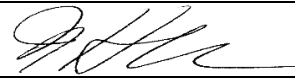





# Training Program Auditing

CHAPTER:	3000	Number:	3100	APPROVED:	10.13.2020
REPLACES:	New Policy				
Last Revised:		REVIEW:			
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			John Oliver, Chair		

**I. PURPOSE:**

To standardize the administration of KCEMS training programs.

**II. POLICY:**

All training programs, except OTEP, held within Kitsap County must abide by the procedure below.

**III. PROCEDURE:**

A. Auditing of Classes

1. A student who audits a class/course is there to observe and participate in the curriculum without seeking initial certification or endorsement from the course material.
2. All auditing students are subject to the rules and conduct of the Kitsap County Training Student Handbook.
3. There are three categories of audit.
  - a. Occasional drop in: A student seeking knowledge or refresher on a specific topic.
  - b. CME: A student seeking knowledge or refresher on a specific topic and requesting CME hours.
  - c. Full Audit: A student participating in full content of the class.
4. Drop in and CME audit need to sign a statement of acknowledge of classroom conduct, prior to participation in course content.
5. Full Audits variances requested **must** be conveyed to the Medical Program Director in writing and approved prior to participation in course content.
6. If auditing for the National Registry Retake the student will pay 50% of the class cost. A full audit student will pay full class cost.
7. All Audit students all fill out EMT course application as meet standards as detailed in Kitsap Application policy.



## Training Program Auditing

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8. Entrance and continued participation to class are subject of approval of the SEI and MPD.
9. Only full audits of an EMT course are allowed to participate in practicals.