Intent

This policy outlines education accepted for recertification, reentry, and state licensed entry pathways.

Scope

This policy applies to individuals who are submitting education for National Registry recertification, state-licensed entry, reentry certification pathways, or as a State-Licensed Only (SLO) clinician through the National Registry recertification application.

Definitions

State Licensed Only (SLO)– An EMS clinician who has a state EMS license in good standing in a previous Mark King Initiative (MKI) state but never registered or certified with the National Registry.

Policy

The National Registry does not approve education but does review education which meets requirements on recertification, state licensed entry, reentry, and SLO applications. All education must follow the current National Continued Competency Program (NCCP) model guidelines as required by the Certification Schemes and identified by National Registry policy. Education must be directly related to the knowledge, skills, or abilities required for professional practice in the field of emergency medical services, including but not limited to clinical patient care, operational procedures and mandatory state and or local content, clinician well-being, safety, and other EMS-related competencies.

Education – Eligible timeframes

Proof of education submitted on a state licensed or reentry application must be dated within two (2) years of the application date. The course completion date for testing eligibility will be based on when the most recent course was finished.

For recertification, all education must be completed and dated within the current certification cycle date and before the current expiration date.

Sources of Education

The National Registry accepts education from a variety of approved sources. These sources include education accepted by a U.S. State EMS Office or Designated Authorizing Agency (DAA), accredited by the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE), education outlined in the National Registry Alternative Recertification Credits Policy, and education outlined in the National Registry Academic Credit Policy. An individual residing or spending time internationally must complete education from this list of approved United States education sources.

When applying education to the certification application for reentry or state entry pathways or for recertification, all education must be within the individual's scope of practice.

Note: The US Army has additional requirements for Combat Medics (NREMT/68W) and Paramedics (NRP). Annual skills training and 68W continuing education are performed and documented in the Medical Operational Data System (MODS) 68W Tracking System. A MODS completion must be completed first, and data will automatically be transmitted to the National Registry via the MODS System. Exceptions must be coordinated with Army Combat Medic Sustainment Division (Army EMS).

Education not Accepted

The National Registry does not accept the following courses in the NCCP national, state/local, or individual components:

- Performance of duty or volunteer time with agencies
    - Paid or volunteer working or duty hours for any organization, agency, or medical facility
- Clinical rotations
    - Clinical rotations which are not part of an EMS Education Program
- Instructor methodology courses
    - Includes all courses to become an instructor or courses to achieve instructor level certifications
- Management/leadership courses
    - Includes business management and leadership, Fire/EMS administrative courses
- Preceptor hours
    - Courses in which an individual takes to become a preceptor or preceptor methodologies
- Serving as a skills examiner or participant
    - Includes skills examiner, acting as a patient, or proctor for state level psychomotor or skills competency assessments or examinations
- Duplicate Courses
    - Courses which are the same content or title and instructed by the same program, instructor, or organization within the same certification cycle

Proof of Education- Required Components

Proof of education accepted by the National Registry must include, at minimum:

- Name of the individual
- Date of course completion
- Number of credits, hours, or continuing education units awarded
- Scope (Course topic, course name, or description of content covered)
- Name of the certificate issuer (training provider name, CAPCE provider number as available)
- Name of the course approver (CAPCE, State EMS Office, Academic Institution, by National Registry Policy)

Accepted Proof of Education – Format

Proof of education must be in one of the following forms in addition to containing the required components:

- Certificate of completion
    - Copies of standardized course cards will be accepted for courses listed on the National Registry Standardized Course Guide. All other proof of education for standardized courses must meet all data and format requirements.

- Roster that includes all data elements and on the training provider's letterhead and includes training officer signature
- Data imported directly in the National Registry transcript from an approved, trusted source for continuing education
- Official transcript from an accredited school or university or state-approved EMS program
- Downloaded report of completed education through an educational provider or platform which contains the name and signature of the verifying training officer
    - downloaded from the source directly and not a written letter of completion

State EMS Office Submitted Proof of Education

If a State EMS Office or Designating Authorizing Agency wants to provide documentation to support EMS education, a list or data import containing the proof of education components which demonstrates the requirements of the recertification model or certification scheme may be submitted.

Document Retention

Documentation supporting the education used for recertification must be retained for a minimum of five (5) years from the date of application.

Rationale

The accepted education and documentation policy helps standardize and ensure quality education is used and documented to meet the National Registry recertification and certification scheme requirements. National Registry accreditation requires information to be published regarding education and training if used as pre-requisites for eligibility for certification or recertification.

Related Policy and Procedures

Academic Credit Policy
Recertification Audit Policy
Certification Scheme – NREMR
Certification Scheme – NREMT
Certification Scheme – NRAEMT
Certification Scheme – NRP
Recertification Guide

References

Institute for Credentialing Excellence (I.C.E). (2021). *NCCA accreditation standards*.

International Organization for Standardization. (2012). *ISO/IEC 17024:2012: Conformity assessment - General requirements for bodies operating certification of persons*.

Document History

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2022-06-15	Board approved 22-Resolution-06: Removal of Distributive Education Limits with 60-day Public Comment Period. Updated policy for DE limit removal.
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