

GUIDANCE ON EMS CONTINUING EDUCATION SIGNATURES



- **Affiliated EMT**

- Ambulance Provider Organization Signature
 - Verifies continuing affiliation with the organization.
 - Verifies continuing education hours, audit & review hours and skills proficiencies are complete and accepted by the organization at the time of the signature.

- **Advanced EMT or Paramedic**

- Ambulance Provider Organization Signature
 - Verifies continuing affiliation with the organization.
 - Verifies continuing education hours, audit & review hours and skills proficiencies are complete and accepted by the organization at the time of the signature.
- Medical Director
 - Verifies acceptance of medical oversight of the applicant and to the skills competency of the individual.

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- Signatures are not just to show affiliation of the applicant. A representative should **NEVER** sign a continuing education form that is not fully complete.
- Signatures demonstrate that provider organization also accepts the continuing education of the applicant for certification or licensure renewal.
 - Continuing education offerings should be reviewed as to accuracy and compliance with any internal policies on continuing education as well as compliance with medical director requirements.
 - Skills proficiencies should be reviewed as to whether an appropriate Evaluator conducted the skills and whether the skills meet the requirements of both the state minimums as well as requirements of the affiliated organization and/or their medical director.
- A signature verifying continuing education should be either the presenter or organization-authorized official(s) such as the Training Officer. An applicant should not self-sign their own continuing education offerings (e.g. the training officer cannot just sign all of their own offerings). If the person recertifying is the presenter and does not obtain a verifying signature, then they may submit other evidence of the presentation such as a roster, flyer, etc., that clearly lists them as the instructor with the date and topic.
- Provider organizations are encouraged to set time deadlines for signatures with their staff so that last minute signatures are not requested by renewal applicants without time for proper review by the organization. They may also require review by appropriate staff such as the Training Officer.