



EDUCATIONAL INSTITUTE COURSE REQUEST

DATE EFFECTIVE: 05/07/2018

DATE REVISED: xx/xx/xxxx

Purpose:

To define the process by which a course can be requested through the Shepherdstown Fire Department Educational Institution, and approved for Continuing Education (CE) Credit through the West Virginia Office of EMS (WVOEMS).

All Programs that the Shepherdstown Fire Department Educational Institution offers will require approval by the WVOEMS. OEMS Policy # 5.04.11 establishes the standards for submission of courses for review and approval. All Programs will be managed in accordance with OG#2700, and all students will be held to the standards outlined within the Student Handbook.

Pre-approved Courses

In an effort to ensure efficiency, WVOEMS have a list of courses that are classified as “pre-approved.” Pre-approved courses are courses that the WVOEMS has already reviewed and approved for CE credit. Examples of such courses are CPR, ACLS, PHTLS, GEMS, etc.. A list of pre-approved classes can be obtained through WVOEMS.

A member who wishes to request a pre-approved course will make notification in writing to the Education Director or the Institution Administrator. The member should provide course details, an available instructor, and anticipated time frame of course start date.

Notification of a pre-approved course must be submitted to the Institution Administrator no more than ten (10) days prior to anticipated start date. The Institution Administrator will review the request, and will submit the request to WVOEMS a minimum of five (5) working days prior to the start date of the course.

Non-preapproved Courses

A non-preapproved course is any course that has not previously been reviewed for content. A member who wishes to request a Non-preapproved course will make notification in writing to the Education Director at least sixty (60) days prior to the anticipated course start date. The member **MUST** provide course details (outlined below), an available instructor, and anticipated time frame of course start date.

In order for the Education Director to approve a course for submission to the Administrator, and subsequently the WVOEMS, in addition to the class request the following must be submitted for content review:

- Course outline or syllabus
- Lesson plans and educational objectives
- Any handouts or other supporting materials
- Target audience and anticipated class size
- Anticipated hours credited

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- Examples of any tests that may be administered
- Listing of necessary equipment or education environment
- Any student costs including but not limited to texts and or supplies
- Any pre-requisites

Hard copies or Electronic copies of supplemental material will be accepted.

The Education Director will review the materials presented and ensure compliance with SFD program guidelines. If found to be suitable, the materials will be forwarded to the Institution Administrator, who will submit applicable documentation to WVOEMS a minimum of thirty (30) working days prior to the start date of the course.

If the Education Director denies the request, his/her denial will be in writing and sent to the requestor, and the Institutional Administrator. Should the requestor feel the denial is erroneous, s/he may appeal the decision to the Institution Administrator who will make an appeal decision, and/or form a review committee to discuss the request. Prior to any course being submitted to WVOEMS, the Lead Instructor and the Institution Administrator shall agree on the relevance of the course.

Courses may be approved only after all required materials have been received and reviewed. The WVOEMS will make a final determination on all classes, and the decision of the WVOEMS is final.

Hours completed in an unapproved course will not count towards recertification.

Courses Taken Outside WVOEMS Educational System

Not all EMS education occurs at the agency level; or even within the confines of the state. There are many opportunities for education at hospitals, non-EMS related conferences, national conferences, etc., and the Shepherdstown Fire Department Educational Institution provides an opportunity for these courses to apply towards continuing education credits.

Requests for CE credit from education offerings taken outside of the Shepherdstown Fire Department Educational Institution (or other WVOEMS approved) system must be submitted to the Institution Administrator no later than fifteen (15) days after completion of the course.

The following must be submitted for review:

- Proof of course completion (certificate of completion, letter of completion,)
- Course outline or syllabus
- List of educational objectives
- Course handouts and other supporting materials
- Listing of any agencies that have already accredited the course (ACEP, AMA,

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- AHA, NAEMT, AAOS, etc.)

Upon review of required documentation, the Institution Administrator will prepare and submit applicable documentation to the WVOEMS in electronic or hard copy form no more than 30 days after the completion of the course.

Courses may be approved only after all required materials have been received and reviewed. The WVOEMS will make a final determination on all classes, and the decision of the WVOEMS is final.

Hours completed in an unapproved course will not count towards recertification.

Conclusion

The process and guidelines established herein are not designed to hinder, or harm anyone's education program, but instead to set standards that everyone will be held to and expected to meet if they are going to educate our EMS providers.

The EMS Training Institute Course Request Process Model has been included for convenience.

- West Virginia Rule 64-CSR-48 §8.1 & 8.5 establishes the requirements for becoming and maintaining endorsement as an EMS Continuing Education Institute and this is further clarified by Office of Emergency Medical Services Policy #5.07.11 Continuing Education Institute Requirements.
- Every program that the Institution teaches will require approval by the WVOEMS. OEMS Policy # 5.04.11 establishes the standards for submission of courses for review and approval.
- Pre-approved courses are courses that the WVOEMS has already reviewed and approved for CE credit. ACLS, PHTLS, and GEMS are all examples of pre-approved courses.
- A non-pre approved course is any course that has not previously been reviewed for content.
- SFD OGR#2710 supercedes this process model in the event of a conflict.

