

NOTE: DRAFT ONLY – **HIGHLIGHTED** MEANS QUESTIONS TO BE ADDRESSED

Anything in grey boxes like this are summary statements for reference and will be removed

Maine EMS Policy/Procedure			
EDUCATION			
Policy #	Title		Date Issued
26-	Continuing Education Hour (CEH) Course Policy		TBD
Policy Superseded	Next Review Date	Author	Pages
		Maine EMS	
Approved By:			

I. **Scope**

- A. This policy is designed to assist in submission and the process of requesting continuing hours (CEHs) through Maine State EMS, and entities authorized by Maine EMS to approve Maine EMS CEH requests (e.g. Maine EMS licensed training centers). This policy represents the minimum standards required, and an approval entity may require additional information, materials, or have stricter policies.

II. **Applicability**

- A. This applies to any requests for continuing education hours (CEHs) to Maine EMS, Maine EMS regional offices, and Maine EMS authorized training centers.
- B. This policy does NOT apply to:
- Initial licensure courses, or
 - Courses that are approved through CAPCE, or
 - Courses that are approved by another state, or
 - Courses that are approved as Maine EMS standardized courses.
- C. A Maine EMS licensed training center is not required to approve CEHs.

III. **Review**

- A. This policy will be reviewed, at a minimum, every 3 years, or sooner as needed.

IV. **Definitions**

- A. **Approval Number** – Number assigned by Maine EMS eLicensing system indicating approval of a CEH course. This number is unique to each course.
- B. **Board** - The Emergency Medical Services Board established pursuant to 32 M.R.S. Chapter 2-B, §88.

- C. **Board Approval** - When no other method of gaining Board approval is specified, the person who seeks the approval shall apply in writing to the chairperson of the Board in care of the office of Maine Emergency Medical Services, stating the action to be considered, the section in the Rules under which approval is sought and the grounds in support of the request.
- D. **CAPCE** - The Commission on Accreditation for Prehospital Continuing Education. CAPCE is an accrediting body charged with the review and accreditation of EMS continuing education (CE). Is an alternate path other than state EMS approval.
- E. **CEH** – Continuing Education Hour, also may be referred to as Continuing Education Unit (CEU) or Continuing Medical Education (CME). A standardized unit of measurement used by Maine EMS and certifying bodies (like the NREMT) to quantify the amount of ongoing training. It is equivalent to one hour of education (or portion of).
- F. **eLicensing** – The Maine EMS electronic system used to submit, track and store CEH numbers and statuses.
- G. **NREMT** - The non-profit organization which provides national examination standards and examinations for national certification at the EMR, EMT, AEMT, and Paramedic levels.
- H. **Region** – Is this the RAC or the regional manager or...?
- I. **Training Center (TC)** - An entity that meets the requirements of the Maine EMS Training Center Standards and is authorized by Maine EMS to conduct Maine EMS-approved educational courses and training programs leading to EMS clinician licensure.
- J. **Others?**

V. Procedure

A. How to submit

This section is to define methods to submit and defines the how/when/where/what/who

i. HOW

1. Electronic via eLicensing
2. What about people/organizations requesting a CEH course who are not licensed in Maine or lack an account (i.e. a physician in a hospital or a state agency such as the CDC?)

ii. WHEN

1. Minimum of X business days prior to the day of the class
 - a. What is reasonable – not defined in rules?
 - b. What exceptions are allowable? – Is this a drop dead time frame (which seems excessive and doesn't consider human/tech/other factors)?
2. What about "Just in Time" / Spontaneous education?

iii. **WHERE**

1. The request will be submitted to X (the region the class is in? Any region? Any TC? The state office? Any of this?)
2. What if in multiple regions?
3. What if it is a repeat of a previously approved class (regardless of region).
 - a. Another region/TC would not have the info.
 - b. How long does this apply?
 - c. Rules state if no substantial changes AND same instructor this is allowed but not how.
4. What if out of state?

iv. **WHAT**

1. Create supporting document for course content/info required
2. What about non-Maine EMS education held in Maine?
 - a. Courses that are not CAPCE, not approved by another state, and not pre-approved standardized class
 - b. Access to eLicensing issues, who to hold responsible?
3. What about non-CAPCE virtual or in-person classes?
4. What about conferences (state or private)?
5. What about education seeking approval but held out of state?
6. What about education seeking approval but held out of country?
7. What about multiple offerings of same class (e.g., large depts / different/multiple days offered)
 - a. Same CEH #?
 - b. Same roster?
 - c. What if different months/years?

v. **WHO**

1. Approving authority
 - a. Do you have to use the region you are in?
 - b. What if done in multiple regions?
 - c. Should TCs do CEH at all?
 - i. Can a BLS TC approve ALS CEH?
 - d. Some TCs often seem to struggle to keep up timeliness wise
 - e. Held to Maine EMS standards or TC (or higher of the two?)
 - f. Should we have an opt out for TCs?

B. Actions once submitted

This section is to define actions when properly submitted – three options are possible – Approve, Deny, or Request More Information, and who can make this decision.

- i. What is reasonable turnaround time?
- ii. Who reviews and decides approval?
 1. Qualifications for who can approve? *"Am I qualified to approve the content for this class"*
 - a. Should EMTs approve AEMT/Paramedic CEH?
 - b. What about others (RN, PA, NP, MD, DO)?
 - c. What if not licensed?
 - d. What if not licensed in Maine?
 - e. Is NREMT certification enough?
- iii. Approval
 1. Submission time before course starts?
 2. What if late?
 - a. Require explanation?, such as
 - i. Technical issue
 - ii. Laziness issue
 - iii. General oops
 - iv. Something else?
- iv. Denial
 1. Basis - Standard for this?
 2. Is this a Board decision for "denial", office, TC?
 3. Application incomplete
 4. Lack of supporting materials (and what are these?)
 5. Late and not justified
 6. Templated message?
 7. Mom vs Dad – aka approval in Region X is easier than Region Y
 8. Complete Denial vs More Info Needed
- v. More info needed
 1. Templated message?
 2. Who to message (instructor vs coordinator vs ?)
 3. Time frame "Up to X business days before class so submit" vs current submit "Before class" which means 5 min before class is OK. Is approval needed BEFORE class held?

C. Actions after course is held

This section is to define actions after the class is held and what is needed and by when

i. Rosters

1. Must use a Maine EMS approved roster
 - a. Who approves this?
2. Must include
 - a. Names of those attending, and
 - b. License numbers of those attending, and
 - c. Attendees' signatures, and
 - i. May be the course sponsor's attestation of remote attendance
 - d. The number and type of CEH hours approved, and
 - e. The Maine EMS approval number, and
 - f. The physical or electronic signature of the sponsor or designee as verification of attendance
3. Virtual attendance
 - a. Rules allow an instructor to complete and sign that the student attended the entire class.
4. One roster for each date of completion vs one roster per CEH approval?
 - a. Large depts may offer same class multiple times
 - b. If same class and within 30 days of 1st offering of class, do not need additional approval numbers but must change completion date of attendance for each student's class session as you go
5. Do we allow same CEH number for longer than 1 month?
6. Must scan roster AND upload to CEH record
 - a. Within 10 days by rules – is this based on start date of course or the date of completion if multiple days or...??
7. Should rosters allow for non-EMS medical (e.g. RN, MD), out of state EMS, or only NREMT?
 - a. Student must list that, and any license # next to name
 - b. Completion certificate would be needed for those licensed individuals and a sample copy must be uploaded
 - i. Define what is to be listed on cert?

ii. Course evaluations

1. Must be available for students to complete and to Maine EMS to review but not required to attach/submit
- iii. Certificates/proof of attendance must be made available to students upon request and **if issued, a sample must be uploaded to CEH file**
 1. Need certificate for non-EMS, out of state EMS, or only NREMT, emphasizing that info is not auto uploaded to other entities (e.g. NREMT or other states) or databases/records
- iv. **When is a quiz required?**
 1. **Upload a copy of quiz and answer sheet?**

VI. Internal Aspects to address

This section is to define state EMS office backend actions possibly needed for the process to work

A. How to submit CEH request

- i. Review eLicensing process and pitfalls
 1. What questions/required items are defined by “ImageTrend” vs “Maine”?
 - a. Why is “Pass/Fail” needed?
 - i. Some CEHs appear to not always have this properly filled out by the person entering the roster. How many misses on this, which prevents the CEH being added to eLicensing and applying CEH hours to the individual)
 - b. Why does calendar appointment default to “on” in correspondence?
 - c. Why are some attendees allowed to be entered and get credit during the “Requested” status phase?
 - d. Add response email default addresses in correspondence

B. When “More Info Needed” – notification when added and of addressing this?

C. Other sources of CEH and process to review/consider in policy?

- i. CAPCE vs other
- ii. Another state EMS approved
- iii. Standardized course (e.g., CPR, ACLS)
- iv. College classes
- v. Time in courses leading to upgraded license
- vi. Time in courses as CEH (e.g. attending a singular class session in a licensing course to refresh/gain CEH)

D. Appeals

- i. If an applicant wishes to appeal any portion of this policy, an applicant may follow Maine EMS Rules Chapter 12 §4

VII. References

- A. 32 MRS Chap 2-B §84.1.D.4
- B. 32 MRS Chap 2-B §85-4 A & B
- C. 32 MRS Chap 2-B §88-A
- D. Maine EMS Rules Chapter 2 §8
- E. Maine EMS Rules Chapter 2 §33
- F. Maine EMS Rules Chapter 2 §47
- G. Maine EMS Rules Chapter 5 §6.3.1
- H. Maine EMS Rules Chapter 8
- I. Maine EMS Rules Chapter 8 Section 2 § 1 & 2
- J. Training Center Standards May 2023 Section 7
- K. Maine EMS Rules Chapter 13

VIII. Summary of document changes

- A. Version 1 January 5, 2025
- B. Version 2 April 22, 2025
- C. Version 3 July X, 2026

IX. Appendices (Forms, Attachments, etc.)

- A. If needed

References below for draft work, to be deleted in document

Chapter 8 - Maine EMS Rules (Oct 16, 2024)

§1. Training Courses

1. Training courses must be conducted in accordance with the Board-approved Training Center Standards.
2. The following training courses are approved for licensure at the Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT (AEMT) and Paramedic levels:
 - a. For initial licensure - A Maine EMS approved course, or any equivalent course which in itself, or with specified supplementary instruction, is approved by the Board as including all of the required objectives for the training.

- b. For renewal - Maine EMS approved continuing education hours in accordance with the licensing requirements of Chapter 5 of these Rules or any other course which is approved by the Board as including all of the required objectives for this training.
- 3. Any course (not including continuing education hour programs) leading to certification for EMS provider licensure must be supervised by an instructor/coordinator licensed by Maine EMS for that particular level and must be approved by a Maine EMS Training Center. Out-of-state courses and certifications will be judged on a case-by-case basis using a comparison of Maine EMS approved curricula.
- 4. Applicants to conduct courses leading to certification for EMS provider licensure must comply with the requirements for conducting courses as approved and published by Maine EMS.
- 5. Candidates must meet the training requirements for licensure at the level from which the course starts.

§2. EMS Continuing Education Programs

- 1. A program held in Maine or out of state may be approved for continuing education hours (CEH) if it meets the following conditions:
 - a. The sponsor must apply before the program is to begin. Only under unusual circumstances, such as those set forth in Chapter 13 of these Rules, may continuing education hour courses be approved after they have occurred;
 - b. The topics to be taught must be relevant to EMS;
 - c. The instructor must be qualified by knowledge and/or training in the topic area;
 - d. The sponsor must make known to the students those requirements the students must meet in order to receive attendance certification;
 - e. The sponsor or designee must submit the Maine EMS-approved attendance roster and course evaluations, or a course evaluation summary document, for the program to Maine EMS within ten days of the date the course was taught. The roster must include the names and license numbers of those attending, attendees' signatures or the course sponsor's attestation of remote attendance, the number and type of hours approved, and the approval number. The list must be physically or electronically signed by the sponsor or designee as verification of attendance;
 - f. Programs are open to the public unless otherwise approved by Maine EMS, a regional council or a Training Center; and
 - g. The sponsor must provide the students an opportunity to comment in writing on the program and must make these comments available to Maine EMS upon request within ten days after the end of the program. Sponsors of CEH offered through publications approved by Maine EMS need not provide this opportunity.

2. Maine EMS may grant continuing education hours for programs offered through professional journals, audio and visual media, teleconferencing, the Internet, and other forms of distributive learning, or for other educational programs not described in this Chapter, when requested by the applicant. For Maine EMS to consider granting CEH approval the applicant must submit to Maine EMS:
 - a. An outline and description of the program, to include program handouts;
 - b. The name and address of the program sponsor;
 - c. The names of any EMS agencies granting the program continuing education hours;
 - d. A contact name and telephone number for attendance verification;
 - e. A program completion certificate, or equivalent;
 - f. If applicable, approval from the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE), formerly known as the Continuing Education Coordinating Board for EMS (CECBEMS); and
 - g. Proof, if the program was not supervised, that the program required, and the applicant successfully completed, a knowledge test in order to receive a program completion certificate.
3. Programs that have been previously approved by Maine EMS, a regional council or a Training Center may be approved without further review, provided that:
 - a. Maine EMS, a regional council, or a Training Center has not rescinded the program's approval; and
 - b. No significant changes have been made to the program content or faculty.
 - c. Maine EMS may delegate approval of continuing education programs that meet the requirements of this chapter to regional councils or a Maine EMS approved Training Center provided that they maintain a system for assuring high quality programs and provide such program information in a timely manner as requested by Maine EMS.

Maine EMS Training Center Standards (May 2023)

§7 Continuing Education A. Authorization

1. All Maine EMS authorized training centers have the authority to develop, approve and/or deliver EMS continuing education in accordance with Maine EMS Rules, policies, and procedures.