

EMS CONTINUING EDUCATION APPLICATION INSTRUCTIONS

In order to receive National Registry continuing education hours for a program more than three (3) hours in length, the sponsoring/EMS agency must have prior written approval of the program by the Wisconsin Technical College System Office.

This approval includes all continuing education or training programs in excess of 3 hours for which National Registry hours are to be offered to program participants. Approval for credit will be based on the educational merit of the subject material as it relates to the EMT-Basic. Approval will be hour-for hour based on contact hours of the program up to a maximum of 24 hours.

Applications must be received by the Wisconsin Technical College System Office no less than thirty (30) days before the program date.

These are the guidelines for requesting National Registry continuing education hours to allow for full and fair evaluation of proposals:

Complete the National Registry application. Make sure this application is complete and includes all of the attachments as indicated on the application. Those attachments are as follows:

- Specific details of location, time, date, date and length of proposed program
- List of specific topics, performance objectives and/or goals of this program
- Syllabus if different than National Standard Curriculum / state-approved curriculum
- Identification of the instructors, along with each instructor's specific qualifications
- Identification of the instructional methods and materials to be used in the program
- Justification for need of program and relevance to the EMT-Basic participant
- Description of delivery method (s) to be used to evaluate performance objectives
- Instructor teaching performance evaluation to be utilized

All approved annual continuing education program requests in excess of three (3) hours, with the exception of EMT-Basic refresher courses, will remain valid for the remainder of that calendar year. EMT training centers shall submit to the Wisconsin Technical College System Office, a listing of all courses conducted under each annual approval. Such listings shall include:

- Specific details of location, time, date, date and length of proposed program
- List of specific topics, performance objectives and/or goals of this program
- Syllabus if different than National Standard Curriculum / state-approved curriculum
- Identification of the instructors, along with each instructor's specific qualifications
- Identification of the instructional methods and materials to be used in the program
- Justification for need of program and relevance to the EMT-Basic participant
- Description of delivery method(s) to be used to evaluate performance objectives
- Instructor teaching performance evaluation to be utilized

Continuing education reports for courses conducted under annual approval shall be submitted at the end of each calendar year to the Wisconsin Technical College System Office.