

*Guidelines for Approved*  
**C**ONTINUING **E**DUICATION **P**ROGRAM  
*CEU Requirements for Re-certification*

*Recertification of*  
**EMT-Basic, EMT-Intermediate, and EMT-Paramedic**

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**D**epartment of **H**ealth and **E**nvironmental **C**ontrol  
Division of **E**mergency **M**edical **S**ervices

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## **INTRODUCTION:**

The Division of Emergency Medical Services of the Department of Health and Environmental Control (herein referred to as the Department) will approve and assign continuing education credit for all programs meeting the criteria delineated in this document.

This document will give you all the information needed in order to gain approval of programs for continuing education credit and to apply for recertification under the continuing education program.

## **BACKGROUND:**

In 1980, a continuing education program was developed for the EMT-Intermediate and the EMT-Paramedic. The program provided an alternative method of recertification. In 1992, the program became available for the EMT-Basic.

## **OPTIONS FOR RECERTIFICATION:**

The term EMT will apply to **all certified levels of emergency medical technicians.**

EMTs in South Carolina must recertify every three (3) years. Any one certified at any level on or after October 1, 2007 must maintain a current National Registry EMT credential in order to recertify their SC EMT credential. Any EMT whose SC EMT credential expires prior to becoming re-certified - must now become and maintain a National Registry EMT credential to receive a SC EMT certification

Recertification is granted by successfully completing any one of the four (4) following programs:

The first three (3) options are only available to currently SC certified EMTs with the following SC EMT Certification numbers:

<b>Basic</b> certification numbers between	00001 to 30499
<b>Intermediate</b> certification numbers between	90001 to 94499
<b>Paramedic</b> certification numbers between	80001 to 85499

- ◆ **Refresher Course:** Successfully complete a Department approved refresher training program - **AND** - successfully pass the state written AND practical certification examinations. A repeat of the initial (full) EMT course is also acceptable in lieu of a refresher course. Plus submit a properly completed *Certificate Application* card\*\* and BLS\*/ACLS\* credential. **(All EMT-Basic , initial & refresher, must pass the National Registry EMT-Basic examination.)** Current or former SC EMTs may participate in a refresher program.

**Note:** *If the former EMT-Basic state certification will be expired for two (2) years or*

*more by the time that candidate attempts the NR EMT-Basic examination, that candidate must repeat a full (initial) EMT-Basic course in order to test the National Registry examination.*

- ◆ **CEU Option:** Obtain the required continuing education units (CEUs) for their level of certification, prior to the SC certificate expiration date, - **AND** - successfully pass the state “registry-like” written AND practical certification examinations (**EMT-Basics must pass the NR EMT-Basic examination**) - **Plus** - submit a properly completed *Certificate Application* card\*\* and BLS\*/ACLS\* credential. **Only current SC certified EMTs may earn CEUs. (EMT-Basics may only use CEUs for maintaining their NR credential).** CEU packets **must** be received by DHEC prior to the EMT’s certificate expiration date.
- ◆ **IST Option:** Successfully complete a Department approved In-Service Training Program (IST) - **AND ONE OF THE FOLLOWING** - successfully pass the state “registry-like” written AND practical certification examinations (**EMT-Basics must pass the NR EMT-Basic examination**) - **OR** - receive the written and/or practical examination waiver from the agency's medical control physician responsible for the IST program - **Plus** - submit a properly completed *Certificate Application* card\*\* and BLS\*/ACLS\* credential. **Only current SC certified EMTs may participate in an approved IST program.** IST packets **must** be received by DHEC prior to the EMT’s certificate expiration date.

The fourth option is available to all SC EMTs.

- ◆ **National Registry Option:** Submit a **current** re-registered, National Registry credential showing an expiration date greater than your SC EMT certificate expiration date. Plus submit a properly completed *Certificate Application* card\*\* and BLS\*/ACLS\* credential. Packet **must** be received by DHEC prior to the EMT’s certificate expiration date.

**\*IMPORTANT NOTE:** In addition to the above, all EMTs (all levels) must maintain a current\* BLS credential in one of the following:

- American Heart Association (AHA) BLS for the Healthcare Provider
- American Red Cross (ARC) CPR for the Professional Rescuer
- American Safety & Health Institute (ASHI) CPR Pro

EMT-**Paramedics** must also maintain a current\* AHA or ASHI ACLS credential.

\* Current means that the card expiration date is greater than that of the EMT’s certificate date.

\*\*A properly completed *Certificate Application* (White, Green or Blue) card is one which is complete with all signatures on both the front & back of the card as required.

## **PROGRAM APPROVAL PROCESS:**

- A. For any program originating outside of South Carolina - the course / training must be approved by CECBEMS, (Continuing Education Coordinating Board for Emergency Medical Services) see [www.cecbems.org](http://www.cecbems.org) No further approval is necessary, SC gives approval for all CECBEMS courses.
  
- B. For any South Carolina professional, medical or educational institution or agency (i.e., ACEP, EDNA, NAEMT, AHEC, hospital, university, college, EMS region, etc.) may sponsor a continuing education program. In order for the Department to award CEUs, the following information must be provided, **in advance** of the course / seminar:
  - 1. Seminar title
  - 2. Seminar sponsor to include name and telephone number of coordinator to contact if more information is needed
  - 3. Date(s), Time(s), Schedule(s)
  - 4. Location
  - 5. Intended audience
  - 6. Seminar objectives (may be divided into units if a multi-track seminar)
  - 7. Speaker
  - 8. Speaker's profession, present employer
  - 9. Speaker's affiliations, memberships, etc, (relating directly to seminar)
  - 10. Speaker's experience such as pertinent courses, seminar(s) attended / conducted
  - 11. Type of presentation (lecture, discussion, audio-visual, "canned", etc.)
  - 12. Outline of topics covered and time allocation for each topic\*
  - 13. Method of evaluation: practice sessions, skills test, written test - if applicable

Once the Department receives a request for CEU approval from the sponsor, the request will be evaluated. The sponsor will receive a letter of approval or disapproval. If approval is granted, the letter will delineate the number of CEUs awarded for each category. A SC DHEC approval number may also be given if needed. This number plus the CEUs awarded **must** appear on all certificates / letters of verification awarded to the attendees.

Please submit documentation early as program approval for CEUs may take up to six (6) weeks!

Individuals who attended a program/course/seminar in which CEU approval was **not** applied for in advance, may submit documentation for CEUs after completion of the program. However, it must be understood that their participation in the session **does not assure** CEU recognition and approval will be based upon proper documentation concerning program requirements as stated above. Documentation by individuals should include all information as stated above plus proof of attendance/completion.

\* Note: **The CEU program allows the EMT to exempt the formal refresher course**

**and directly challenge the certification examination.** For this reason, only topics that directly relate to the DOT curriculum for EMT (any level) will be assigned CEUs. Other topics that relate “below” or “above” the level for which EMTs are trained will not be considered for CEUs.

## **CEU CATEGORIES / REQUIREMENTS:**

During the EMT’s three year certification period, the following CEU requirements must be satisfied:

- 1 A **minimum** total of **36** CEUs as delineated below:

<b>CEU CATEGORIES</b>				
<b>ASSESSING RECORDING OPERATIONS</b>	<b>CARDIO RESPIRATORY</b>	<b>TRAUMA</b>	<b>OB/PEDS</b>	<b>MED/SURG/ PSYCH</b>
<b>1 UNIT</b>	<b>10 UNITS*</b> See # 2 & 3 below	<b>10 UNITS</b>	<b>4 UNITS</b>	<b>11 UNITS</b>

2. A current BLS card\* (provider or instructor) from one of the following three organizations: *(This is in addition to the required number of Cardio/Respiratory CEUs).*

American Heart Association (AHA) : BLS for the Healthcare Provider  
 American Red Cross (ARC) : CPR for the Professional Rescuer  
 American Safety & Health Institute (ASHI) : CPR Pro

3. **Paramedics Only:** A current American Heart Association (AHA) or American Safety & Health Institute (ASHI) Advanced Cardiac Life Support (ACLS) card\* (provider or instructor) *(This is in addition to the required number of Cardio/Respiratory CEUs).*

\* In Lieu of an actual “card,” a letter from the course coordinator may be accepted. The letter must include verification that the course (AHA:BLS or AHA:ACLS) was taught in its entirety according to AHA guidelines and using the AHA curriculum, books, testing materials, instructors, etc., **plus a copy of the signed course roster** documenting the EMTs participation.

**IMPORTANT NOTE:** The above credentials **in items # 2 and # 3** are **in addition** to the

required number of CEUs. The courses / training necessary to obtain these credentials **do not count** as part of the required amount of CEUs for Cardio/Respiratory as stated above.

**PRE-APPROVED CEU SOURCES:**

The following programs / seminars / courses have been pre-approved for CEUs:

1. “Canned” courses: (Units may be applied **once** during a three-year certification period)

<b>Courses</b>	<b>ARO</b>	<b>C/R</b>	<b>TRAUMA</b>	<b>OB/P</b>	<b>MSP</b>
CTC/BTLS /PHTLS		2 units	11 units		3 units
PALS		2 units		4.5 units	2 units
PPLS/PEPP		2 units	1 units	4 units	1 units
PEMSTP (two-day).	1 unit	3 units	3 units	4 units	3 units
Vehicle Extrication	1 unit		2 units		
BLS HAZMAT	1 unit				4 units

2. SC Initial and Refresher EMT courses (all levels)
3. Any course(s) taken through the six (6) SC state-approved Advanced Training Centers
4. SC DHEC-Approved In-Service Training (IST) Programs
5. Any CEUs issued through CECBEMS\* (Continuing Education Coordinating Board for Emergency Medical Services) see [www.cecbems.org](http://www.cecbems.org)
6. South Carolina annual EMS Symposia
7. CHANGES conference sponsored annually by East Central Georgia EMS & SC Midlands EMS Management Association

**ALTERNATIVE CEU SOURCES:**

The following programs are pre-approved as a source of “alternative” CEUs. Candidates may use alternative CEUs to fulfil **up to one-third ( 1/3 )** of the required amount in any one category. These programs offer CEUs for completion of quizzes, course materials, and/or attendance at various nation-wide course / seminar offerings.

Emergency Medical Update, FETN E-MED, JEMS, PULSE,  
Rescue-EMS Magazine,

Other “computer-based” or “internet-based” sites - if not CECBEMS approved.

Verification must be in the form of a certificate or documentation of successful completion on

letterhead paper from the issuing agency.

## **PERSONAL RESPONSIBILITY OF THE EMT:**

The individual EMT is wholly responsible for obtaining and submitting the required CEUs necessary for challenging the state certification examination. **ONLY CURRENTLY CERTIFIED SC EMTs MAY EARN CEUs.** SC EMTs **who have expired** or EMTs **from other states** seeking reciprocity are **not eligible** to participate in the Department-approved CEUs program.

1. **All CEUs must be earned during the current three year certification period.** No approvals will be issued for CEUs obtained prior to or after the EMT's certification period. If all requirements of the CEU program have not been satisfied before the EMT's certification has expired, that individual's only option then is to successfully complete a Department-approved refresher program and state certification examination.
2. The EMT should strive to complete all necessary components of the CEU program during the first two years of the certification period and to submit all required documentation as early as possible in the last year of his/her certification.
3. Once the EMT's certification has expired, that individual may NOT function as an EMT until properly recertified. **There are no extensions or "grace" periods to certifications.**
4. If the EMT fails to complete all required components of the CEU program (including submitting required documentation to the Department) prior to the certification expiration date, that individual will be required to successfully complete a SC Department-approved refresher program and SC approved certification examination.
5. Once the CEU documents are approved, the EMT will receive a letter granting permission to challenge the appropriate SC approved certification examination. All testing and/or retesting, if necessary, must be completed prior to the authorization expiration date denoted in the letter. EMTs who allow their testing opportunities to lapse, or those EMTs who fail their attempts at the certification examination, will be required to complete a SC Department-approved initial or refresher program prior to further attempts at the certification examination.



## **CEU RECERTIFICATION PROCESS:**

Applications for recertification must be received a **minimum** of 90 days prior to the certificate expiration date and must include the following:

1. Complete the *Application for Recertification by CEUs* (see page 10)
2. Enclose a copy of all CEUs earned during the three year certification period
3. Enclose a copy of the required certificates / cards (BLS / ACLS)

Once the CEU packet has been received by the Department, the packet will be evaluated. If all minimum requirements have not been satisfied, or if the packet is not complete, the packet will be returned to the candidate listing the deficiencies. The candidate must correct and/or satisfy the deficiencies **prior to** their certificate expiration date. Always keep a copy of your records. **Do not send originals of any certificates or cards.**

**Remember:** You must be **currently** certified as a SC EMT in order to earn CEUs. NO CEUs WILL BE AWARDED FOR TRAINING OUTSIDE OF (PRIOR TO OR AFTER) THE THREE YEAR CERTIFICATION PERIOD.

If the candidate meets all requirements, a letter of permission to challenge the appropriate SC approved certification examination and a SC state “*Certificate Application*” card (white, green or blue), as well as other required applications if necessary (i.e. NR) will be sent to the candidate along with an examination schedule or information necessary to register for an examination. The candidate must present that letter **and a properly completed application card** (&/or Registry application if required) to the examination coordinator. **The candidate will not be allowed to test without these items.**

**APPLICATION FOR RECERTIFICATION  
CONTINUING EDUCATION UNITS (CEUs)**

PLEASE SUBMIT NO LATER THAN **90** DAYS PRIOR TO YOUR CERTIFICATE EXPIRATION DATE.

[B][I][P]

\_\_\_\_\_  
EMT FULL NAME (PRINT)

\_\_\_\_\_  
EMT MAILING ADDRESS

\_\_\_\_\_  
EMT CITY / STATE / ZIP CODE

\_\_\_\_\_  
EMT HOME PHONE NUMBER

\_\_\_\_\_  
EMT WORK PHONE NUMBER

SOCIAL SECURITY NUMBER	CERTIFICATE #	EMT CERTIFICATE EXPIRATION DATE																									
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ATTACHED ARE COPIES OF ALL MY TRAINING DOCUMENTS THAT I HAVE EARNED DURING THE THREE (3) YEARS OF MY EMT CERTIFICATION. **I REQUEST THAT THIS TRAINING BE ACCEPTED AS / CONVERTED TO CEUs.** I UNDERSTAND THAT I WILL NOT BE CREDITED WITH CEUs FOR ANY TRAINING DONE PRIOR TO OR AFTER MY SC CERTIFICATION DATES. I UNDERSTAND THAT MY RECORDS (ATTACHED) ARE NOT VALID UNLESS ALL TRAINING IS PROPERLY DOCUMENTED AND CONTAINS ALL APPROPRIATE SIGNATURES/ CERTIFICATES AS REQUIRED IN THE CEU POLICY MANUAL.

\_\_\_\_\_  
**SIGNATURE: EMT CANDIDATE / DATE**

UPON RECEIPT OF YOUR TRAINING RECORDS, THE DEPARTMENT WILL EVALUATE THE RECORDS FOR COMPLIANCE WITH THE CEU REQUIREMENTS. IF YOU MEET ALL CEU REQUIREMENTS, THE DEPARTMENT WILL INFORM YOU, IN WRITING, OF YOUR ELIGIBILITY TO CHALLENGE THE APPROPRIATE STATE OR NR WRITTEN AND PRACTICAL EXAMINATIONS. IF THERE ARE ANY DEFICIENCIES, YOUR PACKET WILL BE RETURNED INFORMING YOU OF THE DEFICIENCIES. **IF YOUR CERTIFICATION EXPIRES AND YOU FAIL TO MEET THE MINIMUM CEU REQUIREMENTS, YOU WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A DEPARTMENT-APPROVED SC INITIAL OR REFRESHER COURSE AND THE APPROPRIATE SC OR NR CERTIFICATION EXAMINATION BEFORE YOU WILL BE GRANTED RECERTIFICATION.** ONCE YOUR CERTIFICATE EXPIRES **YOU MAY NOT FUNCTION** AS AN EMT IN SC UNTIL YOU HAVE SATISFIED ALL SC RECERTIFICATION REQUIREMENTS AND HAVE BEEN FORMALLY RECERTIFIED IN SC.