

## CONTINUING EDUCATION APPLICATION PROCESS

1. All continuing education classes run in Massachusetts must have an OEMS approval number, issued by the regional office.
2. Applications should be sent to the regional office 30 days in advance of the class. You must send a class outline with the application. Applications can be sent electronically ([Imoriarty@wmems.org](mailto:Imoriarty@wmems.org)), by fax (413-586-0947) or mailed to 168 Industrial Drive, Northampton. We prefer that you send them electronically.
3. The region will issue a number and send the approved application back to the instructor electronically. Turnaround time is usually less than a week.
4. In order to be approved classes must meet the standards established by the National Registry for the National Core Competency Program, or the standards set out in AR-2-212 for Massachusetts Continuing Education.
5. Continuing education hours can now be awarded in less than one (1) hour increments.
6. AR-2-212 can be found on the OEMS website under Emergency Medical Technicians (EMTs), Continuing education. The NCCR requirements can be found under EMTs, Recertification. Be sure to download BOTH the NCCR overview and the longer guides.
7. NCCR basic and NCCR paramedic should be run separately, with the exception of four topics. While many of the topic names are the same, the content should have much more breadth and depth at the paramedic level. The joint topics are Field Triage, OB, Pediatric Transport and Tourniquets. You can apply for a single number for a "bundled" class at either level, or numbers for each individual topic.
8. Anyone taking a class outside the Commonwealth must ask for special credit from Aaron Gettinger ([Aaron.Gettinger@state.ma.us](mailto:Aaron.Gettinger@state.ma.us)) at OEMS. Along with your name and EMT number, you must submit a syllabus and certificate of attendance. Please allow 60 days for a response.

9. Rosters no longer need to be submitted to OEMS, and OEMS will no longer track continuing education hours for individual EMTs. It is the responsibility of each EMT to keep track of their continuing education hours. Instructors should provide attendees at programs with some form of proof that they attended the class. Instructors should require sign in to the class and maintain those documents.
10. Classes with approval numbers issued by CECBEMS are not yet accepted by OEMS. EMTs taking such classes must apply for special credit unless the class also has an OEMS approval number.
11. Continuing education hours can be entered into an EMT profile by the EMT or by the training officer for the service with which the EMT is affiliated. However, the training officer is not required to provide this service to affiliated EMTs. During the recertification process, the training officer must approve all continuing education.
12. Continuing education requirements must be completed by 3/31 of the year your card expires. OEMS suggests that you complete and submit everything by 2/15 in order to ensure you have your new card by 4/1.