



Central Shenandoah Emergency Medical Services Council

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Subject: Issuance of Continuing Education Credit to Adjunctive Trainers

Indications: Adjunctive trainers providing Basic Life Support (BLS) and Advanced Life Support (ALS) emergency medical services training in the Central Shenandoah EMS Council (CSEMS Council) region that request continuing education credit for students attending a training class.

Policy: The CSEMS Council shall make available continuing education credit to students attending a class provided by an adjunctive trainer in the CSEMS Council region provided the trainer:

1. Notifies the CSEMS Council in writing two (2) weeks in advance of the scheduled class date.
2. Provides the CSEMS Council with the required information regarding the class.
3. Submits a CSEMS Council *Course Continuing Education Roster* to the CSEMS Council within seven (7) days of the class conclusion date.
4. Submits Virginia Office of Emergency Medical Services continuing education cards to the CSEMS Council within seven (7) days of the class conclusion date.

Procedure: **Adjunctive Trainer Responsibilities:**

The adjunctive trainer is responsible for completing the following tasks to receive continuing education credit for students completing a class.

1. Submit a CSEMS Council *Continuing Education Credit Request Form* to the CSEMS Council. This form must be received by the CSEMS Council two (2) weeks in advance of the scheduled class date via mail, facsimile, or electronic submission. If the form is mailed, a postmark two weeks in advance of the class date shall be accepted.
2. Conduct the class in accordance with the course outline provided on the *Continuing Education Credit Request Form*.
3. Complete and submit a CSEMS Council *Course Continuing Education Roster* to the CSEMS Council within seven (7) days of the class conclusion date.
4. Complete and submit Virginia Office of Emergency Medical Services continuing education cards to the CSEMS Council within seven (7) days of the class conclusion date. The cards shall have the following areas completed, leaving the Course Number and Topic blank:
 - a. Name
 - b. Certification Number
 - c. Level
 - d. Category
 - e. Date of Class

Trainers that submit continuing education cards more than seven (7) days after the class conclusion date shall not be eligible to receive continuing education credit for future classes.

CSEMS Council Responsibilities:

The CSEMS Council is responsible for the following:

1. Upon the timely receipt of a *Continuing Education Credit Request Form*, the

CSEMS Council shall review the request and notify the requesting party whether or not the request has been approved.

2. Upon the timely receipt of a *Course Continuing Education Roster* and continuing education cards, the CSEMS Council shall complete the continuing education cards with the course number and topic number. The continuing education cards shall be submitted to the Virginia Office of EMS within fifteen (15) days of the class conclusion date.

Exemptions: CSEMS Council Local Protocol program instructors have a separate established policy for submitting continuing education documentation for local protocol classes. Instructors submitting documentation for continuing education credit for local protocol classes are exempt from this policy.