



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Continuing Education
Reference Number:	EMS 03-015
Effective Date:	26-Apr-18
Last Revision Date:	22-Feb-22
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

To establish guidelines for submitting topics to acquire continuing education (CE) hours for completing on-shift training.

**Policy:**

The guidelines as outlined below must be met before CE hours will be awarded to staff attending training. CE will only be submitted by an OEMS certified Education Coordinator (EC).

- Lesson plan shall be submitted prior to training for each topic that includes
  - # hours to be taught
  - Instructor(s)
  - Objectives of the training
  - Copy of the Presentation used (if applicable)
- Complete a separate CE ([TR-06 Course Roster](#)) form for each topic taught upon completion.
- CE Roster for all personnel in attendance who are EMS certified
- If someone leaves in the middle of training that must be denoted by their name of how long they attended because they are not allowed to receive full credit.
- If you want 30 minutes of CE it must last at least 20 minutes. If you want 60 minutes of CE it must last at least 50 minutes etc.
- Above documents should be submitted to the Training Captain after training completed via email within 3-days. The CE must be submitted within 15 days of the training.
- The EC reserves the right to end this program at any time. Any abuse of CE issuance or discovery of CE fraud will be reported to the OEMS Department of Educational Development and the Division of Regulation and Compliance. Any employee caught falsifying CE documentation may be subject to disciplinary action up to and including termination.