

## Applying for CE by Endorsement

- Go to [www.health.state.pa.us/emso](http://www.health.state.pa.us/emso)
- Choose “register” if this is the first visit to the website
- Choose “Continuing Education and Certification Courses”
- Go to “Create a New Course Application”
- Check the box Endorsement
- Complete the application as described below

Course Owner - Complete as much of the information as possible under “Course Owner” using information that they may have available. They may use the location of the course under this area.

Contact Person – This is the person requesting CE by Endorsement. Be sure to complete the certification number and certification level at the bottom of the section.

Public Contact Information – this may be left blank when applying for CE by endorsement

### Course Information

Course Title (#1)– Provide the title of the course that was attended.

The First Anticipated Offering (#2) of this course should be the month, day and year the course was held.

The Approved by DOH previously (#3) – this should be checked yes if the course for which you are requesting credit appears on the approved PA DOH CE course credit list

The Approved or denied previously (#4) – if on the list, check “approved” and insert the 6-digit course number; if not approved, skip to #5.

The Length of the Course (#5) is the scheduled time of the program in hours.

The Actual Class time (#5) is the time actually spent in the educational experience. Lunch and break time must be excluded from the course scheduled time.

This course relates to the scope of practice (#6) should be completed to indicate the practitioner level of the course for which continuing education credit is being requested (check the appropriate box). Complete the number of hours to the nearest half-hour that relate to Basic Life Support (BLS) and Advanced Life Support (ALS). These hours should include all hours from your course that relate to prehospital care and that will strengthen the quality of care provided. Topics awarded continuing education must also be within the scope of practice as approved by Pennsylvania of the practitioner for

which credit is being requested, even if it is not direct patient care. If there are scope of practice issues... or even if you are unsure if the topics are within the scope of practice, record the areas in the table provided. These items will be reviewed at the regional EMS council and the EMS Office.

The hours related to **direct patient care** (#7 & #8) education at the Basic Life Support (BLS) level and at the Advanced Life Support (ALS) level should be listed on the appropriate lines. Direct patient care is considered care (including assessment) of an individual who is believed to be sick, injured, wounded or otherwise incapacitated and helpless and in need of immediate medical attention. It includes assessment and care provided both physically and emotionally, but does not include items such as response planning, legal aspects, communications, documentation, hazardous materials, emergency vehicle operations (EVOC), or other operational issues.

The Intended Audience (#9) area must have all applicable boxes marked.

**Examples include:**

AHA ACLS courses - EMTs may not be recognized as AHA ACLS providers so this course is intended and credit given for EMT-P and PHRN providers.

American College of Surgeons PHTLS courses - First Responders may not be recognized as PHTLS providers.

Minimum Class Size (#10) should be provided only if the governing body for the course has a minimum class size requirement, or the applicant believes the nature of the course requires a minimum class number. It does not relate to the specific resource capabilities of the applicant. Once a course is approved, Continuing Education Sponsors may determine appropriate class size but it may not be less than required course minimum.

The Subject of course (#11) should indicate the course content. Titles are sometimes not reflective of the subject matter. If the course or seminar covers multiple topics indicate the predominant theme of the program.

The Category of Course (#12) CHOOSE THE BEST **ONE**. This information will be used for searching and finding courses pertaining to specific areas, it will help if we can categorize courses into definite groupings. Classify a course into the **most appropriate** category. The following is a list of subjects assigned to these categories.

<b>Category</b>	<b>Subjects that should be placed in the category</b>
Preparatory	Anatomy & physiology, pathophysiology, life span development, lifting & moving
EMS system	EMS system, medical direction, roles, responsibilities
Prevention	Injury prevention
Well-being of provider	Safety, CISM, BSI, infection control
Ethics	Ethics
Legal	Laws affecting EMS, liability issues
Patient assessment	Scene size-up, assessment findings, field impression, history & physical examination

Airway & breathing	Airway, ventilation, oxygen
CPR	CPR
Medical emergencies	Respiratory diseases, cardiac problems, cardiac arrest (except CPR), ACLS, altered mental status, allergic reaction, poisoning, heat & cold emergencies, drowning, seizures, endocrine emergencies, gastrointestinal emergencies, renal emergencies
Pharmacology	Pharmacology, medication administration (not used as part of scenario or treatment in other categories)
Trauma emergencies	Head & spinal injuries, chest trauma, extremity injuries, soft tissue injuries, animal bites, burns, abuse & assault, musculoskeletal
Bleeding/Vascular	Bleeding, shock, venous access
Obstetrics/gynecological	Childbirth, gynecology
Behavioral Emergencies	Psychiatric
Special Considerations	Patient with special challenges, chronic care patient, DNR, hospice
Pediatrics	Neonatal care, pediatric illness & injury, pediatric abuse
Geriatrics	Geriatric illness & injury, geriatric abuse
Communications	Communications
Documentation	Documentation
Operations	Vehicle operations, crime scene
Rescue	Extrication
Mass Casualty	Triage, disaster response, incident command
Hazardous Materials/WMD	Hazardous materials, weapons of mass destruction
Management	Service management

The Keywords for Search (#13) should be a list of single words that relate to the subject of the course. These will be used to search the database. (Example: Mass Casualty Incident...keywords could be mass, multiple, casualty, triage)

The Presentation Developed (#9) skip

The Intended Audience (#10) area must have all applicable boxes marked.

**Examples include:**

AHA ACLS courses - EMTs may not be recognized as AHA ACLS providers so this course is intended and credit given for EMT-P and PHRN providers.

American College of Surgeons PHTLS courses - First Responders may not be recognized as PHTLS providers.

Minimum Class Size (#11) skip

Prerequisites (#12) skip

Primary Text (#13) skip

Presentation Type (#14) choose the presentation type from the drop-down list.

Course Format (#15) choose the appropriate course format from the drop-down list.

The Subject of course (#16) should indicate the course content. Titles are sometimes not reflective of the subject matter. If the course or seminar covers multiple topics indicate the predominant theme of the program.

The Category of Course (#17) This information will be used for searching and finding courses pertaining to specific areas, it will help if we can categorize courses into definite groupings. Classify a course into the *most appropriate* categories. The following is a list of subjects assigned to these categories.

<b>Category</b>	<b>Subjects that should be placed in the category</b>
Preparatory	Anatomy & physiology, pathophysiology, life span development, lifting & moving
EMS system	EMS system, medical direction, roles, responsibilities
Prevention	Injury prevention
Well-being of provider	Safety, CISM, BSI, infection control
Ethics	Ethics
Legal	Laws affecting EMS, liability issues
Patient assessment	Scene size-up, assessment findings, field impression, history & physical examination
Airway & breathing	Airway, ventilation, oxygen
CPR	CPR
Medical emergencies	Respiratory diseases, cardiac problems, cardiac arrest (except CPR), ACLS, altered mental status, allergic reaction, poisoning, heat & cold emergencies, drowning, seizures, endocrine emergencies, gastrointestinal emergencies, renal emergencies
Pharmacology	Pharmacology, medication administration (not used as part of scenario or treatment in other categories)
Trauma emergencies	Head & spinal injuries, chest trauma, extremity injuries, soft tissue injuries, animal bites, burns, abuse & assault, musculoskeletal
Bleeding/Vascular	Bleeding, shock, venous access
Obstetrics/gynecological	Childbirth, gynecology
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Special Considerations	Patient with special challenges, chronic care patient, DNR, hospice
Pediatrics	Neonatal care, pediatric illness & injury, pediatric abuse
Geriatrics	Geriatric illness & injury, geriatric abuse
Communications	Communications
Documentation	Documentation
Operations	Vehicle operations, crime scene
Rescue	Extrication
Mass Casualty	Triage, disaster response, incident command
Hazardous Materials/WMD	Hazardous materials, weapons of mass destruction
Management	Service management

The Keywords for Search (#18) should be a list of single words that relate to the subject of the course. These will be used to search the database. (Example: Mass Casualty Incident...keywords could be mass, multiple, casualty, triage)

Lesson Plan – Provide the course objectives and a course syllabus indicating the course content and the time scheduled for each topic.

EMS CE Online Help and Assistance