**16 DEPARTMENT OF PUBLIC SAFETY**

**163 BUREAU OF EMERGENCY MEDICAL SERVICES (MAINE EMS)**

**CHAPTER 8**: **TRAINING COURSES AND CONTINUING EDUCATION PROGRAMS**

**USED FOR LICENSURE**

1. **Training Courses**
2. Training courses must be conducted in accordance with the Board-approved Training Center Standards.
3. The following training courses are approved for licensure at the Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT (AEMT) and Paramedic levels:
4. * 1. For initial licensure - A Maine EMS approved course, or any equivalent course which in itself, or with specified supplementary instruction, is approved by the Board as including all of the required objectives for the training.
     2. For renewal - Maine EMS approved continuing educations hours in accordance with the licensing requirements of Chapter 5 of these Rules or any other course which is approved by the Board as including all of the required objectives for this training.
5. Any course (not including continuing education hour programs) leading to certification for EMS provider licensure must be supervised by an instructor/coordinator licensed by Maine EMS for that particular level and must be approved by a Maine EMS Training Center. Out-of-state courses and certifications will be judged on a case-by-case basis using a comparison of Maine EMS approved curricula.
6. Applicants to conduct courses leading to certification for EMS provider licensure must comply with the requirements for conducting courses as approved and published by Maine EMS.
7. Candidates must meet the training requirements for licensure at the level from which the course starts.
8. **EMS Continuing Education Programs**
9. A program held in Maine or out of state may be approved for continuing education hours (CEH) if it meets the following conditions:
10. The sponsor must apply before the program is to begin. Only under unusual circumstances, such as those set forth in Chapter 13 of these Rules, may continuing education hour courses be approved after they have occurred;
11. The topics to be taught must be relevant to EMS;
12. The instructor must be qualified by knowledge and/or training in the topic area;
13. The sponsor must make known to the students those requirements the students must meet in order to receive attendance certification;
14. The sponsor or designee must submit the Maine EMS-approved attendance roster and course evaluations, or a course evaluation summary document, for the program to Maine EMS within ten days of the date the course was taught. The roster must include the names and license numbers of those attending, attendees’ signatures or the course sponsor’s attestation of remote attendance, the number and type of hours approved, and the approval number. The list must be physically or electronically signed by the sponsor or designee as verification of attendance;
15. Programs are open to the public unless otherwise approved by Maine EMS, a regional council or a Training Center; and
16. The sponsor must provide the students an opportunity to comment in writing on the program and must make these comments available to Maine EMS upon request within ten days after the end of the program. Sponsors of CEH offered through publications approved by Maine EMS need not provide this opportunity.
17. Maine EMS may grant continuing education hours for programs offered through professional journals, audio and visual media, teleconferencing, the Internet, and other forms of distributive learning, or for other educational programs not described in this Chapter, when requested by the applicant. For Maine EMS to consider granting CEH approval the applicant must submit to Maine EMS:
18. An outline and description of the program, to include program handouts;
19. The name and address of the program sponsor;
20. The names of any EMS agencies granting the program continuing education hours;
21. A contact name and telephone number for attendance verification;
22. A program completion certificate, or equivalent;
23. If applicable, approval from the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE), formerly known as the Continuing Education Coordinating Board for EMS (CECBEMS); and
24. Proof, if the program was not supervised, that the program required, and the applicant successfully completed, a knowledge test in order to receive a program completion certificate.
25. Programs that have been previously approved by Maine EMS, a regional council or a Training Center may be approved without further review, provided that:
26. Maine EMS, a regional council, or a Training Center has not rescinded the program’s approval; and
27. No significant changes have been made to the program content or faculty.
28. Maine EMS may delegate approval of continuing education programs that meet the requirements of this chapter to regional councils or a Maine EMS approved Training Center provided that they maintain a system for assuring high quality programs and provide such program information in a timely manner as requested by Maine EMS.

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