BLS Training and Recertification

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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 to the Secretary of Health certification, recertification, or denial of EMS personnel.

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 actively and routinely involved in BLS patient care in Kitsap County, Washington, and who meet the educational requirements 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 {WAC 246-976-161(b)}.

2. Agency Medical Officers or their equivalent will review all training records, ensuring compliance with all State and County requirements. The Medical 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 OTEP Method or CME.

All providers, choosing either OTEP or CME, must participate quarterly as required by WAC-246-976-161.

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

1. Ongoing Training and Evaluation Program (OTEP) Method

If submitting an OTEP method application, providers must meet the following requirements:

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

b. Active participation in the Kitsap County EMS OTEP Program includes completion within the calendar year:

1. All modules offered in the calendar year must be completed with the corresponding practical by the end of day of December 15th.

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 his/her credential period. Once the provider has recertified, the provider may return to the OTEP program.

2. CME Method

a. Providers must meet the education requirements as specified in WAC 246-976-162 and WAC 246-976-1. Providers may choose the CME method to satisfy educational requirements and must submit a renewal application via that method. If submitting a CME method application, the provider must meet the following requirements:

1. The provider must submit records to the MPD detailing 30 hours of continuing education corresponding to WAC 246-976-161

2. The applicant must submit records to the MPD detailing BLS skills corresponding to WAC 246-976-161.

3. Providers renewing through the CME method shall submit the WAC 246-976-162 MPD Gap Analysis Tool with their renewal application. The Gap Analysis Tool is intended to assist providers in identifying and tracking the educational and skills requirements applicable to their certification cycle and should be maintained throughout the recertification period to help ensure all requirements are met prior to renewal.

4. Suitable CME activities from any continuing education program. CE which has been approved by the Committee on Accreditation for Prehospital Continuing Education (CAPCE) is automatically pre-approved for CE on an hour-for-hour basis.

b. The provider must pass the National Registry EMT cognitive exam.

C. Recertification Requirements

1. Each candidate for recertification must comply with all Washington State Department of Health requirements.

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. All units/modules with the corresponding practicals within the three - year period.

   c. If a provider enters Kitsap County within their current certification period, they shall provide their previous training to receive credit towards their recertifications requirements.

   d. **For those eith IV techican and / SGA endorsements they must provide account of those skills.**

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 them 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, who will forward the application to the Washington State Department of Health.