

# Special Notice

12-2008

To: Emergency Service Personal  
Re: EMT CEU Program  
From: Program Director

## **Purpose:**

This notice was created after a review of the current Emergency Medical Technician CEU Program hosted by the Sonoma County Department of Emergency Services. The current internal audit of the effectiveness of the program to the Volunteer Fire Companies of CSA#40 including fire department personal from outside agencies. This has made effective training and certification opportunities available to all personal who wish to hold a valid EMT Certification.

## **Policy:**

CEU program will follow the guidelines listed in this notice and shall be in compliance with Title 22 of the California Code and Regulation, Including that of the Coastal Valley EMS.

## **Guideline:**

### Clinical Director Paramedic Minimum

The program will be required to have a director as required in Title 22, the current director of the CEU program will be required to submit an application to Coastal Valley EMS for approval, and at every renewal process.

### Program Director EMT Minimum

The program will be required to have a director as required in Title 22, the current director of the CEU program will be required to submit an application to Coastal Valley EMS for approval, and at every renewal process.

### Approved Classes

At the beginning of every year the Clinical and Program Directors including Department Training Officer will outline classes, that will provide an opportunity for certified EMT's the ability to receive CEU's by Sonoma County DES provider. The classes must contain education and practical exercises as outlined in the National Standard Curriculum. Including but not limited to EMT skills, ICS, MCI, CPR, AED, Hazmat, and driver training.

### CEU Credit Hours

For every hour of education the student will receive one CEU. A minimum of one hour must be presented in order to receive credit. After the first hour has been completed a minimum of .5 hours can be issued, after the first hour has been presented.

### **Student Responsibility**

It is the student's responsibility to provide the following information in order to receive CEU credit. On an approved sign in sheet the student's full name, signed and printed, including EMT certification number. The following information must be legible and be complete. At the time of the class, if the student does not have his/her certification number; the student will have one week from the day of the class to provide the information.

Students who have lost or damaged certificates must provide date of class including location, in order to receive a replacement certificate at the discretion of the Program Director.

### **Records**

Any records of the CEU program will be retained for 4 years from the date of issue. Copies of certifications will be kept with original attendance record. Training will be entered into the Fire House program for attendance record and back up of official documents.

### **Instructor Outlines:**

Instructor will follow the approved outlines based on the approved training schedule. Instructors who choose to use their own material during an approved CEU training must have their outline approved. A copy of the outline and attendance record must be kept for a period of 4 years from the date of instruction.

### **Certificates**

Certificates will have the providers department name and address, training type, attendance name, EMT certification number, total hours, with education statements as approved in Title 22, Instructor name and program director name with signature.

### **Contacts:**

For information about this guideline contact Sonoma County DES main office at 707-565-1152.

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Fire Inspector  
Sonoma County DES