

EMT Course Application Process

Verification Flow Sheet STEP 1 of 5

Course Coordinator Name: _____

Sponsoring Agency: _____

Date of first class: _____

Date five weeks prior to first class: _____ Date received: _____

The initial EMT course application paperwork listed below is due in regional EMS office five (5) weeks prior to the first day of class. (Unless prior approval for shorter time is approved)

All initial EMT course application paperwork should arrive together at the regional office in a single folder; arranged in the order that it is presented below.

Incomplete or improperly filed initial applications will not be processed.

- EMT Course Application (Form A1)
 - Copy (sample) of college information letter provided with Form A1
 - EMT course accreditation status
 - Eligibility of college credit
 - Eligibility to attend EMT course
 - Contact information for two nearby accredited colleges providing EMT courses
 - Copy (sample) of HIPAA certification of completion (form or certificate) provide with Form A1

- EMT Course Instructor Information (Form A2) for each instructor
- Course Schedule (Form A3)
- EMT Course Equipment List (Form A4)
- Hospital Affiliation Agreement (Form C1)
 - Sponsor must use Form C1. Other written agreements will not satisfy requirement.**

- Ambulance/Rescue (EMS) Agency Affiliation Agreement (Form C2)
 - Sponsor must use Form C2. Other written agreements will not satisfy requirement.**

- Copy of student handout paperwork:
 - Instructor contact information
 - EMT course guidelines
 - Attendance policy
 - Dress code
 - Course objectives
 - Grading method and scale

- Copy of National Registry skills sheets

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- Regional EMS Office Verification of Initial Application.**
 - EMT Class Approval request submitted to OEMS**

Name (Print): _____ Signature: _____ Date: _____

ADPH OEMS Course Approval Number: _____

EMT Course Application Process

Verification Flow Sheet STEP 3 of 5

Date of first class: _____

Date ten business days after first class: _____ Date Received: _____

The following student forms are due in regional EMS office within ten (10) business days of first class. The course coordinator may provide copies and keep the original forms.

- EMT Student Registration (Form B1)
- Confidentiality Briefing Statement (Form B2)
- Release of Liability (Form B3)
- Background Screening Policy (Form B4-A)
- Background Screening Participation (Form B4-B)
- Drug Screen Policy (Form B5-A)
- Drug Screen Participation (Form B5-B)

An On-Site Inspection must be scheduled within ten (10) business days of first class

Date of On-Site Inspection: _____

Inspection will include-

Faculty

- Course Coordinator
- Primary Instructor
- Instructor on course schedule
- Adequate instructor for skills verification, if applicable

Facility

- ADA Compliant
- Sufficient Space for Class size
- Controlled Environment
- Adequate classroom learning accommodations (desks, chairs, lighting)
- Adequate classroom skills learning area(s)

Resources

- Instructional Materials: _____
- Presentation Equipment: _____

Regional EMS Office Verification of ten day requirements and on-site inspection.

Name (Print): _____ Signature: _____ Date: _____

OEMS Course Approval Number: _____

Date of course completion: _____

Date ten days from course completion: _____

The following course documentation is required within ten (10) days after course completion. The sponsor may provide the originals for storage by the Regional Office.

- Final EMT course roster
 - Shows EMT course sponsor
 - Shows course coordinator and lead instructor
 - Shows course location, and course starting and ending dates listed in header.
 - All students listed on preliminary EMT course roster are listed on the final EMT course roster
 - Student first and last name with middle initial
 - Student Social Security Number (for National Registry)
 - Student EMT Course disposition (Pass, Fail, Pending, Withdraw, Dismissed)
 - Student National Registry Skills disposition (Pass, Fail, Pending, Withdraw, Dismissed)
 - Student Clinical Rotation disposition (Pass, Fail, Pending, Withdraw, Dismissed)
 - A place to write the date received by regional EMS office
 - A place to write the approved course number
- EMT attendance course rosters showing attendance and instructors for each class session

Student Information required within ten (10) days after course completion:

- National Registry Skills verification forms (or equivalent) for each student on final course roster
 - Each skill sheet timed, scored, and signed by evaluator
 - Complete set of skill sheets for each student
 - Failures explained and documented on skills sheet
- Copies of EMT course completion certificate for each student
- Copy of AHA Healthcare Provider (or equivalent*) CPR card for each student.
*Equivalent must include infant, child, adult, 1-rescuer, and 2-rescuer, BVM usage

Regional EMS Office Verification of course completion records

Name (Print): _____ Signature: _____ Date: _____

OEMS Course Approval Number: _____

POST COURSE DOCUMENTATION

Date of last student completion: _____

Date ten (10) days after last student completion: _____

Post-course documentation records are should be provided to regional EMS office ten days after the last student has been assigned a PASS or FAIL disposition.

The regional EMS office will maintain the complete set of course documentation for five (5) years.

Documentation already on file with regional EMS office at completion of course:

- Original course application, and related forms, as submitted to the regional EMS office
- Copy (sample) of college information letter provided with Form A1
- Copy (sample) of HIPAA certification of completion (form or certificate) provide with Form A1
- Course approval form issued by the OEMS
- EMT course preliminary roster as submitted to the regional EMS office
- EMT Course Instructor Information (Form A2) for each instructor
- Hospital Affiliation Agreement (Form C1)
- Ambulance/Rescue (EMS) Agency Affiliation Agreement (Form C2)
- Course Schedule (Form A5)
- EMT Course Equipment List (Form A6)
- Copy of student handout paperwork:
- Copy of National Registry skills sheets
- Attendance roster for each class meeting
- Individual skill verifications (National Registry forms)

Documentation to be provided to regional EMS office within 10 days of completing of course:

- Final EMT course schedule
- List of make-up session(s), if applicable
- Documentation of remediation conducted, if applicable
- Copy of each examination, quiz or evaluation administered during the course
- Documentation of the guest lecturers,
- Documentation of clinical preceptor(s) orientation and student scope of practice,
- Documentation demonstrating student achievement of all clinical and field internship objectives, and
- Documentation recording the individual reasons that student(s) failed to complete the course of study.

NOTE: If the sponsoring agency wishes to keep records, providing the regional EMS agency a paper copy of the documentation paperwork listed in this section is acceptable.

Regional EMS Office Verification of five year records package

Name (Print): _____ Signature: _____ Date: _____

OEMS Course Approval Number: _____