Maine EMS 2025 Protocol Update: Group Webinar Attendance Policy & Instructions

To: EMS Agency Admins and Training Center Admins
From: Maine Emergency Medical Services
Date: September 12, 2025
Subject: Maine EMS 2025 Protocol Update: Group Webinar Attendance Policy & Instructions

1. Purpose

This document outlines the official policy and step-by-step process to host a group viewing of the Maine EMS 2025 Protocol Update webinar. This policy aims to provide a convenient option for group learning while ensuring that the awarding of Continuing Education Hours (CEH) is managed with integrity and accountability.

The responsibility for accurate record-keeping and roster management rests entirely with the designated Point-of-Contact (POC).

2. Point of Contact (POC) Responsibilities

Each group viewing must designate one POC who is responsible for the entire process. The POC agrees to:

- **Register for the Webinar:** The POC must also individually register for the specific webinar date they will be proctoring, using the standard webinar registration process. This ensures the POC is officially listed as an attendee.
- **Request Course Approval:** Submit a course request for the "2025 Maine EMS Protocol Webinar - Group Viewing" in the Maine EMS licensing system for a specific webinar date.
- **Manage the Viewing Environment:** Secure a training space and ensure the audio/visual equipment is functional for the group.
- **Proctor the Session & Manage the Official Roster:**
    - Print the official roster template provided by Maine EMS.
    - Verify the identity of each clinician attending the session.
    - Ensure every attendee physically signs the roster next to their printed name and license number.

- Ensure that only clinicians who attend the **entire webinar** are included on the final, submitted roster. Clinicians arriving late or leaving early are not eligible for CEH for this event.
- Sign the attestation at the bottom of the roster, certifying its accuracy.

- **Submit the Roster:** Scan and upload the completed, signed roster directly to the approved course within the Maine EMS licensing system within **10** days of the webinar's conclusion. This includes entering the attendees into the Maine EMS licensing system.
- **Retain Records:** Keep the original signed paper roster on file at the agency for a minimum of four years.

3. Gaining Access to the Group Viewing Course Type

To gain access to the "2025 Maine EMS Protocol Webinar - Group Viewing" course type in the licensing system, the agency POC must first contact through email, their designated Maine EMS Regional Manager. The Regional Manager will grant the necessary permission to the POC's account.

- Region One: Robert Glaspy – Robert.C.Glaspy@maine.gov
- Region Two: Melissa Adams – Melissa.F.Adams@maine.gov
- Region Three & Region Four: Jason Oko – Jason.A.Oko@maine.gov

4. Step-by-Step Process

1. **POC Registers for Webinar:** The POC first registers individually for the desired webinar date using the standard process. The confirmation email from this registration will contain the unique Zoom link to be used for the group viewing.
2. **Course Request:** After registering, and before the desired webinar date, the POC submits a request for a "2025 Maine EMS Protocol Webinar—Group Viewing" course in the Maine EMS licensing system.
3. **Confirmation & Materials:** Upon approval of the course request, the POC will receive a separate confirmation email containing:
    - The Maine EMS course number assigned to their group viewing

- The official Maine EMS Continuing Education Roster spreadsheet template.
- The official Maine EMS Course Evaluation form.

4. **On the day of the Webinar,** the POC prints the official roster and prepares the viewing room. As clinicians arrive, the POC verifies their identity and has them sign the official roster. The POC then facilitates the viewing of the webinar using the link from their individual registration.
5. **After the Webinar:** The POC signs the roster attestation. The completed roster is scanned and uploaded directly to the approved course in the Maine EMS licensing system within 10 days.
6. **Awarding CEH:** Once the roster has been uploaded to the course, the agency's Training Officer (or other designated personnel) is authorized to enter the CEH credits into the Image Trend License Management System for all clinicians listed on the validated roster. The POC shall not enter themselves into the system, as they will receive credit for the webinar through their unique registration.

5. Accountability, Integrity, and Audits

The submitted roster is an official record of training. The POC's signature is a legal attestation that the information is true and correct. Please be advised that Maine EMS reserves the right to conduct random audits of submitted rosters against training records entered in the Image Trend system. Any discovered falsification or significant discrepancies may result in a review of the agency's and the POC's credentials.

6. Technical Support

Maine EMS cannot provide individualized technical support for audio/visual equipment (e.g., projectors, speakers, internet connection). It is the POC’s responsibility to ensure the equipment is tested and working prior to the webinar.

7. Questions

For questions regarding this process, please contact Maine EMS using this link.