

Michigan Department of Community Health
EMS and Trauma Systems Section
CONTINUING EDUCATION PROGRAMS
APPROVAL GUIDELINES

To obtain approval for continuing education programs, the Instructor-Coordinator (I/C) will submit Notification of Intent to Conduct a Continuing Education Program Form BHPPA-EMS-202 revised 4/05 or BHPPA-EMS-202a 4/05 to the Regional Coordinator in whose region the program is being conducted, at least 30 days prior to the class(es). Note, there are two different forms.

1. **Notification of Intent to Provide Continuing Education within an Initial EMS Education Course. (BHPPA-EMS 202a)**

This form is used by an approved Sponsor of Initial Education to inform MDCH that a specific course is open to provide continuing education credits. Session objectives do not have to be submitted, as the course must follow Michigan Initial Education Program Requirements. This application form must be submitted in conjunction with the initial course schedule, outlines, objectives and instructor qualifications.

Information that must be submitted with this application includes:

- a. Course schedule that identifies time, date, and length of class and topic and credits awarded
- b. Sample certificate of attendance (indicate if credits are lecture or practical)
- c. Sample evaluation tool used for specific session

This form is sent to the Regional Coordinator for the region where the class is being held. The original is then forwarded by the Regional Coordinator to MDCH. All Continuing Education Program credit policies continue to apply in this situation.

2. **Notification of Intent to Provide Continuing Education (BHPPA-EMS 202)**

This form is used:

- a. When an approved Initial Education Program Sponsor wishes to provide CE that is not part of an initial training program, or:
- b. When a CE sponsor that is not an approved Initial Education Program sponsor wishes to provide CE.

Additional information that must be submitted with this form includes:

- a. A lesson plan for each class (each date) that includes:
- b. Specifics on location of class
- c. Time and length of class
- d. Topic and credits awarded
- e. Presenter(s) name(s) and qualifications
- f. Educational goals or learning objectives
- g. Sample certificate of attendance (indicate if credits are lecture or practical)
- h. Sample evaluation tool to be used

Once specific continuing education topics have been approved the CE Sponsor may submit a request(s) to offer additional sessions for the remainder of the calendar year. The application form must meet all requirements of an initial application and include any changes in the "Additional information" from the original application. A copy of the original CE approval must be submitted with the application.

Continuing Education Policies apply to the administration of these programs as noted.

EXAMPLE of Lesson Plan

Topic: Thrombolytic Therapy in the Prehospital Setting

Presenter: Jane Doe, R.N.
Nurse Educator
Cardiac Center
Nowhere, MI

Date: 01/01/00

Credit Category: Medical **Specific Topic:** Cardiovascular - Advanced

License Level: Paramedic

Time: Two hours

Credits: 2

Format: Two hours lecture
Includes use of video of cardiac anatomy, catheterization and open heart surgery.

Objectives: The participant of the CE session will:

1. Review cardiac anatomy and the pathophysiology of infarction.
2. Review the history and current in-hospital use of thrombolytic agents.
3. Review the indications and contraindications of thrombolytics.
4. Review and discuss the potential for thrombolytic administration in the field.

Outline for Lecture Presentation:

- I. Introductions
- II. Anatomy Review and Video Presentation
- III. History of Thrombolytics and Current Research
- IV. Current In-hospital Practice
- V. Potential for Prehospital Administration of Thrombolytics
- VI. Summary and Questions

Student Evaluation Method:

No formal evaluation of participants will occur.

Evaluation of Presentation:

Standard Program Evaluation form will be filled out by participants.

Rationale for Presentation:

Area physicians have been questioning that prehospital and emergency department practices could be altered to speed the delivery of thrombolytics to appropriate patients. For prehospital personnel to be involved in this discussion and possible protocol change, it is important for them to understand thrombolytics and how/when they are administered.

Overview of Continuing Education Policies

1. Courses not included in the current edition of the pre-approved standardized credit booklet must be submitted for approval at least 30 days prior to the class, to the regional coordinator in whose region the class will occur. I/C's applying for credits are to follow the "Approval Guidelines for Continuing Education Credits."
2. The form must document specific dates and times that the program will be offered. All continuing education programs must be available for monitoring by the Regional Coordinator. Any cancellations or changes must be filed with the Regional Coordinator who will forward to MDCH.
3. It is policy to award credits based on one CE credit per one contact hour. Classes must meet for the scheduled time for credits to be awarded. No fractions of credits are given. (For example, a 1-1/2 hour class will be approved for 1 credit.) Partial credits from out-of-state, CECBEMS, or internet program credits will be rounded down to whole credits.
4. While an I/C must sign and submit CE notifications for approval, an I/C is not required to teach or be present at CE classes. The I/C remains responsible for the class.
5. Please review the "Conversion Document" for assistance in determining the category for each specific subject topic.
6. If I/C's wish to offer CE credits for portions of initial education courses, credits must be applied for at least 30 days in advance on Form BHPPA-EMS-202a; they are not automatically approved.
Credits will only be approved as follows:
 - MFR's and Basic EMT's can obtain CE credits in MFR, Basic EMT, Specialist or Paramedic courses
 - EMT-Specialists and Paramedics can obtain CE credits in Basic EMT, Specialist, or Paramedic courses
7. When applying for Michigan CE credits for CE programs that have been attended out of state, the individual should provide to Michigan Department of Community Health documentation that gives evidence that the participant attended the program, a detailed program content outline that includes number of hours of program, and some rationale for why credits are warranted. Topics being evaluated must have some relationship to the topic areas utilized in Michigan. Upon review and approval of the credits requested, the State EMS Education Coordinator will provide a letter for the individual to submit with their CE records. Out of state CE approval requests must be submitted at the time they are obtained. Approval requests for credits used toward a licensure that is being audited will not be approved.
8. Programs that are approved by CECBEMS are accepted in Michigan. The content of the program must relate to Emergency Medical Services and must follow Michigan credit categories.
9. Only 1 sample CE chit and evaluation form are necessary for each application form unless either will be altered for a specific class.
10. Once a CE is approved you may reapply for the same CE, within the same calendar year, by completing a new application 30 days in advance and attaching a copy of the original approval to the application. No other supporting documentation is required unless there is a change in the instructor, which you will need to include their credentials.

9. Credits to be earned by each license level:

Credit category	MFR		EMT		EMT Specialist		Paramedic	
	Minimum	Practical	Minimum	Practical	Minimum	Practical	Minimum	Practical
Preparatory	1	0	2	0	2	0	2	0
Airway/Ventilation	1	1	2	2	2	2	2	2
Patient Assessment	1	1	2	1	2	2	2	2
Medical	1	1	2	2	2	2	2	2
Trauma	1	1	2	1	2	2	2	2
Special Considerations (1 Pediatric Required)	1	1	2	1	2	1	2	2
Operations	1	0	2	0	2	0	2	0
<i>Sub totals</i>	7	5	14	7	14	9	14	10
<i>Balance electives</i>								
Totals	15		30		36		45	

10. A portion of the required credits must be obtained through “hands-on” practical sessions providing skills practice. Practical sessions must be supervised or critiqued hands-on practice or simulation achieving identified psychomotor objectives. CE classes designed to meet the practical requirement must be clearly noted on the Notification Form when applying for CE credit.

11. **PROOF OF ATTENDANCE CREDIT RECORD FORMS**

- a. It is required that I/Cs provide a "proof of attendance" form to all CE session participants. The individual participant must retain this proof of attendance in the event an audit of the individual's CE record is done at the time of license renewal or relicensure.
- b. The IC must have all participants sign an attendance roster at the CE session. This roster must be kept in the IC records for a minimum of 4 years in the event a participant needs later verification of attendance. A photo copy of the roster will be accepted as proof of attendance during the audit process.
- c. The "proof of attendance" forms should be developed so that they appear as an original and are difficult to duplicate. An easy method is to have the I/C sign in a colored ink, and this is described on the form. These forms could also be numbered.
- d. Other information to include on the form: (see sample)
 - Name of Sponsoring Organization
 - Credit Category, Specific Topic Name
 - Credits Awarded and License Level
 - Date, Time, Location
 - Number of lecture and practical “hands-on” credits provided.
 - Printed Name, Code Number and Signature of I/C
 - Space for Name of Attendee

SAMPLE

PROOF OF ATTENDANCE			
SPONSORING ORGANIZATION			
Central Hospital in Central, Michigan			
Name _____			
DIFFICULT AIRWAY MANAGEMENT LAB			
January 1, 2005 1:00 p.m. to 3:00 p.m.			
Credit Category: Airway/Ventilation			
Specific Topic: Adult Airway Management			
MFR – 0	EMT – 0	EMT-S – 2 practical	Paramedic – 2 practical
I/C: Jane Doe	I/C Signature: _____		
I/C #: 1234			

SAMPLE EVALUATION TOOL

CE Program Evaluation			
CE Title _____	Date: _____		
Presenter: _____			
Content provided was consistent with title:			
Strongly Agree	Agree	Disagree	Strongly Disagree
Information was useful and/or beneficial in my everyday work practice:			
Strongly Agree	Agree	Disagree	Strongly Disagree
Presenter was well prepared:			
Strongly Agree	Agree	Disagree	Strongly Disagree
I would recommend others to attend this CE Program:			
Strongly Agree	Agree	Disagree	Strongly Disagree

12. Independent study CE credits may be awarded for articles in professional journals, ongoing serial productions, and interactive computer programs as long as the program is developed by a professional group or other approved provider of CE and meets all of the following:
- The participant is required to make an active and appropriate response to the education material
 - A test or evaluation tool is provided
 - A record of completion is provided.

All requests for independent study shall be submitted directly to MDCH for review and approval.

**Conversion Document Medical First Responder and Basic EMT
Michigan EMS Continuing Education Credits to National Curriculum Topic Areas**

National Curriculum Topic Category	Michigan CE Topic		Possible CE or Refresher Topics
	MFR	Basic EMT	
Preparatory			
	A & P	A & P	Anatomy, Physiology, Pathophysiology
	Communicable Disease	Communicable Disease	PPE, BSI, Disease Prevention, Managing Exposure
	Injury Prevention	Injury Prevention	Injury Prevention, Personnel Safety
		IV Maintenance	Maintaining an established IV
	Medical- Legal	Medical- Legal	Medical- Legal, Ethics
	Basic Pharmacology	Basic Pharmacology	General (Basic) Pharmacology
	Patient Handling	Patient Handling	Lifting and Moving
	Stress Management	Stress Management	Stress Management, CISD, Death-Dying, Well Being of the EMS Provider, Nutrition, Fitness, Sleep
Airway Management Ventilation			
	Airway Oxygen Basic	Airway Oxygen Basic	Basic Airway skills, Combitube, Ventilation, BLS Procedures
Patient Assessment			
	Patient Assessment	Patient Assessment	Patient Assessment, Baseline Vitals and SAMPLE History, Techniques of Physical Exam, Clinical Decision Making
	Communications	Communications	Therapeutic Communications Radio Comm., Documentation
Medical			
	Abdominal Illness	Abdominal Illness	Gastroenterology, Renal/Urology
	Behavioral Emergencies	Behavioral Emergencies	Behavioral, Psychiatric, Mental Health
	Cardiovascular Basic	Cardiovascular Basic	General Cardiology, AED
	CNS Illness	CNS Illness	Neurology, Stroke, CNS Illnesses
	Diabetic Emergencies	Diabetic Emergencies	Diabetes, Altered Mental Status
	Environmental Emergencies	Environmental Emergencies	Heat/Cold Emergencies, Water Rescue, Drowning, Diving Emergencies, Altitude Emergencies, Radiation
	OB/GYN	OB/GYN	Obstetrics, Gynecological Emergencies
	Poisons	Poisons	Poisons, Toxicology, Substance Abuse
	Respiratory Emergencies	Respiratory Emergencies	Respiratory, Pulmonary
			Allergies/ Anaphylaxis

National Curriculum Topic Category	Michigan CE Topic		Possible CE or Refresher Topics
	MFR	Basic EMT	
Trauma			
	Abdominal Injury	Abdominal Injury	Abdominal Injury
	Bleeding, Soft Tissue Injuries	Bleeding, Soft Tissue Injuries	Bleeding, Soft Tissue Injury, Facial, Eye
	Burns	Burns	Burns
	Chest Injuries	Chest Injuries	Chest Injuries, Thoracic
	CNS Injuries	CNS Injuries	Head and Spinal Injuries
	Musculoskeletal Injuries	Musculoskeletal Injuries	Musculoskeletal Injuries
	Shock	Shock	Shock
	Spinal Injury-Backboarding	Spinal Injury-Backboarding	Spinal Injuries, Immobilization, Spinal Motion Restriction
			Trauma systems, Mechanism of Injury
Special Considerations			
	Geriatrics	Geriatrics	Geriatrics
	Pediatrics	Pediatrics	Neonatology, Pediatrics, SIDS
			Abuse, Assault, Patients with Special Challenges, Acute Interventions for Chronic Care Patient
			Assessment Based Patient Management
Operations			
	Disaster Planning	Disaster Planning	Disaster Planning, Medical Incident Command, Triage, WMD, Terrorism
	Emergency Driving	Emergency Driving	Safe Emergency Driving
	EMS Systems Operations	EMS Systems Operations	Ambulance Operations, Medical Control Issues, Crime Scene Awareness
	Hazardous Materials	Hazardous Materials	Hazardous Materials
	Rescue/Extrication	Rescue/Extrication	Rescue Awareness and Operations, PPE, Confined Space

**Conversion Document Specialist and Paramedic
Michigan EMS Continuing Education Credits to National Curriculum Topic Areas**

National Curriculum Topic Category	Michigan CE Topic		Possible CE or Refresher Topics
	Specialist	Paramedic	
Preparatory			
	A & P	A & P	Anatomy, Physiology, Pathophysiology
	Communicable Disease	Communicable Disease	PPE, BSI, Disease Prevention, Managing Exposure
	Injury Prevention	Injury Prevention	Injury Prevention, Personnel Safety
	IV Therapy	IV Therapy	Venous Access and Medication Administration
	Medical- Legal	Medical- Legal	Medical- Legal, Ethics
	Patient Handling	Patient Handling	Lifting and Moving
	Basic Pharmacology		General (Basic) Pharmacology
		Pharmacology	Pharmacology
	Stress Management	Stress Management	Stress Management, CISD, Death-Dying, Well Being of the EMS Provider, Nutrition, Fitness, Sleep
Airway Management Ventilation			
	Airway Oxygen Basic	Airway Oxygen Basic	Basic Airway skills, Combitube, Ventilation, BLS Procedures
	Airway Oxygen Advanced	Airway Oxygen Advanced	Advanced Airway Management, Ventilation skills, Sedation, RSI
Patient Assessment			
	Patient Assessment	Patient Assessment	Patient Assessment, Baseline Vitals and SAMPLE History, Techniques of Physical Exam, Clinical Decision Making
	Communications	Communications	Therapeutic Communications Radio Comm., Documentation
Medical			
	Abdominal Illness	Abdominal Illness	Gastroenterology, Renal/Urology
	Behavioral Emergencies	Behavioral Emergencies	Behavioral, Psychiatric, Mental Health
	Cardiovascular Basic	Cardiovascular Basic	General Cardiology, AED
		Cardiovascular Advanced	EKG interpretation, Manual defib, Pacing, Cardioversion
	CNS Illness	CNS Illness	Neurology, Stroke, CNS Illnesses
	Diabetic Emergencies	Diabetic Emergencies	Diabetes, Altered Mental Status
	Environmental Emergencies	Environmental Emergencies	Heat/Cold Emergencies, Water Rescue, Drowning, Diving Emergencies, Altitude Emergencies, Radiation
	OB/GYN	OB/GYN	Obstetrics, Gynecological Emergencies

National Curriculum Topic Category	Michigan CE Topic		Possible CE or Refresher Topics
	Specialist	Paramedic	
Medical Continued			
	Poisons	Poisons	Poisons, Toxicology, Substance Abuse
	Respiratory Emergencies	Respiratory Emergencies	Respiratory, Pulmonary
			Endocrine, Hematology, Allergies/ Anaphylaxis
Trauma			
	Abdominal Injury	Abdominal Injury	Abdominal Injury
	Bleeding, Soft Tissue Injuries	Bleeding, Soft Tissue Injuries	Bleeding, Soft Tissue Injury, Facial, Eye
	Burns	Burns	Burns
	Chest Injuries	Chest Injuries	Chest Injuries, Thoracic
	CNS Injuries	CNS Injuries	Head and Spinal Injuries
	Musculoskeletal Injuries	Musculoskeletal Injuries	Musculoskeletal Injuries
	Shock	Shock	Shock, Fluids
	Spinal Injury-Backboarding	Spinal Injury-Backboarding	Spinal Injuries, Immobilization, Spinal Motion Restriction
			Trauma systems, Mechanism of Injury
Special Considerations			
	Geriatrics	Geriatrics	Geriatrics
	Pediatrics	Pediatrics	Neonatology, Pediatrics, SIDS
			Abuse, Assault, Patients with Special Challenges, Acute Interventions for Chronic Care Patient
			Assessment Based Patient Management
Operations			
	Disaster Planning	Disaster Planning	Disaster Planning, Medical Incident Command, Triage, WMD, Terrorism
	Emergency Driving	Emergency Driving	Safe Emergency Driving
	EMS Systems Operations	EMS Systems Operations	Ambulance Operations, Medical Control Issues, Crime Scene Awareness
	Hazardous Materials	Hazardous Materials	Hazardous Materials
	Rescue/Extrication	Rescue/Extrication	Rescue Awareness and Operations, PPE, Confined Space