



# The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Office of Emergency Medical Services

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## MEMORANDUM

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**DATE:** June 7, 1989  
**TO:** Continuing Education Training Providers  
**FROM:** Russ Johansen *RJ*  
**RE:** CONTINUING EDUCATION

### TRAINING MATERIAL IMPLEMENTATION

With the implementation of the Continuing Education Training Manual and Revised Continuing Education Application it is appropriate to reiterate some of the Department regulations that directly impact training. It is important for those who provide EMS training in the Commonwealth to be completely familiar with those aspects of the 105 Code of Massachusetts Regulations (CMR) that pertain to EMS training. The following regulations should aid you in the development, submission, approval and conducting of EMS training programs.

105 CMR: DEPARTMENT OF PUBLIC HEALTH.

170.960: Approval of Training Programs

(A) Training programs designed to provide training for persons seeking initial certification or recertification as EMTs must be approved by the Department.

- (B) Any persons seeking training program approval shall:
- (1) Apply on forms provided by the Department;
  - (2) Submit a copy of the application to the appropriate Regional EMS Council(s); and
  - (3) Submit an application in accordance with procedures established by the Department.
- (C) Program approval shall be granted separately for each offering of a training program.
- (D) Applicants denied approval may re-apply for approval, but not more than once in the 12 months following denial.
- (E) Any publications or advertisements concerning the program shall accurately reflect the education and training being offered.
- (F) No program shall be advertised as approved by the Department prior to the receipt of such approval.

170.964: Standards for Training Programs

The following educational standards must be met by all training programs for which Department approval is sought:

- (A) The subject matter must be relevant to the level of training and role and responsibilities for the EMT.
- (B) All training program instructors must have education and experience appropriate to the subject matter.
- (C) The principal conductor of an EMT-Basic training course designed to fulfill the requirements of the initial training provided by 105 CMR 170.810(B) must be an Instructor/Coordinator approved by the Department according to 105 CMR 170.977 and 170.978.
- (D) Each training program at the Intermediate or Paramedic level must have a Medical Director, Training Coordinator, and Administrative Coordinator. Standards for training, experience, and responsibilities of such persons are established separately as administrative guidelines.
- (E) Each course presented for approval must contain appropriate objectives, content outline, teaching method and instructional media, and measurement/evaluation method.
- (F) The training provided shall be consistent with the approved application.
- (G) Attendance rosters must be maintained and submitted to the Department for each session of the program.