

RECERTIFICATION PROTOCOL
FOR
EMERGENCY MEDICAL SERVICES PERSONNEL



UTAH DEPARTMENT OF HEALTH
DIVISION OF HEALTH SYSTEMS IMPROVEMENT
BUREAU OF EMERGENCY MEDICAL SERVICES

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OVERVIEW

This booklet is designed to assist Emergency Medical Services (EMS) personnel in understanding and completing the recertification requirements

All EMS personnel (EMTs) are **individually responsible** for ensuring their recertification requirement are being completed and submitted to the Utah Department of Health, Bureau of Emergency Medical Services (BEMS). All recertification materials should be submitted to BEMS at one time and no later than 30 days prior to the current expiration date. If paperwork is received later or the information is incomplete, BEMS may not be able to process your recertification before your certification expires. Recertification material is processed in the order it is received.

EMTs may formally work with a recognized EMS agency that may conduct Continuing Medical Education (CME) programs and organize, compile, and submit recertification materials on behalf of the individual.

Although each EMT is **individually responsible** for ensuring their recertification requirement are completed and submitted, we strongly encourage Training Officers from EMS agencies to submit a letter verifying completion of requirements for recertification for all affiliated EMTs.

Individuals who are not affiliated with an agency must submit all CME documentation to BEMS. The documentation must include the date the training was held, training subject matter, duration of training and proof of attendance. The purpose of CME is to:

1. Reinforce the EMT's understanding of clinical and operational roles and responsibilities.
2. Reinforce skills and knowledge in patient assessment and in all treatment procedures within the scope of the provider.
3. Reinforce skills in the use and maintenance of all equipment required to render emergency medical care at the level of certification.
4. Reinforce opportunities for discussion, skill, practice, and critique of skill performance
5. Reinforce the provider's skills that are not used on a regular basis.
6. Update the EMT's on current best practices.

BEMS may need to adjust recertification periods. If this occurs, the CME requirements will be adjusted for those who are affected. BEMS will recognize the expiration date on the EMS identification card as the official expiration date. If you change your address or name, you must notify BEMS, in writing, of your current information. If BEMS records are not updated with current information, you may not receive important information or your new certification card.

All EMTs must report any arrests, charges, or convictions they incur during their certification to BEMS within 30 days, of arrest, charge or conviction.

EMT-BASIC RECERTIFICATION REQUIREMENTS

- (1) BEMS may recertify an EMT-B for a four-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- (2) An individual seeking recertification must:
 - (a) Submit the applicable fees and a completed application, including social security number and signature, to BEMS;
 - (b) Submit to a background investigation, including an FBI background investigation if the individual has not been a Utah resident for the past consecutive five years; Applicants who have previously submitted fingerprints to BEMS and have not moved outside of the state since then will not need to have their fingerprints taken again. This is often applicable to individuals who certified in Utah through reciprocity.
 - (c) Maintain and submit documentation of having completed a cardiopulmonary resuscitation (CPR) provider course within the prior two years that is consistent with the most current version of the American Heart Association Guidelines for CPR and ECC.
 - (d) Successfully complete the applicable BEMS written and practical recertification examinations, or reexaminations if necessary, within one year prior to expiration of the certification to be renewed;
 - (e) Submit a statement from the applicant's EMS provider organization or a physician, confirming the applicant's results of a recent TB examination; and
 - (f) Provide documentation of completion of 100 hours of BEMS-approved continuing medical education distributed throughout the prior four years. All CME must be related to the required skills and knowledge of an EMT. Instructors need not be certified EMS instructors, but must be knowledgeable in the field of instruction. (See table 1, below, for the required hours by subject)
 - (g) The EMT must complete the skills listed in table 2 at least two times as part of the CME training listed in subsections (f)

Table 1: EMT-B CME

EMT-B	Required Hours	2	Well Being of the EMT
		2	Infection Control
		4	Airway (to include skill 7 in table 2)
		10	Patient Assessment
		4	Communications and Documentation
		8	Pharmacology and Patient Assisted Medications (to include skill 5 from table 2)
		6	Medical Emergencies: Cardiac and Automatic External Defibrillation (AED) (to include skill 8 in table 2)
		7	Medical Emergencies: Including but not limited to respiratory, allergic reactions, environmental abdominal, diabetes, behavioral, poisoning, drugs, and alcohol
		12	Trauma: including but not limited to: bleeding, shock, soft tissue, burns, kinetics, musculoskeletal, head and spine, eyes, face, chest, splinting and bandaging. (to include skills 1, 2, 3, 4 in table 2)
		8	Pediatric patients (to include skill 6 in table 2)
		4	Obstetrics and Gynecology
		4	Operations: including but not limited to: lifting and moving, ambulance operations, extrication, triage
		4	HAZMAT Awareness
	Electives	25	
	100	Total	

SPECIFIED EMT-B SKILLS

The specified skills are those that an EMT must be able to perform at anytime, even though some of the skills may not be routinely performed. These skills are incorporated into the CME hour requirements and are not additional requirements.

Table 2: EMT-B SKILLS

Level	Requirement	Skill #	Skill Tasking
EMT-B, EMT-I and EMT-IA.	Each EMT should complete the following skills at least two times throughout their certification. These skills should be proficiently demonstrated to a state certified EMS instructor. Document the accomplishment of the skills. The skills will be accomplished as per the Teaching and Testing Guidelines (TTGs).	Skill 1:	Bandaging of the arm, elbow, shoulder, neck, top of head, cheek, protruding eye, ear, and open chest wound.
		Skill 2:	Splinting using hare traction or sager splint (choice based upon availability of equipment).
		Skill 3:	Splinting of at least one upper and lower extremity.
		Skill 4:	Cervical and spinal immobilization using c-collar, long board, head stabilization equipment (utilize available equipment) and straps.
		Skill 5:	Patient assisted medications: nitroglycerin, pre-loaded epinephrine, inhaler, and glucose.
		Skill 6:	Pediatric immobilization: in a car seat and backboard.
		Skill 7:	Insertion of nasopharyngeal and oropharyngeal airways.
		Skill 8:	Defibrillation of a patient in cardiac arrest using an AED.

EMT-B LAPSED CERTIFICATION

The following is from rule R426-12. Please contact BEMS concerning lapsed certifications.

- (1) An individual whose EMT-B certification has expired for less than one year may, within one year after expiration, complete all recertification requirements and pay a late recertification fee to become certified. The individual's new expiration date will be four years from the old expiration date.
- (2) An individual whose certification has expired for more than one year must take an EMT-B course and reapply for initial certification.
- (3) An individual whose certification has lapsed, is not authorized to provide care as an EMT until the individual completes the recertification process.

EMT-INTERMEDIATE RECERTIFICATION REQUIREMENTS:

- (1) BEMS may recertify an individual as an EMT-I for a four-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- (2) An individual seeking recertification must:
 - (a) Submit the applicable fees and a completed application, including social security number and signature, to BEMS;
 - (b) Submit to a background investigation, including an FBI background investigation if the individual has not been a Utah resident for the past consecutive five years; Applicants who have previously submitted fingerprints to BEMS and have not moved outside of the state since then will not need to have their fingerprints taken again. This is often applicable to individuals who certified in Utah through reciprocity.
 - (c) Maintain and submit documentation of having completed a course in cardiopulmonary resuscitation (CPR) within the prior two years that is consistent with the most current version of the American Heart Association Guidelines for CPR and ECC.
 - (d) Successfully complete the applicable BEMS written and practical recertification examinations, or reexaminations if necessary, within one year prior to expiration of the certification to be renewed;
 - (e) Submit a statement from the applicant's EMS provider organization or a physician, confirming the applicant's results of a recent TB examination;
 - (f) Provide documentation of completion of 100 hours of BEMS-approved continuing medical education distributed throughout the prior four years. All CME must be related to the required skills and knowledge of an EMT-I. Instructors need not be certified EMS instructors, but must be knowledgeable in the field of instruction. (see Table 2, below, for the required hours by subject)
 - (g) The EMT must complete the skills listed in table 2 at least two times as part of the CME training listed in subsections (f)
 - (h) Submit a letter from the off-line medical director recommending the individual for recertification and verifying the individual's demonstrated proficiency in the following EMT-I skills:
 - i. Initiating and terminating intravenous infusion;
 - ii. Completion of pediatric vascular access skills station;
 - iii. Insertion and removal of intraosseous needle;
 - iv. Insertion and removal of endotracheal tube;
 - v. Administration of medications via intramuscular, subcutaneous, and intravenous routes; and
 - vi. EKG rhythm recognition.

Table 3: EMT-I CME

EMT-I	Required Hours	4	Foundations of EMT-Intermediate
		5	Pharmacology
		5	Venous Access & Medication Administration
		8	Airway
		4	Techniques of Physical Examination
		2	Patient Assessment
		4	Clinical Decision Making
		3	Trauma Systems and Mechanism of injury
		4	Hemorrhage & Shock
		3	Burns
		3	Thoracic Trauma
		2	Respiratory
		6	Cardiac
		2	Diabetic
		2	Allergic Reactions
		2	Poisoning
		2	Environmental Emergencies
		2	Gynecology
		2	OB
	4	Neonatal resuscitation	
	6	Pediatrics	
	Suggested electives, a total of 25 hours		Anatomy & Physiology
			Assessment Based Management
			Behavioral Emergencies
			Communication
		Documentation	
		Geriatrics	
		HAZMAT	
		History Taking	
		Mass Causality Incident	
		Medical Incident Command	
		Neurological Emergencies	
	Non-Traumatic Abdominal Emergencies		
	Trauma Practical Lab		
100	Total		

SPECIFIED EMT-I SKILLS

The specified skills are those that an EMT must be able to perform at anytime, even though some of the skills may not be routinely performed. These skills are incorporated into the CME hour requirements and are not additional requirements.

Submit a letter from the off-line medical director recommending the individual for recertification and verifying the individual's demonstrated proficiency in the following EMT-I skills:

- vii. Initiating and terminating intravenous infusion;
- viii. Completion of pediatric vascular access skills station;
- ix. Insertion and removal of intraosseous needle;
- x. Insertion and removal of endotracheal tube;
- xi. Administration of medications via intramuscular, subcutaneous, and intravenous routes; and
- xii. EKG rhythm recognition.

Table 4: EMT-I SKILLS

Level	Requirement	Skill #	Skill Tasking
EMT-B, EMT-I and EMT-IA.	Each EMT should complete the following skills at least two times throughout their certification. These skills should be proficiently demonstrated to a Utah State certified EMS instructor. Document the accomplishment of the skills. The skills will be accomplished as per the Teaching and Testing Guidelines (TTGs).	Skill 1:	Bandaging of the arm, elbow, shoulder, neck, top of head, cheek, protruding eye, ear, and open chest wound.
		Skill 2:	Splinting using hare traction or sager splint (choice based upon availability of equipment).
		Skill 3:	Splinting of at least one upper and lower extremity.
		Skill 4:	Cervical and spinal immobilization using c-collar, long board, head stabilization equipment (utilize available equipment) and straps.
		Skill 5:	Patient assisted medications: nitroglycerin, pre-loaded epinephrine, inhaler, and glucose.
		Skill 6:	Pediatric immobilization: in a car seat and backboard.
		Skill 7:	Insertion of nasopharyngeal and oropharyngeal airways.
		Skill 8:	Defibrillation of a patient in cardiac arrest using an AED.

EMT-I LAPSED CERTIFICATION

The following is from rule R426-12. Please contact BEMS concerning lapsed certifications.

- (1) An individual whose EMT-I certification has expired for less than one year, may, within one year after expiration, complete all recertification requirements and pay a late recertification fee to become certified. The individual's new expiration date will be four years from the individual's old expiration date.
- (2) An individual whose certification has expired for more than one year must take the EMT-B and EMT- I courses and reapply for initial certification.
- (3) An individual whose certification has lapsed, is not authorized to provide care as an EMT-I until the individual completes the recertification process.

EMT-INTERMEDIATE ADVANCED RECERTIFICATION REQUIREMENTS

- (1) BEMS may recertify an individual as an EMT-IA for a four-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- (2) An individual seeking recertification must:
 - a. Submit the applicable fees and a completed application, including social security number and signature, to BEMS;
 - b. Submit to a background investigation, including an FBI background investigation if the individual has not been a Utah resident for the past consecutive five years; Applicants who have previously submitted fingerprints to BEMS and have not moved outside of the state since then will not need to have their fingerprints taken again. This is often applicable to individuals who certified in Utah through reciprocity.
 - c. Maintain and submit documentation of completing a course in cardiopulmonary resuscitation (CPR) within the prior two years that is consistent with the most current version of the American Heart Association Guidelines for CPR and ECC.
 - d. Maintain and submit documentation of completing a course in Advance Cardiac Life Support (ACLS) in the prior two years.
 - e. Maintain and submit documentation of completing a course in Pediatric Education for Prehospital Professionals (PEPP) or Pediatric Advanced Life Support (PALS) within the prior two years.
 - f. Successfully complete the applicable BEMS written and practical recertification examinations, or reexaminations if necessary, within one year prior to expiration of the certification to be renewed;
 - g. Submit a statement from the applicant's EMS provider organization or a physician, confirming the applicant's results of a recent TB examination;
 - h. Provide documentation of completion of 100 hours of BEMS-approved continuing medical education distributed throughout the prior four years. All CME must be related to the required skills and knowledge of an EMT-IA. Instructors need not be certified EMS instructors, but must be knowledgeable in the field of instruction. (see Table 3, below, for the required hours by subject)
 - i. Submit a letter from the off-line medical director recommending the individual for recertification and verifying the individual's demonstrated proficiency in the following EMT-I skills:
 - xiii. Initiating and terminating intravenous infusion;
 - xiv. Completion of pediatric vascular access skills station;
 - xv. Insertion and removal of intraosseous needle;
 - xvi. Insertion and removal of endotracheal tube;
 - xvii. Administration of medications via intramuscular, subcutaneous, and intravenous routes; and
 - xviii. EKG rhythm recognition.

Table 5: EMT-IA CME

EMT-IA	Required Hours	4	Foundations of EMT-Intermediate
		5	Pharmacology
		5	Venous Access & Medication Administration
		8	Airway
		4	Techniques of Physical Examination
		2	Patient Assessment
		4	Clinical Decision Making
		3	Trauma Systems and Mechanism of injury
		4	Hemorrhage & Shock
		3	Burns
		3	Thoracic Trauma
		2	Respiratory
		6	Cardiac
		2	Diabetic
		2	Allergic Reactions
		2	Poisoning
		2	Environmental Emergencies
		2	Gynecology
		2	OB
	4	Neonatal resuscitation	
	6	Pediatrics	
	Suggested electives, a total of 25 hours		Anatomy & Physiology
			Assessment Based Management
			Behavioral Emergencies
			Communication
		Documentation	
		Geriatrics	
		HAZMAT	
		History Taking	
		Mass Causality Incident	
		Medical Incident Command	
		Neurological Emergencies	
	Non-Traumatic Abdominal Emergencies		
	Trauma Practical Lab		
100	Total		

SPECIFIED SKILLS

The specified skills are those that an EMT must be able to perform at anytime, even though some of the skills may not be routinely performed. These skills are incorporated into the CME hour requirements and are not additional requirements.

Submit a letter from the off-line medical director recommending the individual for recertification and verifying the individual's demonstrated proficiency in the following EMT-IA skills:

- xix. Initiating and terminating intravenous infusion;
- xx. Completion of pediatric vascular access skills station;
- xxi. Insertion and removal of intraosseous needle;
- xxii. Insertion and removal of endotracheal tube;
- xxiii. Administration of medications via intramuscular, subcutaneous, and intravenous routes; and
- xxiv. EKG rhythm recognition.

Table 6: EMT-IA SKILLS

Level	Requirement	Skill #	Skill Tasking
EMT-B, EMT-I and EMT-IA.	Each EMT should complete the following skills at least two times throughout their certification. These skills should be proficiently demonstrated to a Utah State certified EMS instructor. Document the accomplishment of the skills. The skills will be accomplished as per the Teaching and Testing Guidelines (TTGs).	Skill 1:	Bandaging of the arm, elbow, shoulder, neck, top of head, cheek, protruding eye, ear, and open chest wound.
		Skill 2:	Splinting using hare traction or sager splint (choice based upon availability of equipment).
		Skill 3:	Splinting of at least one upper and lower extremity.
		Skill 4:	Cervical and spinal immobilization using c-collar, long board, head stabilization equipment (utilize available equipment) and straps.
		Skill 5:	Patient assisted medications: nitroglycerin, pre-loaded epinephrine, inhaler, and glucose.
		Skill 6:	Pediatric immobilization: in a car seat and backboard.
		Skill 7:	Insertion of nasopharyngeal and oropharyngeal airways.
		Skill 8:	Defibrillation of a patient in cardiac arrest using an AED.

EMT-IA LAPSED CERTIFICATION

The following is from rule R426-12. Please contact BEMS concerning lapsed certifications.

- (1) An individual whose EMT-IA certification has expired for less than one year, may, within one year after expiration, complete all recertification requirements and pay a late recertification fee to become certified. The individual's new expiration date will be four years from the individual's old expiration date.
- (2) An individual whose certification has expired for more than one year must take the EMT-B and EMT- IA courses and reapply for initial certification.
- (3) An individual whose certification has lapsed, is not authorized to provide care as an EMT-IA until the individual completes the recertification process

PARAMEDIC RECERTIFICATION REQUIREMENTS

- (1) BEMS may recertify a paramedic for a four-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- (2) An individual seeking recertification must:
 - (a) Submit the applicable fees and a completed application, including social security number and signature, to BEMS;
 - (b) Submit to a background investigation, including an FBI background investigation if the individual has not been a Utah resident for the past consecutive five years; Applicants who have previously submitted fingerprints to BEMS and have not moved outside of the state since then will not need to have their fingerprints taken again. This is often applicable to individuals who got certified in Utah through reciprocity.
 - (c) Maintain and submit documentation of completing a course in cardiopulmonary resuscitation (CPR) within the prior two years that is consistent with the most current version of the American Heart Association Guidelines for CPR and ECC.
 - (d) Maintain and submit documentation of completing a course in Advance Cardiac Life Support (ACLS) in the prior two years.
 - (e) Maintain and submit documentation of completing a course in Pediatric Education for Prehospital Professionals (PEPP) or Pediatric Advanced Life Support (PALS) within the prior two years.
 - (f) Successfully complete the applicable BEMS recertification examinations, or reexaminations if necessary, within one year prior to expiration of the certification to be renewed;
 - (g) Submit a statement from the applicant's EMS provider organization or a physician, confirming the applicant's results of a recent TB examination;
 - (h) Provide documentation of completion of 100 hours of BEMS-approved continuing medical education distributed throughout the prior four years; (See table 4, below, for the required hours by subject).
 - (i) Submit an evaluation of clinical competency and a recommendation for recertification from an off-line medical director.

Table: Paramedic CME

Paramedic	Required Hours	2	EMS System Roles and Responsibilities		
		2	Well-being of the Paramedic		
		1	Pathophysiology		
		1	Medical legal		
		1	Pharmacology		
		1	Venous access and medication administration		
		5	Airway management and ventilation		
		3	Patient assessment		
		1	Communication		
		1	Documentation		
		1	Trauma Systems and Mechanism of injury		
		2	Hemorrhage & shock		
		3	Burns		
		3	Head and facial		
		1	Spinal trauma		
		2	Thoracic trauma		
		2	Abdominal trauma		
		1	Pulmonary		
		9	Cardiology		
		4	Neurology		
		3	Endocrinology		
		1	Allergies and anaphylaxis		
		4	Gastroenterology		
		2	Toxicology		
		4	Environmental		
		3	Infectious and communicable diseases		
		1	Behavioral/psychiatric disorders		
		2	Obstetrics & gynecology		
		3	Neonatology		
		5	Pediatrics		
		2	Geriatrics		
		1	Assessment based management		
		2	Medical incident command		
		1	Hazardous materials incidents		
		Suggested electives, a total of 20 hours			Ethics
					Illness & injury prevention
				Therapeutic communications	
				Life span development	
				Clinical decision making	
				Soft tissue trauma	
				Renal/urology	
			Hematology		
			Abuse & assault		
			Patients with special challenges		
			Acute intervention for chronic care patients		
			Ambulance operations		
			Rescue awareness and operations		
			Crime scene awareness		
100	Total				

PARAMEDIC LAPSED CERTIFICATION

Please contact BEMS concerning lapsed certifications. A paramedic will be considered lapsed if they have not turned in all recertification requirements to BEMS or completed the recertification requirements by their expiration date.

An individual whose paramedic certification has expired and who wishes to become certified as a paramedic may:

- (a) Submit the applicable fees and a completed application, including social security number and signature, to BEMS;
- (b) Submit a letter of recommendation including results of an oral examination, from a certified off-line medical director, verifying proficiency in paramedic skills;
- (c) Submit to a background investigation, including an FBI background investigation if the individual has not been a Utah resident for the past consecutive five years; Applicants who have previously submitted fingerprints to BEMS and have not moved outside of the state since then will not need to have their fingerprints taken again. This is often applicable to individuals who got certified in Utah through reciprocity.
- (d) Maintain and submit documentation of completing a course in cardiopulmonary resuscitation (CPR) within the prior two years that is consistent with the most current version of the American Heart Association Guidelines for CPR and ECC.
- (e) Maintain and submit documentation of completing a course in Advance Cardiac Life Support (ACLS) in the prior two years.
- (f) Maintain and submit documentation of completing a course in Pediatric Education for Prehospital Professionals (PEPP) or Pediatric Advanced Life Support (PALS) within the prior two years.
- (g) Successfully complete the applicable BEMS recertification examinations, or reexaminations if necessary.
- (h) Submit a statement from the applicant's EMS provider organization or a physician, confirming the applicant's results of a recent TB examination;
- (i) Provide documentation of completion of 100 hours of BEMS-approved continuing medical education distributed throughout the prior four years; (See table 7, below, for the required hours by subject).

EMD RECERTIFICATION REQUIREMENTS

- (1) BEMS may recertify an EMD for a four-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- (2) An individual seeking recertification must:
 - (a) Submit the applicable fees and a completed application, including social security number and signature, to BEMS;
 - (b) Submit to a background investigation, including an FBI background investigation if the individual has not been a Utah resident for the past consecutive five years; Applicants who have previously submitted fingerprints to BEMS and have not moved outside of the state since then will not need to have their fingerprints taken again. This is often applicable to individuals who got certified in Utah through reciprocity.
 - (c) Maintain and submit documentation of completing a course in cardiopulmonary resuscitation (CPR) within the prior two years that is consistent with the most current version of the American Heart Association Guidelines for CPR and ECC
 - (d) Provide documentation of completion of 48 hours of BEMS-approved continuing medical education distributed throughout the previous four years; and (See table 7, below, for the required hours by subject).
 - (e) Successfully complete the applicable BEMS recertification examination, or reexamination if necessary, within one year prior to expiration of the certification to be renewed

Table 7: EMD CME

EMD	Required Hours	5	Roles & Responsibilities
		7	Obtaining information from callers
		4	Resource allocation
		2	Providing emergency care instruction
		5	Legal and liability issues
		5	CISM
		5	Basic emergency medical concepts
		7	Chief complaint types
	Electives	8	

EMD LAPSED CERTIFICATION

The following is from rule R426-12 and the specific requirements in each of the areas. Please contact BEMS concerning lapsed certifications. An EMS person will be considered lapsed if they have not turned in all recertification requirements to BEMS or completed the recertification requirements by their expiration date.

- (1) An individual whose EMD certification has expired for less than one year may complete all recertification requirements and pay a lapsed fee to become recertified.
- (2) An individual whose certification has expired for more than one year must take an EMD course and reapply as if there were no prior certification.

EMS INSTRUCTOR RECERTIFICATION REQUIREMENTS

- (1) BEMS may recertify an EMS Instructor for a two-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- (2) An individual seeking recertification must:
 - (a) Maintain current EMS certification;
 - (b) Attend the BEMS instruction seminar, once every two years;
 - (c) Submit verification of 30 hours of EMS teaching experience in the prior two years;
 - (d) Submit verification he/she is currently recognized as a CPR instructor by the National Safety Council, the American Red Cross, or the American Heart Association;
 - (e) Submit a completed application and pay all applicable fees;
 - (f) Successfully complete any BEMS-required examination;
 - (g) Submit biennially a completed and signed "EMS Instructor Contract" to BEMS agreeing to abide by the standards and procedures in the current EMS Instructor Manual

EMS INSTRUCTOR LAPSED CERTIFICATION

- (1) An EMS instructor whose instructor certification has expired for less than two years may again become certified by completing the recertification requirements
- (2) An EMS instructor whose instructor certification has expired for more than two years must complete all initial instructor certification requirements and reapply as if there were no prior certification.

COURSE COORDINATOR RECERTIFICATION REQUIREMENTS

- (1) BEMS may recertify a course coordinator for a two-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- (2) An individual seeking recertification must:
 - (a) Maintain current EMS instructor and EMT-B, EMT-I, EMT-IA, Paramedic, or EMD certification;
 - (b) Maintain current EMS instructor certification;
 - (c) Coordinate or co-coordinate at least one BEMS-approved course every two years;
 - (d) Attend a course coordinator seminar every two years;
 - (e) Submit an application and pay all applicable fees;
 - (f) Successfully complete all applicable examination requirements; and
 - (g) Sign and submit every two years a Course Coordinator Contract to BEMS agreeing to abide to the policies and procedures in the current Course Coordinator Manual.

COURSE COORDINATOR LAPSED CERTIFICATION

A course coordinator whose course coordinator certification has expired for more than one year must complete all initial course coordinator certification requirements and reapply as if there were no prior certification.

TRAINING OFFICER RECERTIFICATION REQUIREMENTS

- (1) BEMS may recertify a training officer for a two-year period or for a shorter period as modified by BEMS to standardize recertification cycles.
- 2) A training officer who wishes to recertify as a training officer must
 - (a) Maintain current EMS instructor and EMT-B, EMT-I, EMT-IA, Paramedic, or EMD certification;
 - (b) Attend a training officer seminar every two years;
 - (c) Maintain current EMS instructor certification;
 - (d) Submit an application and pay all applicable fees;
 - (e) Successfully complete all examination requirements; and
 - (f) Submit every two years a completed and signed Training Officer "Letter of Commitment" to BEMS agreeing to abide to the standards and procedures in the then current training officer manual.

TRAINING OFFICER LAPSED CERTIFICATION

A training officer whose training officer certification has expired for more than one year must complete all initial training officer certification requirements and reapply as if there were no prior certification.

OBTAINING CME HOURS

The completion of the CME hours may be accomplished via several different means. The limit of the number of CME hours that can be obtained by certain methods is identified in table 7.

TABLE 7: Means of obtaining CME hours

Level	Type	Notes	Specifics	
EMT-B, EMT-I, EMT-IA, Paramedic	Group training	The maximum number of hours is indicated in each of the areas. The instructors of these training sessions do not have to be EMS instructors, but do have to be qualified experts in the field of instruction.	a.	Workshops and seminars related to the required skills and knowledge of an EMT and approved for CME credit by BEMS or the Continuing Education Coordinating Board for EMS (CECBEMS).
			b.	Local medical training meetings.
			c.	Medical training meetings where a guest speaker presents material related to emergency medical care.
			d.	Demonstration or practice sessions.
			e.	Community emergency exercise and disaster drills. CME hours will only be provided for the time actually involved in the exercise (i.e. If exercise lasts for eight hours and you are only involved for four hours, you will only be allowed four hours). No more than 20 hours will be allowed during recertification period.
			f.	Audiovisuals (films, videotapes) which illustrate and review proper emergency care procedures (must be viewed in presence of training officer) no more than 10 hours.
			g.	Specific college courses may be utilized only with the approval of BEMS (no more than 10 hours). Classes such as biology, chemistry, anatomy and physiology don't require BEMS's approval, but all other classes require BEMS approval.
			h.	CPR training (no more than 16 hours in CPR in the four year period).
	Teaching classes:	No more than 15 hours of CME will be credited for teaching classes during any certification period.	a.	Teaching general public (schools, scouts, clubs, or church groups) any topic within the scope of the Basic EMT.
			b.	Teaching or coordinating EMS courses approved by BEMS or teaching local EMS CME classes.
	Use of Audio-Visuals	No more than 10 hours of CME can be obtained using audiovisual only.	a.	Audiovisuals (films, videotapes, etc) which illustrate and review proper emergency care procedures can be used.

Computer use:	No more than a total of 25 hours of CME can be obtained via this mode.	a	Utilizing computers, internet, software, or the like, which illustrate, practice, provide interactive use, or demonstrate proper emergency care procedures can be used. These programs only can be utilized if approved by the Continuing Education Coordinating Board of Emergency Medical Services (CECBEMS) or BEMS.
Journals	No more than a total of 5 hours of CME can be obtained via this mode.	a.	Completing tests from various journals or publications, which are related to the EMT scope of practice

Table 7: Means of obtaining CME hours

EMD	Group Training	The maximum number of hours is indicated in each of the areas. The instructors of these training sessions do not have to be EMS instructors, but do have to be qualified experts in the field of instruction.	a.	Workshops and seminars related to the required knowledge and skills of an EMD and approved for CME credit by BEMS or the Continuing Education Coordinating Board for EMS (CECBEMS).
			b.	Local medical training meetings.
			c.	Medical training meetings where a guest speaker presents material related to emergency medical care as related to the dispatcher.
			d.	Demonstration or practice sessions.
			e.	Community emergency exercise and disaster drills. CME hours will only be provided for the time actually involved in the exercise (i.e. If exercise lasts for eight hours and you are only involved for four hours, you will only be allowed four hours.) No more than 8 hours will be allowed during recertification period.
			f.	Audiovisuals (films, videotapes) which illustrate and review proper emergency care procedures [must be viewed in presence of training officer (no more than 8 hours)].
			g.	Specific college courses may be utilized only with the approval of BEMS (no more than 8 hours).
			h.	CPR training (no more than 8 hours in CPR in the four year period).
		Ride-along	No more than 6 hours can be obtained via this mode	
	Computer Use	No more than 12 hours can be obtained via this mode		Utilizing computers, internet, software, or the like, which illustrate, practice, provide interactive use, or demonstrate proper emergency care procedures can be used, These programs only can be utilized if approved by the Continuing Education Coordinating Board of Emergency Medical Services (CECBEMS) or BEMS.