



OPERATIONAL BULLETIN

Bulletin #	Title		Date Issued
#2026-02-03-01	Requirements and Procedures for Continuing Education Hour (CEH) Course Approval		February 3, 2026
Superseded	Released By:	Source:	Pages
N/A	Maine EMS	Education	2
Approved By:	Wil O'Neal, Maine EMS Director		

The purpose of this communication is to provide clarification and guidance regarding the administration of Continuing Education Hour (CEH) courses in accordance with the Maine Emergency Medical Services Rules.

Pursuant to Chapter 8 §2 of the [Maine EMS Rules](#) (Training Courses and Continuing Education Programs Used for Licensure), specific standards must be met to ensure that education programs maintain the high quality required for clinical licensure. It is important to note that while Maine EMS oversees these standards, CEH courses may be approved by Maine EMS staff or by Maine EMS-licensed Training Centers.

Training Centers are authorized but not required to review and approve CEH requests. Before selecting a training center on the CEH request form, the individual should confirm with the training center that they are willing to do this and become familiar with their policies.

The following key points must be adhered to for all CEH programs:

- **Prior Approval:** All CEH requests must be approved prior to the class being conducted.
- **Approval Authority:** While an ImageTrend-generated CEH number is used for tracking and assigned at the time a request is submitted, it does not constitute approval of the request. Approval must be granted by a Maine EMS Regional Manager, the Maine EMS Education Coordinator, or an authorized Maine EMS-licensed Training Center prior to the course start date.
- **Timely Requests & Review:** Maine EMS staff office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Please note that staff are unavailable after 4:30 p.m., on weekends, and on State or Federal holidays. Please plan your requests accordingly to ensure timely review. The office recommends that CEH requests be submitted at least five (5) business days in advance of the course start date to ensure sufficient time for review and approval.

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• **Support**

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- **Information Required for Review:**
 - **Educational Standards:** All CEH requests must align with the current 2019 National EMS Education Standards, acceptable medical references, current Maine EMS Protocols, and/or standard operational procedures.
 - **Instructor Qualifications:** The instructor must be qualified by knowledge and/or training in the topic area.
 - **Course Objectives:** The sponsor must make known to the students those requirements that the students must meet in order to receive attendance certification.
 - **Course format, time, and content:** This information is necessary to evaluate and approve the distribution of CEHs by category. Sponsors should be familiar with the CEH categories and reference the [category definitions document](#) when submitting CEH requests.
- **Requests for Information:** During the review process, additional information may be requested to evaluate the training program requirements and distribution of CEHs by category. In such cases, the CEH requester should contact their respective Maine EMS Regional Manager, the Maine EMS Education Coordinator, or the Maine EMS-licensed Training Center (if they requested approval from a Training Center) if the request for additional information is not clear or for any assistance adding the requested materials.
- **Documentation Responsibility:** The CEH requester is responsible for maintaining all relevant course documents, including student rosters, course materials, student evaluations, and any quizzes or tests administered.
- **Submission Deadlines:** Course completion records—including student rosters, evaluations, and other required data—must be uploaded into ImageTrend within 10 days of the course completion. This responsibility lies solely with the CEH requester.
- **Standardized Certificate and CAPCE Programs:** Many standardized courses have been evaluated and pre-approved for CEHs; these programs are referenced in the Standardized [CEH Programs List \(PDF\)](#) and should not be entered as a CEH request when students receive a certificate of completion. CAPCE courses have also been evaluated by an accrediting body, students receive a certificate of completion, and these, too, should not be entered as a CEH request. Students are allowed some flexibility in the CEH category with these programs when they upload the certificate and [manage their education in the eLicensing Portal](#).

A video tutorial on [how to request CEH approval](#) in the eLicensing portal is available on the Maine EMS website.

Thank you for your commitment to providing quality education to Maine's EMS clinicians. If you have any questions regarding these requirements, please contact your [Regional Manager](#) or the [Maine EMS](#) office.