





BLS Training and Recertification

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APPROVED:				Joe Hoffman, Medical Program Director	
APPROVED:	 <small>Chief Faucett (Sep 12, 2024 08:43 PDT)</small>			Jeff Faucett, Chair	

I. Purpose

To establish the requirements and procedures necessary to maintain continued training and education, along with obtaining the recommendations of the Kitsap County MPD for recertification of providers certified by the State of Washington Department of Health Office of Emergency Medical Service and Trauma System.

II. Authority: WAC 246-976-920

The MPD will supervise the training of all EMS-certified personnel.

The MPD must recommend certification, recertification, or denial of EMS personnel to the Secretary of Health.

III. Policy

Providers who maintain active quarterly participation and fulfill all annual and recertification requirements may certify by the OTEP method. Providers not meeting this requirement shall be removed from the OTEP program for the remainder of their credential period. Once the provider has recertified, the provider may return to the OTEP program.

The MPD will recommend recertifying those EMTs who are actively and routinely involved in BLS patient care in Kitsap County, Washington, and who meet the educational requirement outlined in this policy document.

IV. Procedure:

A. Record Keeping

1. Each provider is personally responsible for maintaining all records and information regarding their continuing education. Records of successfully completed educational coursework, practical skill evaluations, and skill maintenance requirements will be provided to the agency supervisor when initiating the recertification process through WAC 246-976-163.
2. Agency Medical Officers or their equivalent will review all training records, ensuring compliance with all State and County requirements. The Medical



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Officer's signature on the recertification application confirms compliance with this requirement.

B. Education Requirements

All providers must meet education requirements as specified in WAC 246-976-161. Educational requirements may be satisfied by the OTEP Method or CME.

All providers, choosing either OTEP or CME, must participate quarterly as required by WAC-246-976-026.

Providers who choose the OTEP method to satisfy educational requirements must submit renewal applications using the OTEP method. Providers who choose the CME method to meet educational requirements must submit renewal applications using the CME method.

1. Ongoing Training and Evaluation Program (OTEP) Method

The OTEP method is the preferred method to comply with recertification requirements.

If submitting an OTEP method application, providers must meet the following requirements of WAC 246-176-163:

- a. Providers must be active participants in the OTEP program. Active participation in the Kitsap County EMS OTEP Program includes all OTEP modules and corresponding practicals offered in the calendar year must be completed by the last business day of December.
- b. Satisfy annual supraglottic airway placement skill requirements as listed in WAC 246-976-161.
 1. Verification of skills can be done by completion report by electronic health record **OR**
 2. Verification can be a demonstration of skill before the Medical Program Director or Delegate.
- c. If the provider has an IV technician endorsement, the provider must satisfy six (6) annual intravenous access skill requirements as listed in WAC 246-976-161.
 1. Skills can be verified by completing a report using an electronic health record **OR**
 2. Verification can be a demonstration of skill before the Medical Program Director or Delegate
- d. Maintain a current CPR healthcare card or equivalent training.



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If a provider does not meet active quarterly training outside of a leave of absence, the provider will be removed from the OTEP program for the remainder of their credential period. Once the provider has recertified, the provider may return to the OTEP program.

2. CME Method

Providers may choose the CME method to satisfy educational requirements. If choosing this method, providers must submit a renewal application as outlined in WAC 246-976-162.

If submitting a CME method application, the provider must meet the following requirements:

- a. The provider must submit records to the MPD detailing 30 hours of continuing education corresponding to WAC 246-976-161
- b. The applicant must submit records to the MPD detailing BLS skills corresponding to WAC 246-976-161.
- c. Suitable CME activities from any continuing education program. CE approved by the Committee on Accreditation for Prehospital Continuing Education (CAPCE) is automatically pre-approved for CE on an hour-for-hour basis.
- d. Provider must pass the National Registry EMT cognitive exam.
- e. Maintain a current CPR healthcare card or equivalent training.

C. Recertification Requirements

1. Each candidate for recertification must comply with all Washington State Department of Health requirements, including up-to-date CPR healthcare card or equivalent training as per WAC 246-976-161
2. Each candidate for recertification must meet the following additional requirements set forth by the MPD:
 - a. Compliance with the *BLS Protocol Testing* policy.
 - b. Complete all units/modules with the corresponding practicals within the three-year period.



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- c. If a provider enters Kitsap County within their current certification period, they shall provide their previous training to receive credit towards their recertification requirements.
- d. Completion of all core and skills training per their certification level.

D. Application Process

1. All recertification applications must be completed online. The *Recertification Application* online form (available from the Washington State Department of Health, Office of Emergency Medical Services & Trauma System web site) must be completed **NO LATER THAN 60 DAYS PRIOR TO THE EXPIRATION OF THE PROVIDER'S CURRENT CERTIFICATION** and provided to the sponsoring agency.
2. After verifying all training compliance in Section IV A2 has been met, the sponsoring agency will submit the online Recertification Application to the Kitsap County EMS (KCEMS) Office for final review, **NO LATER THAN 45 DAYS PRIOR TO THE EXPIRATION OF THE PROVIDER'S CURRENT CERTIFICATION.**
3. The Medical Program Director (or his designee) will perform an education audit on all applications for training completeness prior to submitting to the Department of Health.
4. Once the application is complete and all requirements are met, the KCEMS Office Administrator will obtain the MPD's electronic signature and forward the application to the Washington State Department of Health.


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Final Audit Report


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