

Subject: Training  
**Training Program Approval**

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- I. Authority and Reference (incorporated herein by references)
  - A. Division 2.5 of Health and Safety Code
  - B. California Code of Regulations, Title 22
  - C. North Coast EMS Policies and Procedures
- II. Purpose

To establish the regional procedure for obtaining and maintaining Training Program Approval that ensures fairness and due process.
- III. Procedure for Training Program Approval
  - A. Eligible training institutions shall submit the appropriate North Coast EMS Program Approval Package within the following timelines:
    - 1. Public Safety First Aid (PSFA), First Responder, Emergency Medical Technician (EMT), Mobile Intensive Care Nurse (MICN), Expanded Scope of Practice, Field Training Officer (FTO) Program Approval Packages must be received by North Coast EMS at least thirty (30) days before the first classroom session.
    - 2. Paramedic Program Approval Packages must be received by North Coast EMS at least ninety (90) days before the first classroom session.
  - B. See appropriate program approval package (available at North Coast EMS office) and Title 22 for list of eligible training institutions and other requirements.
  - C. Program approval shall be for a period of four (4) years, unless withdrawn, suspended, or revoked by one of the parties, in accordance with agreements signed within the Program Approval Package.
  - D. The maintenance of program approval includes a detailed schedule of all future classes submitted to North Coast EMS, following the timeline above.
  - E. Program approval may be renewed by training institution every four (4) years by:
    - 1. Submitting a letter of request noting all changes from prior program approval and including any necessary documentation related to those changes; or
    - 2. Submitting the entire program approval package.
- IV. Procedure for Training Program Investigation
  - A. Written documentation with a detailed description of the problem or complaint (etc.) will be submitted to North Coast EMS and copied to all relevant individuals and Training Programs.
  - B. After reviewing of the problem and/or complaint, North Coast EMS will take appropriate steps.

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- V. Possible Training Program Approval Violations  
North Coast EMS will investigate program complaints received, including, but not limited to:
- A. Holding an PSFA, EMT, Paramedic or MICN class prior to receiving program approval from North Coast EMS.
  - B. Classroom instruction outside the California scope of practice.
  - C. Classroom instruction outside 2.5 of the Health and Safety Code, Title 22 of the California Code of Regulations, California Highway Patrol Ambulance Driver's Handbook or North Coast EMS Policies and Procedures.
  - D. Non-compliance with required program approval documentation.
  - E. Loss of current prehospital or hospital care California license or certification by Program Director, Clinical Coordinator, Principal Instructor, or Teaching Assistants (Training Program Staff).
  - F. Training Program Staff's performance while certified, accredited, licensed or authorized.
  - G. Training Program Staff's record of remediation, suspension or decertifications.
  - H. Unfavorable evaluations from students.
  - I. Written complaints received by North Coast EMS concerning classroom instruction.
  - J. Non-compliance with North Coast EMS policies, procedures, rules and requirements by Training Program staff.
- VI. Consideration Factors When Reviewing Complaints or Incidences  
When determining violations reported, the following factors may be considered:
- A. Nature and severity of the act(s), offenses(s) or crime(s) under consideration.
  - B. Prior disciplinary record of Training Program Staff.
  - C. Prior warning or remediation record specific to Program Approval.
  - D. Prior remediation of Training Program Staff.
  - E. Number and/or variety of violations.
  - F. Mitigating evidence.
  - G. Time elapsed since the act(s), offense(s), or crime(s).
- VII. Possible Violation Outcomes
- A. Disapprove a Training Program Approval request.
  - B. Continuing education coursework.
  - C. Quarterly report requirements.
  - D. Personal appearances.
  - E. Remediation.
  - F. Probation of Training Program or Training Program Staff.
  - G. Suspension of Training Program or Training Program Staff.

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- H. Revocation of Training Program or Training Program Staff.
- VIII. Reconsideration Process
- A. If Training Program or Training Program Staff approval is denied, probated, suspended, revoked or requirements are imposed by the North Coast EMS Medical Director for any reason, Training Program may request reconsideration of that decision, in writing, to the North Coast EMS Executive Director.
  - B. If after the Executive Director makes a decision, further reconsideration is requested, the Training Program may appeal, in writing, to the North Coast EMS Joint Powers Governing Board.
  - C. If necessary, Training Program Staff who requests reconsideration of a prior decision may need to appear and testify in person to either the Executive Director and/or the Joint Powers Governing Board.