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MEMORANDUM

FROM: Abdullah Rehayem, Director  
TO: Accredited EMS Training Institutions, Instructor/Coordinators, and Licensed Ambulance Services  
DATE: November 12, 2010  
SUBJECT: EMS Continuing Education and Refresher Course Monitoring; Blanket Approvals Date/Time/Location Notification; 5-Day Deadline for Submission of Attendance Rosters

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**Course Monitoring**

In light of the recent cases finding problems and falsifications with some continuing education and refresher courses in the Commonwealth, the Department of Public Health, Office of Emergency Medical Services (OEMS) is partnering with the Regional EMS Councils (Regional Councils) to increase EMS continuing education and refresher course monitoring and technical assistance.

In addition to continued monitoring for compliance on the part of OEMS staff, Regional Council staff, on behalf of OEMS, will be attending continuing education and refresher courses in order to monitor the courses and, where needed, provide technical assistance. The Regional Council staff will report the outcome of these visits to OEMS. Where appropriate, OEMS will follow up with the course sponsor and/or the course instructor to request additional information or provide further technical assistance.

Purposes of the monitoring visits include:

- a. Ensure that courses are held according to course-specifics outlined in the course application submitted to OEMS by course sponsors;
- b. Ensure that the courses are held on time and in the place specified in the course application;
- c. Ensure that the course instructor is familiar with the topic presented; and
- d. When necessary, provide technical assistance to the course sponsor and/or course instructor.

All course sponsors are reminded that as always, if there is a need to change the course date/time/ and/or location from what was submitted for approval to OEMS, please contact OEMS and the Regional Councils as soon as possible.

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### **Blanket Approval Notification of Sessions**

Please take note that **effective December 1, 2010**, all continuing education course sponsors who have applied for blanket approvals for continuing education courses must notify OEMS and the Regional Councils of upcoming training sessions held under that approval number **at least two weeks prior** to such sessions. **Failure to provide such notice may result in delays in crediting individual EMTs for the courses and may lead to delay in processing their EMT recertification.**

### **Attendance Rosters**

The timely submission of course attendance rosters is essential to providing appropriate credits to EMTs who have taken continuing education and refresher courses. Please note that in accordance with Administrative Requirement (A/R) 2-225, **original attendance rosters for each continuing education and refresher course must be submitted to OEMS within five business days** after the course is completed. **Failure to submit the course rosters accordingly may result in suspension or revocation of approval of the training program.** Delays in submission of the rosters may result in significant delay in crediting EMTs with the appropriate credits and may lead to delay in processing their EMT recertification.

In order to maintain the integrity of the EMS system in Massachusetts, it is essential that all providers of EMS continuing education, and students who take continuing education/refresher courses adhere to all regulatory and policy standards. Any violation of the regulatory and policy standards may result in the denial, suspension or revocation of approval for the applicable continuing education course as well as disciplinary actions against the course sponsor, course instructor (where appropriate), and students.

Thank you for your continued support as we move forward to ensure an exemplary system of continuing education that will support and enhance EMS practice and practitioners in Massachusetts. It is our collective goal and responsibility to ensure that all EMS professionals are provided the highest quality EMS education. If you have any questions or concerns, please contact me, at [abdullah.rehayem@state.ma.us](mailto:abdullah.rehayem@state.ma.us) or 617-753-7300.