

**Alabama Department of Public Health- ADPH**  
Office of Emergency Medical Services- OEMS



**EMS Education Program Credentialing Manual**  
April 2019, Version 1.0

## **Introduction**

In accordance with the 2019 Alabama Emergency Medical Services (EMS) Rules (Section 420-2-1-.32 Education Standards and Procedures), all institutions conducting classes for the purposes of EMS education must be accredited by the Office of EMS (OEMS).

Accreditation establishes a process which must be followed, before EMS education can take place. Failure to complete all the requirements set forth by these standards will place the EMS Education Program in review. Candidates graduating from an EMS education program that has not received its accreditation from the OEMS will be ineligible to sit for the National Registry of Emergency Medical Technicians (NREMT) certification exam.

The accreditation process will be conducted in two phases: Review of application and supporting documentation, and a site visit. All EMS education programs must complete an accreditation application. The site visit will only be conducted, for those education programs who are not Committee on Accreditation of Emergency Medical Services Profession (CoAEMSP) accredited.

All Emergency Medical Services (EMS) Education Programs must be accredited by the OEMS at least once every 5 (five) years, unless evidence dictates this process be repeated sooner. EMS education curriculums may be taught outside of the traditional college setting if the curriculum sponsor has been accredited. The accreditation process is based on national guidelines to ensure that successful EMS education curriculum completion will allow the student to take the NREMT exam with a reasonable expectation of passing.

## **The OEMS Accreditation Requirements**

Any Institution desiring approval as an education program for Level 2 or Level 3 shall be an institution approved by the Alabama Community College System (ACCS), or the Alabama Department of Public Health, Office of Emergency Medical Services (OEMS). Any institution desiring approval as an education program for Level 1 shall be an institution approved by the ACCS and the OEMS. It must also be accredited by the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

Any institution desiring approval as an EMS education program must reserve one seat on its Advisory Board for the Director of the OEMS or his designee. The OEMS shall be notified within a reasonable timeframe of any Advisory Board meetings.

Education programs shall be committed to equal opportunity in employment and education and shall not discriminate on the basis of sex, race, age, religion, or against qualified disabled persons.

Each education program shall provide all preceptors and instructors with proper documentation procedures for clinical and field evaluations and proper criteria for skills verification. Preceptors and instructors shall be required to acknowledge receipt of this material in writing, with the document being filed in the education program's permanent records.

Each education program shall provide all students with EMS education, information on rules, and policies on testing and licensure requirements by the OEMS. Students shall be required to acknowledge receipt of this material in writing, with the document being filed in the student's permanent records at the training facility.

Each education program shall report any evidence of academic dishonesty, dismissal, or termination from an EMS education program due to evidence of academic dishonesty or positive drug screen results, to the OEMS within five business days. Evidence of academic dishonesty, dismissal, or termination from a program may result in disciplinary action or license revocation by the OEMS. This includes any EMSP, student, associate, or employee of an EMS education program who knowingly participates in academic dishonesty.

Applications for education program approval are available on the OEMS website <http://www.alabamapublichealth.gov/ems>, or upon request from the OEMS, and must be returned to the OEMS after completion by the applicant. Upon review and approval of the application by the OEMS it will, where appropriate, be forwarded to the ACCS or the ACHE for any required co-approval. All EMS education programs will be reaccredited on a five-year cycle. If a program is currently on a cycle with CoAEMSP, the Level 2 and Level 3 programs will coincide with that assessment. Otherwise, it will begin with either the year of their initial application or the year in which their next Level 2 or Level 3 class begins.

All EMS education programs shall utilize a program medical director who is licensed by the Medical Licensure Commission of Alabama, a local member of the medical community, and experienced and knowledgeable of emergency care of the acutely ill and traumatized patients. The program medical director must review and approve the educational content of the program curriculum and the quality of medical instruction and supervision delivered by the faculty. The medical director must routinely review students' performance to assure adequate progress toward completion of the program.

The medical director must attest that each graduating student has achieved the desired level of competence prior to graduation.

The OEMS requires that an EMS educational program verifies that each student meets the minimum essential functions requirements outlined by the “Functional Job Analysis” published by the National Highway and Traffic Safety (NHTSA).

### **Program Accreditation**

All EMS education programs are required to complete an OEMS Credentialing Application contained in the OEMS Credentialing Manual.

Accreditation is a required process for the offering of each level of EMS education. No fees are required for the application or the accreditation process. Accreditation may be granted for a maximum of 5 years. The accredited program must apply for re-accreditation at least 12 months prior to expiration of accreditation. An accredited program may lose its accreditation if the program remains inactive for a period of time exceeding 2 years. Such a loss of accreditation would not prevent the program from making a new application for accreditation.

Accreditation status must be maintained by a training program for its students to be eligible for the OEMS approved licensure examination. Any student graduating from an unapproved and unrecognized EMSP course will not be eligible for the OEMS' licensure examination.

Education programs seeking accreditation from the OEMS shall be responsible for all expenses incurred by the site visit members. This includes hotel, meals, and transportation.

Accreditation for institutions with only Level 2 and/or Level 3 EMS education program is gained through completion of a credentialing application. The application must be submitted to and approved by the OEMS. Submission of the application serves as an agreement to adhere to all procedures outlined in these rules and the requirements within the OEMS Credentialing Manual.

Level 1 accreditation is gained through completion and submission of the education program application and attainment and maintenance of accreditation through CoAEMSP. All CoAEMSP site visits shall be attended by an OEMS staff representative. Pending site visits shall be communicated to the OEMS by the EMSP program.

Each approved EMS program shall receive a letter and certificate of accreditation from the OEMS. The certificate must be displayed in a public area of the approved program.

Accreditation for Level 2 and Level 3 will be granted through the OEMS, through a credentialing process. This process will include a review of the completed application, a site visit, and compliance with other pertinent aspects of these rules and the OEMS Credentialing Manual.

Level 1 accreditation will be granted by the CoAEMSP and will be concurrently approved by the OEMS, upon submission of a complete credentialing application and documented proof of a current accreditation through the CoAEMSP prior to initiating a second class. In the event that this accreditation is withdrawn or is not renewed for any

reason, the program must seek accreditation from the OEMS in order to gain a Level 2 or Level 3 status.

### **Course Offerings**

Institutions gaining accreditation may offer as many concurrent on-campus programs as needed, within their level of accreditation.

Institutions may submit in writing a request to hold a satellite course for Levels 1 and 2 EMS education. Dual enrollment and Level 3 courses must be submitted to the OEMS as a notice in writing. Any satellite EMS course must meet all of the requirements of an on campus course. If the course is not within a reasonable distance to be served by the host program, it must meet the appropriate essential elements of an education program, including having the required service agreements, medical director, qualified instructors, equipment, internship affiliations, facilities, and any other items necessary to offer an EMS course. All satellite courses shall be reported to the OEMS prior to the beginning of the first class session.

All Level 1 satellite courses must meet the requirements and have prior approval from the CoAEMSP.

### **Curriculum**

Each educational program shall use the curriculum established by the National Emergency Medical Services Education Standards and shall conform to other stipulations as set forth in these rules.

Each educational program shall add to its curriculum any new drugs or procedures approved by the State Board of Health, after notice is given by the OEMS to do so.

Each education program is subject to announced or unannounced visits by personnel of the OEMS to check adherence to lesson plans, self-study documentation, and training objectives. If the educational program is found to be out of compliance, it may be placed on probationary accreditation status for a period of time, or the OEMS may withdraw the education program's accreditation if the program is found to not be in compliance with these rules, or if program does not maintain a 70% certification examination pass rate over a three-year rotating basis.

Each education program shall submit all documentation pertaining to course offerings and instructors as required by the OEMS. Documentation shall include, but is not limited to self-study documents, instructor data sheets, intent to train forms, and any administrative updates or changes made by the education program.

All education programs must ensure each graduate completes the OEMS and Alabama EMS Systems presentation.

### **Didactic/Internship Credit Hours**

Time frames designated herein are recognized as minimum required hours. This in no way suggests that these times may not be exceeded by an accredited education program. As new requirements in EMS education are adopted, minimum required hours

may increase to ensure that students receive adequate instructional time. All levels of EMS education must include current national curriculum, and current Alabama EMS Protocol instruction for the respective level of education.

The minimum time frames for Level 3 course of instruction are 140 hours for didactic and laboratory and 48 hours for internship. Internship hours may be divided between emergency room and prehospital experience on an ambulance.

The minimum time frames for Level 2 course of instruction are 180 hours for didactic and laboratory and 96 hours for internship. Internship hours may be divided between hospital and prehospital experience on an ambulance.

The minimum time frames for Level 1 course of instruction are 300 hours for didactic and laboratory and 440 hours for internship. Internship hours may be divided between hospital and prehospital experience on an ambulance.

### **Internship Requirements**

Licensed emergency medical provider services may enter into an agreement with EMS educational institutions to provide field internships for EMSP students. Licensed provider services shall ensure that all designated preceptors are informed of educational requirements for the EMSP student. Field internship experiences shall include supervised instruction and practice of emergency medical skills and shall be evaluated by the designated preceptors.

Licensed provider services are responsible to ensure that no EMSP student exceeds his or her current level of scope or privilege unless supervised by a designated preceptor in a designated field internship.

### **Instructor Requirements**

EMR Instructor:

Current Alabama license as an EMT or above, or currently licensed in Alabama as a physician.

High school diploma or General Equivalency Diploma (GED).

Certification from an EMS instructor course approved by the OEMS, i.e. Level 1 National Association of Emergency Medical Services Educators (NAEMSE), Department of Transportation (DOT) Instructor Course, Alabama Fire College Instructor Course, Department of Defense (DoD) Instructor Course, AHA Instructor Course.

Minimum of three years of prehospital field experience

Internship Preceptor:

High school diploma or General Equivalency Diploma (GED).

Current Alabama license at the level being supervised, or currently licensed in Alabama as a Registered Nurse (RN).

Familiarity with prehospital patient care.

Supervise students in the internship and field setting and accurately document their performance.

#### Level 2 and 3 Course Instructor:

High school diploma or General Equivalency Diploma (GED).

Current Alabama license at the level being taught or above, or currently licensed in Alabama as a physician.

Certification from an EMS instructor course approved by the OEMS, i.e. Level 1 National Association of Emergency Medical Services Educators (NAEMSE), Department of Transportation (DOT) Instructor Course, Alabama Fire College Instructor Course, Department of Defense (DoD) Instructor Course, AHA Instructor Course.

Minimum of three (3) years of prehospital field experience as a licensed practitioner at or above the level being instructed.

Current CPR Instructor certification.

Supervised probationary teaching experience for one entire course at the instruction level being taught.

Approved by the Program Director and the Medical Director.

#### Level 1 Course Instructor:

High school diploma or General Equivalency Diploma (GED).

Hold an associate degree or higher.

Current Alabama license at the level being taught or above, or currently licensed in Alabama as a physician.

Certification from an EMS instructor course approved by the OEMS, i.e. Level 1 National Association of Emergency Medical Services Educators (NAEMSE), Department of Transportation (DOT) Instructor Course, Alabama Fire College Instructor Course, Department of Defense (DoD) Instructor Course, AHA Instructor Course.

Minimum of three (3) years of prehospital field experience as a licensed practitioner at or above the level being instructed.

Current CPR Instructor certification.

Instructor certification appropriate for the curriculum being taught, e.g. Advanced Cardiac Life Support (ACLS) instructor certification.

Supervised probationary teaching experience for one entire course at the instruction level being taught.

Approved by the Program Director and the Medical Director.

#### Field Preceptor:

High school diploma or General Equivalency Diploma (GED).

Current Alabama license at the level being supervised.

Minimum of two years of experience.

Familiarity with prehospital patient care.

Supervise students in the internship and field setting and accurately document their performance.

#### Guest Lecturer:

High school diploma or General Equivalency Diploma (GED).

Expert knowledge in the subject matter.

Program Director and Medical Director approval for the topic to be presented.

#### Medical Director:

Licensed physician by the Medical Licensure Commission of Alabama.

Experience and knowledge of emergency care of acutely ill or traumatized patients.

Review and approve adherence to the program curriculum and quality of medical instruction and supervision delivered by the faculty.

Routinely review student performance to assure adequate progress toward completion of the program.

Knowledge in EMS education programs and legislative issues regarding the EMS programs and prehospital providers.

#### Practical Skills Preceptor:

High school diploma or General Equivalency Diploma (GED).

Current Alabama license at the level being instructed.

Minimum of three years of experience.

Current CPR certification.

Program Director and Medical Director approval to assist with practical skills instruction.



Program Director, Regional Director, or Designee:

Meet all Course Instructor requirements.

Hold a bachelor's degree or higher.

Assume ultimate responsibility for the administration of all phases of the program.

Collaborate with the Medical Director.

Must be a full-time employee with the institution's EMS program or Regional EMS Office.

### **Contact Information**

For any questions related to EMS Education Standards and Rules, please call (334) 206-5383 and ask for:

Chris Hutto (Education Coordinator) [chris.hutto@adph.state.al.us](mailto:chris.hutto@adph.state.al.us)

Or

Kent Wilson (Education Specialist) [kent.wilson@adph.state.al.us](mailto:kent.wilson@adph.state.al.us)