

Applying for New Continuing Education Course

For the purposes of this website, a "course" is the content of an educational module, a "class" is an occurrence of a course content or a course offering time and place.

Section I – Applicant Information (Step 1 of 6)

Do not use all capitals, use normal sentence font. Do not use abbreviations. When using an acronym, define the acronym in the title so that individuals reviewing the information are clear on the meaning.

Course Owner Information

The entity or person identified under Course Owner should be the owner or developer of the educational material. If an entity is submitting a new course for continuing education credit, such as conference sessions or magazine articles, etc., the owner section should be completed with the instructor or author's name. Spell out all organization names and put acronyms for the organization in parenthesis, consistent entry of organizational names will also assist in retrieving the course information at a later time.

Contact Person or Coordinator Information

The entity or person identified under Contact Person or Coordinator should be the individual who is submitting the educational material for review. This would be the entity and person that is the primary contact for the continuing education credit, such as the conference coordinator or publisher, etc. Do not list "same as above" – please complete the information appropriately in both sections, as the system will auto-populate this information for any subsequent new course applications that submit. Spell out all organization names and put acronyms for the organization in parenthesis, consistent entry of organizational names will also assist in retrieving the course information at a later time

Public Contact Information

The information listed under Public Contact Information will be displayed on the web. List the contact information that would be used by an individual to obtain information regarding the course, or enroll in subsequent class offerings of the program.

Section II – Course Information (Step 2 of 6)

Complete the Recommended Course Title (#1), which should be descriptive in nature. If approved, it will be the name by which the course is listed in future publications of available courses. For courses that are put out by an organization on a regular interval, such as videotapes or magazine articles, please use a consistent title, i.e., organization name or acronym, year, month number, brief content title. Example:

JEMS Magazine (2003-12Dec) Mechanical Ventilation

This will assist you in finding the information on the website. If you are unsure what exists, search for the last known information that is on the web and duplicate the exact format of the entry.

The First Anticipated Offering (#2) of this course should be the month, day and year the applicant expects to hold the course for continuing education credit.

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 a prehospital practitioner's scope of practice and that will strengthen the quality of care provided. 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 here. 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, for which medical/trauma continuing education credit is awarded, 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 program developed using the following references (#9) should be completed identifying the primary sources used for course development.

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) 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 Prerequisites (#12) should be listed if applicable.

The Primary Text (#13) should be listed if applicable. If not text used, list other training aids if applicable.

The Presentation Type (#14) identifies whether the program is didactic or includes psychomotor skill practice/requirements.

The Course Format (#15) identifies the mode through which the course content will be delivered.

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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) CHOOSE ALL THAT APPLY. This information will be used for searching and finding courses pertaining to specific areas.

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: Domestic preparedness programs...keywords could be WMD, NBC, MCI, ICS, bioterrorism, chemical, nuclear, radiological, terrorism, mass, multiple, casualty, triage as applicable)

Section III – Course Lesson Plan (Step 4 of 6)

In the Lesson Plan Outline the course objectives should be completed in operational/behavioral terms. Each objective should have corresponding content that will be covered in the course with enough detail to adequately identify the information that will be taught in the course, as well as the estimated time (in minutes) that each objective will be covered. The PRESENTER column can either list the specific instructor, or if different people will teach the program, list the specific qualifications that an instructor should possess to adequately deliver the course content.

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The Checklist information provides a list for the applicant to indicate the information that is being provided with the application as well as comments on the specific item. Information to identify successful completion of the program should be included:

- The Evaluation Mechanism is the test or method of evaluation and the criteria for successful completion of the evaluation mechanism. Tests are not required.
- The Successful Completion Criteria are the requirements with which a student must comply in order to successfully complete the program, i.e. attain a 70% on a written examination, or satisfactorily complete the skills stations identified, or whatever guidelines that you use to determine that student has successfully completed your program and accomplished the objectives set forth for the course.
- The Certificate of Completion is a sample of the document that you will provide a student that successfully completes your course, which will serve as a student's proof of attendance. This document should include the title of the course, the date(s) the course

was held, length of the course in hours, the student's name and a signature that validates the certificate.

Course Distribution Information (Step 6 of 6)

Check the box that appropriately identifies the applicant's intended method of use/distribution.

Routing

The completed application should be forwarded to the regional EMS council that operates in the region in which the applicant is located as reflected in the applicant's mailing address. If the applicant mailing address is not in Pennsylvania, it should be forwarded to the regional EMS council in the Pennsylvania county closest to the applicant's out-of-state location.

[EMS CE Online Help and Assistance](#)