



County of Santa Clara Emergency Medical Services System

Policy #304: Continuing Education Provider Approval

CONTINUING EDUCATION PROVIDER APPROVAL

Effective: Septmeber 12, 2014
Replaces: January 22, 2007
Review: November 12, 2017

Resources:

Reference Guide 809: Continuing Education Providers Guide

I. Purpose

The purpose of this policy is to establish standards for continuing education providers (CEPs) in Santa Clara County.

II. Provider Approval

- A. Any person or agency headquartered in Santa Clara County wishing to become CEP must submit a written request to the Agency for approval. An applicant may apply for approval as a basic life support (BLS) level, advanced life support (ALS) level, or both.
- B. The request for CEP approval must be complete and contain all appropriate information including resumes for both the Program Director and Clinical Director and the applicable fee. Refer to the CE Provider Guide for specific requirements.
- C. Applications must be received at least sixty (60) days before the first scheduled course of instruction.
- D. The Agency will notify the applicant within fourteen (14) days that the application was received; and shall notify the applicant within sixty (60) days of receipt of the application of its decision to approve or deny.
- E. The Agency may approve CEPs for a period of four (4) years. The expiration date shall be no more than four (4) years from the last day of the month in which the application was approved.
- F. In order to renew CEP approval, revised CEP materials must be received no fewer than sixty (60) days prior to the expiration of the current approval. Refer to the CE Provider Guide for specific requirements.

III. CEP Requirements

The requirements for Continuing Education Providers may be found in the Santa Clara Prehospital Care Manual Reference Guide 809: Continuing Education Providers Guide.

IV. Negative Action

Any negative action taken in relation to a Continuing Education Provider shall be in accordance with the Santa Clara Prehospital Care Manual, EMS Policy #305: Procedure for Suspension or Revocation of EMT, Paramedic Training, or CE Provider Program Approval.