



Emergency Medical Services Agency Prehospital Care Manual **Policy 304**

CONTINUING EDUCATION PROVIDER APPROVAL

Effective Date January 22, 2007
Replaces August 1, 2003

Resources

[Continuing Education Providers Guide](#)

I. Purpose

To establish standards for continuing education provider's (CEP's) in the County of Santa Clara.

II. Provider Approval

1. Any person or agency headquartered in Santa Clara County wishing to become CEP must submit for approval, a written request to the Agency. An applicant may apply for approval as either a BLS level, ALS level, or both.
2. The request for CEP approval must be complete and contain all appropriate information including, resume for both the Program Director and Clinical Director, and the applicable fee. Refer to the CE Provider Guide for specific requirements.
3. Applications must be received at least sixty (60) days before the first scheduled course of instruction.
4. The Agency will notify the applicant within fourteen (14) days that the application was received; and shall notify the applicant within sixty (60) days of receipt of the application of its decision to approve or deny.

5. The Agency may approve CE Providers for a period of four (4) years. The expiration date shall be no more than four (4) years from the last day of the month in which the application was approved.
6. In order to renew CEP approval, revised CE Provider materials must be received no less than sixty (60) days prior to the expiration of the current approval. Refer to the CE Provider Guide for specific requirements.

III. CEP Requirements

Refer to the current version of the Continuing Education Providers Guide.

IV. Negative Action

Any negative action taken in relation to a CEP shall be in accordance with Santa Clara County Prehospital Care Policy 305, Procedure for Suspension or Revocation of EMT, CEP, or Paramedic Training Program Approval.