



Southeastern Massachusetts
Emergency Medical Services Council, Inc.

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**Non Accredited Institutions Continuing Education/ Refresher
Policy 51-120511**

To all Region V Non-Accredited EMS Training Coordinators:

As of January 1, 2012 the regional EMS councils will begin approving and issuing all continuing education and refresher course numbers. They are no longer being forwarded to OEMS for approval. (OEMS Advisory dated August 31, 2011)

In order to expedite the process the regions and OEMS have put together guidelines which are included in policy.

Please adhere to the following:

- Applications for continuing education and refresher programs scheduled for 2012 must be received by our office thirty (30) calendar days before the course is scheduled to begin. Applications shall include an outline that breaks down the content and hours.
- Applicants must submit a letter of explanation if an application is received in less than 30 days, but course approval is not guaranteed, especially if additional information is needed.
- Applicants shall have 7 calendar days to return the required program changes (if requested) to the Region or risk non-approval of the program.
- Regions will communicate the approval (with number) or denial of a program to applicants by email.
- If applicant is submitting a course for blanket approval, the approval number will only be issued once a date for the first class is submitted to the region
- **Applications for courses that have already been held will not be approved under any circumstances.*****
- **Applications submitted within 7 days of the class or refresher will not be approved if the region finds there is no valid reason why it was not submitted per guidelines**
- Updated resumes for instructors are to be submitted to the region when applying for the first course in 2012. (MD's are excluded if they are the instructors)

Signed applications and associated outlines may be emailed to: education@semaems.com

*105 CMR 170.960(F): **"Prior to receipt of Department approval for a training program pursuant to 105 CMR 170.960(A), no nonaccredited training provider shall (1) Advertise such a training program as approved by the Department; (2) Accept applications from prospective students; or (3) Conduct any classes for such a training program.**