



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-070	Page: 1	of: 2
Title: Alternative Course Presentation Format		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: July 1, 2012	

A. Initial Certification Programs

1. EMS certification courses using an approved alternative course presentation format other than the presence of a "live" instructor must comply with the following:
 - a. The training facility must be an accredited program site as required in 12VAC5-31.
 - b. If "real-time" interactive technology is used, psychomotor skills or verification of clinical skill competency must be conducted in a skills lab setting with direct on-site instructor supervision.
 - i. All offerings of EMS certification courses through "real-time" interactive technology must be overseen and approved by the Office and PCD to assure program quality management.
2. The Course Coordinator for a training program using an Approved Alternative Presentation Format must submit a Course Approval Request for the program per **T-020**.
 - a. The Course Coordinator must submit a completed *TR-52 Guidelines for Video Broadcast of EMS Education Programs* form with the Course Approval Form
3. The Course Coordinator must maintain records of student participation in the Approved Alternative Presentation Format and submit continuing education records for each involved student for programs used for continuing education purposes.

B. Continuing Education Programs

1. EMS continuing education courses wishing to use an approved alternative course presentation format other than the presence of a "live" instructor must comply with the following:
 - a. Download the *Handbook for Webcasting of Continuing Education Programs* from the OEMS web site.
 - b. Download and complete form *TR-74 – Application for Designation as a Webcast Site*.

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2. The Course Coordinator must maintain records of student participation in the Approved Alternative Presentation Format and submit continuing education records for each involved student for programs used for continuing education purposes.