

Introduction to CECBEMS

Continuing Education Coordinating Board
for
Emergency Medical Services

www.cebems.com

Objectives of the Presentation

- Describe the history, rationale, structure and purpose of CECBEMS
- Describe the CECBEMS goals, criteria for eligibility, and categories of credit
- Describe the application approval process
- Describe the reviewer requirements and responsibilities

Rationale

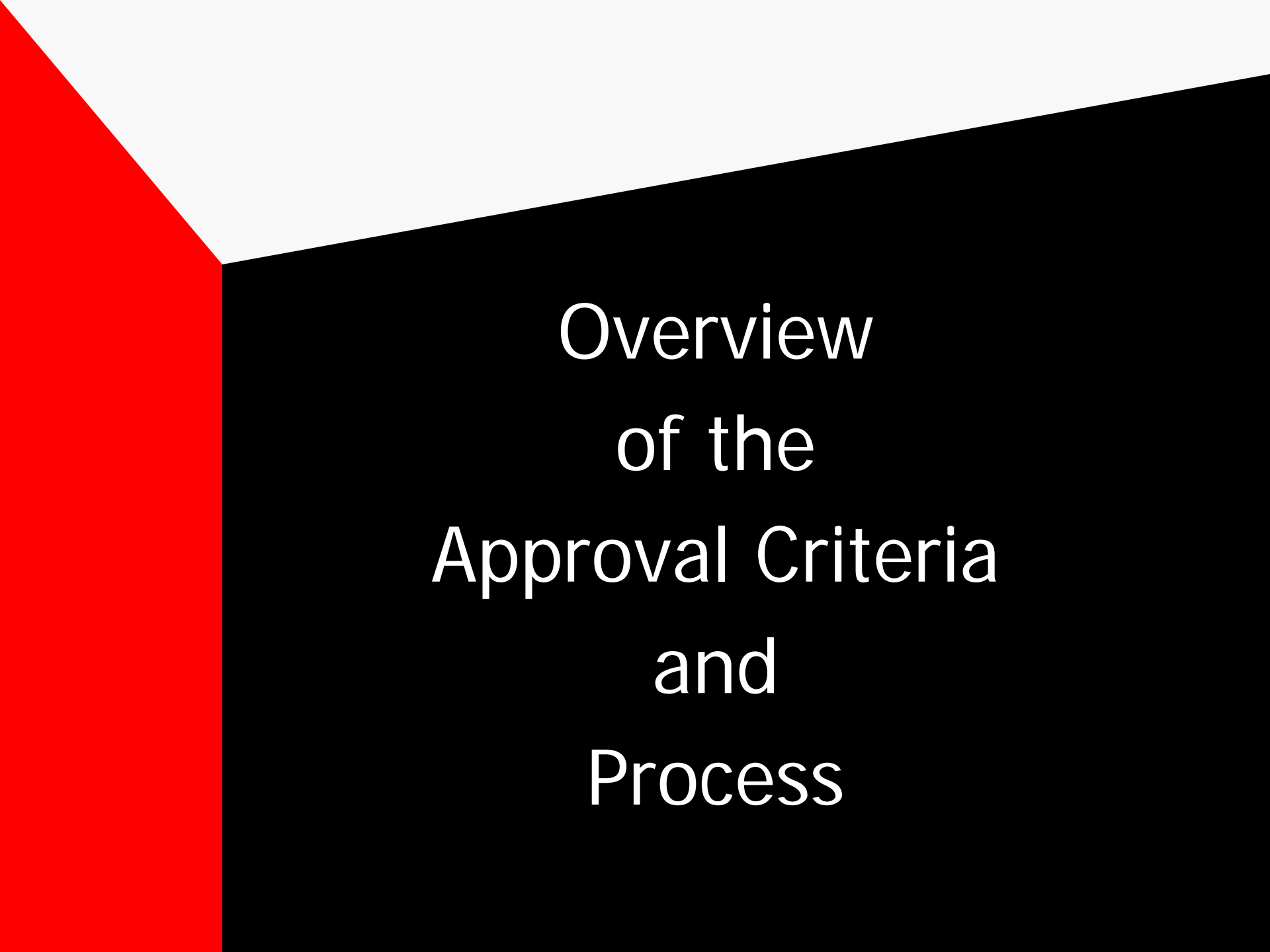
Need for a standardized process to
facilitate recognition of high quality
continuing education programs

History of CECBEMS

- 1988 - 1990
 - Development of CECBEMS concept and identification of partner organizations
- 1990 - 1992
 - Development of CECBEMS governance and review process guidelines
- January 1993
 - Operations begin
- 1998
 - NAEMSE added as sponsoring organization
- 2003
 - ACOEP added as sponsoring organization

CECBEMS Sponsoring Organizations

- NREMT National Registry of Emergency Medical Technicians
- NAEMSP National Association of EMS Physicians
- NAEMT National Association of Emergency Medical Technicians
- ACEP American College of Emergency Physicians
- NASEMSO National Association of State EMS Officials
- NAEMSE National Association of EMS Educators
- ACOEP American College of Osteopathic Emergency Physicians

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Overview of the Approval Criteria and Process

Mission Statement

CECBEMS will serve as the recognized leader for continuing education in EMS, promoting its evolution and growth through development of continuing education standards, encouragement of innovative learning solutions, the support of continuous learning opportunities and the assurance of optimal learning experiences to better prepare all EMS providers for their professional challenges.

CECBEMS Goals

To promote, through continuing education activities the acquisition of knowledge, attitudes, and skills necessary to maintain competency as an emergency care provider, administrator, or educator.

CECBEMS Goals

To promote the availability and accessibility of continuing education activities that enhance the professional development of emergency care providers, administrators, or educators.

CECBEMS Goals

To establish a standardized process for CECBEMS approval of continuing education activities.

Criteria for Eligibility (Central Accreditation)

- Content of activity must be related to EMS practice, education or administration.
 - Eligibility requirements:
 - Educational institution
 - National, state, regional, or local agency or association
 - Corporation
 - Hospital
 - Other appropriate provider of CE
 - Any combination of above
- The application and materials must contain all of the information requested in the application and meet all requirements set by CECBEMS.

Criteria for Eligibility (Organizational Accreditation)

- Eligibility requirements:
 - Educational institution
 - National, state, regional, or local agency or association
 - Corporation
 - Hospital
 - Other appropriate provider of CE
 - Any combination of above

Activity Types

- One-Time Event
 - Seminars, conferences, etc., presented once

Activity Types

- Standard Curriculum-Multiple Events
 - Educational programs that are presented multiple times during the approval period.

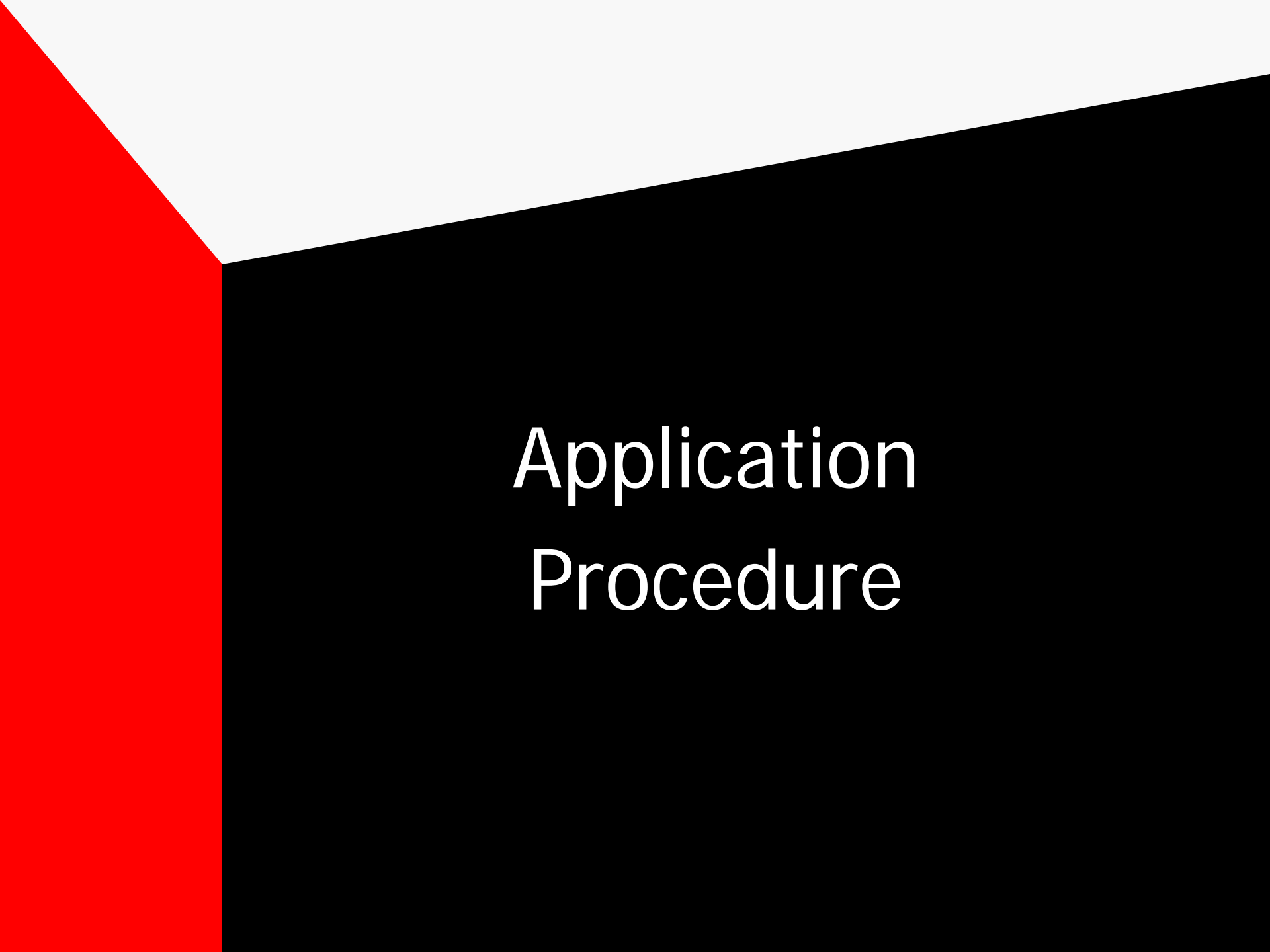
Activity Types

- Distributed Learning
 - Video/film
 - CD/DVD
 - Audio tape
 - Satellite broadcast
 - Internet
 - Journal/magazine

Categories of Credit

- First Responder
 - Content within the scope of practice of the First Responder
- Basic
 - Content within the scope of practice of the EMT-Basic
- Advanced
 - Content **beyond** the scope of practice of the EMT-Basic

- Operational
 - Content such as emergency vehicle operations, maintenance, extrication, dispatch, etc.
- Educator
 - Content related to instructional theory and methods.)
- Management:
 - Content related to the manager/supervisor, including administration of EMS and not directly related to the provision of emergency patient care (fiscal, personnel and vehicle management issues)

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Application Procedure

One-Time Event

Application Materials

- Required Forms
 - Application
 - Assurances and Certifications
- Sample Checklist
 - Applicant
 - Staff
 - Reviewer

One-Time Event

Application Materials

- Include:
 - Sponsoring agency letter of support
 - Participant roster
 - Evaluation form
 - Certificate of attendance/completion
 - Activity schedule
 - Presentation summary sheet
 - Faculty biographical data

One-Time Event

Application Requirements

- Draft of participant certificate of completion
- Hour-by-hour activity schedule
- Activity description, which includes:
 - Participant learning objectives
 - Bibliography/references
 - Instructional methods
 - Number and category of CEH requested
 - Biographical data for speaker
 - Lesson plan, outline, or handout for each topic

One-Time Event

Application Requirements

- Completed application form
- Letter of support from sponsoring agency
- Letter from physician who has reviewed and approved the content
- Identification of prerequisites
- Attendance verification system description
- Copy of brochure/marketing tool
- Copy of post-activity evaluation tool

The Application Must:

- Be submitted at least six weeks prior to the (first) activity. (no retroactive approvals)
- Identify activity format, categories, and number of CEH requested
 - One CEH per 60 minutes of approved content
 - CEH for concurrent activities (multi-track offerings) must be requested for each individual topic

The Application Must:

- Include four copies of the application form and all required documents and support materials or be submitted online.
- Include a signed copy of the assurances and certification form.
- Include the non-refundable review fee.
- Affirm compliance with promotional statement guidelines for programs in review.

The Review Process

- Office staff review
- Incomplete applications returned or additional information requested
- Referral to three reviewers
 - Applications not approved by all three reviewers may be:
 - Referred back to applicant for revision
 - Referred to CECBEMS Board of Directors for review

The Review Process

- Staff notification to applicant of approval or non-approval
- Application approval is for one iteration of the described activity or for the approval period.
- Activity revisions must be submitted for review or determination of "significance."
- CECBEMS reserves the right to review and/or rescind CEH approval at any time.

The Review Process

- Confidentiality guidelines
 - NO release of any part of an application or its review by anyone associated with CECBEMS without written release
- List of approved activities appears on CECBEMS Web site
- Records maintained for 6 years

Approval Identification

- On publicity materials
 - Activity approval number statement
 - Standard CECBEMS description
- On certificate of attendance/completion
 - Activity approval number statement
 - Number and category of CEH awarded
 - Referral info for comments to CECBEMS

Approval Identification

- Referral info for comments to CECBEMS
 - You have participated in a continuing education program that has received CECBEMS approval for continuing education credit. If you have any comments regarding the quality of this program and/or your satisfaction with it, please contact CECBEMS at:

12200 Ford Road

Dallas, TX 75234

Phone: 972-247-4442

Fax: 214-432-0545

Email: LSibley@cecbems.org

Reporting Course Completions

- A record of course completion for each student must be reported to the CECBEMS Accreditation Management System (AMS) via
 - Manual entry
 - XML upload

Reporting Course Completions

- The following information must be reported for each student:
- Name
- License number
- State of licensure
- License type/level
- License expiration date
- City of residence

Reporting Course Completions

- NREMT Number (if applicable)
- Next NREMT Reregistration Date (if applicable)
- Email address (if available)
- CECBEMS Activity Number
- Number of CEH
- Type of CEH
- Date of course completion

Fees – One-Time Event

Based on credit hours reviewed

- \$20/CEH requested
 - \$1700 maximum review fee
 - \$150 minimum review fee
 - Approval is for one offering
- .25 for each course completion reported to CECBEMS Accreditation Management System (AMS)

Multiple-Event and Distributed Learning Activities

- \$130 per CEH
- Three-year approval period
- .25 for each course completion reported to CECBEMS Accreditation Management System (AMS)



Becoming a CECBEMS Reviewer

Selection as a CECBEMS Reviewer

- Submit Reviewer application on CECBEMS Web Site
- Email CV, resume, or bio to Lsibley@cecbems.org
- Application must be approved by appropriate sponsoring organization and CECBEMS Board

Reviewers' Responsibilities

- Each application is reviewed by at least one physician, one experienced reviewer and one Board member
- Reviewers have **one week** from receipt of materials to complete their review and return their completed forms to the office.
- No reviewer may participate in affiliated program reviews.
- Reviewers **may not** contact applicants directly.

CECBEMS

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