One hard copy of the completed self study should be available for the team
- 3172 to review during the site visit.
- 3173 ii. Self Study Submission - (3 electronic copies delivered on separate media)
- 3174 Accreditation Coordinator
- 3175 Office of Emergency Medical Services
- 3176 1041 Technology Park Drive
- 3177 Glen Allen, VA 23059

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1607	Regulatory Authority: 12VAC5-31-1607
Title: Renewal of Accreditation	
Date of Issue: March 24, 2016	Effective Date: TBD

- 3178 f. The re-accreditation self-study document is reviewed for completeness upon receipt at Office
- 3179 of EMS. The Office will contact the site if the self study does not contain all of the required
- 3180 items.

- 3181 g. Please do not submit other applications or requests with the self-study.

- 3182 h. Site Team Members Roles and Responsibilities

 - 3183 i. Program Directors of Virginia accredited EMS training sites from across the state have
 - 3184 been trained by the Office of EMS to assist sites in becoming state accredited.

 - 3185 ii. Team members will provide guidance, review of self-study, conduct site visits, and
 - 3186 make recommendations to the Office of EMS as to a site's accreditation disposition.

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Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1609	Regulatory Authority: 12VAC5-31-1609
Title: Accreditation of Alternative Locations and Learning Sites	
Date of Issue: March 24, 2016	Effective Date: TBD

3187

12VAC5-31-1609. Accreditation of alternative locations and learning sites.

3188

A. Accredited training programs in Virginia shall contact the Board of Health for accreditation of alternative training sites which differ from the site receiving initial accreditation.

3189

3190

B. Institutions that intend to operate entire programs or parts of programs at a different location or learning site shall prepare and submit on a form prescribed by the Board of Health for each additional location.

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TPAM Policy 1609

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An accredited program that has any temporary or permanent change in the location of the approved primary site, alternate sites or addition of new alternate sites require the submission and approval of an application prior to conducting class at that location.

3196

3197

3198

The Office of EMS contacted the Commission on Accreditation of Allied Health Programs (CAAHEP) to clarify if accredited EMS training programs can conduct training in alternative training sites (learning sites) which differ from the site receiving initial accreditation. This policy is derived from that discussion.

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3200

3201

A. CAAHEP requires that an accredited training center contact CoAEMSP if an alternative training site is to be utilized. Additionally, the training center must contact OEMS of the alternative site location.

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3203

Approval to conduct training at these sites is dependent upon the sponsoring organization demonstrating that all program components and evaluation tools are essentially the same as those approved for the original training site.

3204

3205

3206

B. To accommodate institutions seeking to offer accredited programs, the Office is not requiring that the entire accreditation process be repeated a second time. The Office has put in place a policy for those alternative sites.

3207

3208

3209

1. Institutions that intend to operate entire programs or parts of programs at a different location or learning site must prepare and submit a separate Alternative Site Application for EMS Programs in Virginia for each additional location. This application can be obtained from the Office of EMS web page at

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3212

http://www.vdh.virginia.gov/OEMS/Files_Page/Training/AlternativeSiteApplication.docx

3213

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C. All accredited programs are required to submit in writing any changes that occur within the program to the Office.

3215

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1611	Regulatory Authority: 12VAC5-31-1611
Title: Appeal of Site Accreditation Application Results	
Date of Issue: March 24, 2016	Effective Date: TBD

3216 **12VAC5-31-1611. Appeal of site accreditation application results.**

3217 Appeals by a program concerning the (i) denial of initial or renewal of accreditation or (ii) issuance of
3218 probationary accreditation shall be submitted in writing within 10 days to the Office of EMS pursuant to
3219 § 2.2-4019 of the Virginia Administrative Process Act.

3220

3221 **TPAM Policy 1611**

3222 A. Should a program be recommended for probationary status or denial or accreditation, they shall
3223 submit in writing within 10 days to the Office of EMS their desire to appeal the decision.

3224 B. The Medical Direction Committee shall review any appeals by a program concerning the removal or
3225 denying of accreditation. This review will be conducted at the next scheduled quarterly meeting of the
3226 Medical Direction Committee.

DRAFT
Pending EMS Advisory
Board Approval

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1613	Regulatory Authority: 12VAC5-31-1613
Title: Accreditation of Paramedic Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

3227 **12VAC5-31-1613. Accreditation of Paramedic programs.**

3228 A. Paramedic programs with state accreditation shall be limited to one initial grant of state accreditation
3229 for a five year period.

3230 B. Renewal of accreditation at the Paramedic level will be issued only upon verification of accreditation
3231 issued by CoAEMSP, CAAHEP, or another approved equivalent accreditation organization as specified in
3232 this chapter.

3233

3234 **TPAM Policy 1613**

3235 A. Beginning January 1, 2013, paramedic students who are candidates for certification testing through
3236 the National Registry of EMT's (NREMT – www.nremt.org) are required to have graduated from a
3237 nationally accredited paramedic program – national accreditation is offered through the Commission on
3238 Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on
3239 Accreditation of Educational Programs for the EMS Professions (CoAEMSP – www.coaemsp.org).

3240 B. Paramedic programs can begin their initial cohort class by obtaining a Letter of Review from
3241 CoAEMSP. Programs achieving accreditation issued by CoAEMSP or an equivalent organization approved
3242 by the Board of Health shall apply to the Office of EMS for state accreditation. Full accreditation will be
3243 issued for a period concurrent with that issued by the CoAEMSP or other approved organization up to a
3244 maximum of five years. If the program is new to Virginia, the Office of EMS may conduct a site visit to
3245 verify the program meets the requirements established for accreditation.

3246 C. Renewal of accreditation at the Paramedic level requires verification of continued accreditation
3247 issued by CoAEMSP/CAAHEP. Should the program lose their accreditation through CoAEMSP, their
3248 accreditation status at all levels will expire with the completion of the current cohort classes being
3249 conducted.

Notes: (please include lines numbers for reference)

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1615	Regulatory Authority: 12VAC5-31-1615
Title: Equivalent Accreditation of EMS Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

- 3250 **12VAC5-31-1615. Equivalent accreditation of EMS programs.**
- 3251 A. The commissioner may issue an equivalent accreditation to programs obtaining a valid accreditation
- 3252 from the CAAHEP, CoAEMSP, or an equivalent organization approved by the Board of Health.
- 3253 B. As a condition for equivalent accreditation, a representative from the Board of Health must be
- 3254 included with each visit by the CoAEMSP or any other approved accreditation organization.
- 3255 1. Programs with equivalent accreditation shall notify the Board of Health immediately upon receiving
- 3256 notice about the following changes:
- 3257 a. Scheduling of site team visits to include:
- 3258 (1) Dates;
- 3259 (2) Times; and
- 3260 (3) The agenda or schedule of events.
- 3261 b. Changes in program personnel to include:
- 3262 (1) The program director; and
- 3263 (2) OMD or PCD.
- 3264 c. Changes or additions to, or deletions from clinical site contracts and field site contracts.
- 3265 d. Notice of revocation, removal, or expiration of accreditation issued by CoAEMSP.
- 3266 e. Any sentinel event.
- 3267 2. Accreditation issued by CoAEMSP or other organization approved by the Board of Health shall remain
- 3268 current during any certification training program that requires accreditation by the Board of Health.
- 3269 Revocation, removal, or expiration of accreditation issued by CoAEMSP or other another organization
- 3270 approved by the Board of Health shall invalidate the corresponding state accreditation of the training
- 3271 program.
- 3272
- 3273
- 3274

Notes: (please include lines numbers for reference)



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1615	Regulatory Authority: 12VAC5-31-1615
Title: Equivalent Accreditation of EMS Programs	
Date of Issue: March 24, 2016	Effective Date: TBD

TPAM Policy 1615

- 3275
- 3276 A. Equivalent accreditation is offered to programs who have obtained valid accreditation from
- 3277 CoAEMSP/CAAHEP.
- 3278 B. Upon the scheduling of a CoAEMSP visit, the Program Director must contact the Accreditation
- 3279 Specialist for the Office of EMS with information concerning their accreditation visit. This information
- 3280 should include:
- 3281 1. Date of accreditation site visit
 - 3282 2. Times of accreditation sit visit
 - 3283 3. Agenda and schedule of events
- 3284 C. The Office of EMS must be notified of changes in program personnel to include:
- 3285 1. Program Director
 - 3286 2. OMD/PCD
 - 3287 3. Changes to clinical site and field site contracts
 - 3288 4. Removal, revocation or expiration of accreditation issued by CoAEMSP
 - 3289 5. Any sentinel event
- 3290 D. Should a program lose their CoAEMSP/CAAHEP accreditation, their Virginia accreditation at all levels
- 3291 will expire with the completion of the current cohort classes being conducted.

Notes: (please include lines numbers for reference)

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