Central DuPage Emergency Medical Services System

EMT- Basic Initial Training Course

INTRODUCTION AND APPROVAL: 1/98	EMS MEDICAL DIRECTOR: _____
REVIEW & APPROVAL: _____	EMSS COORDINATOR: _____
REVISION & APPROVAL: 9/04, 1/09	

PURPOSE:

The process for approval of EMT-B training program.

POLICY:

a) Applications for approval of EMT-B Training Programs shall be filed with the Resource Hospital on forms prescribed by IDPH. The application shall contain, at a minimum, name of applicant, agency and address, type of training program, lead instructor's name and address, dates of the training program, and name and signature of EMS Medical Director.

b) Applications for approval, including a copy of the class schedule and course syllabus, shall be submitted at least 60 days in advance of the first scheduled class. Included with the application shall be a description of the clinical requirements, textbook being used and passing score for the class.

c) The EMS Medical Director shall attest on the application form that the training program shall be conducted according to the United States Department of Transportation's National Standard Curriculum (minimum sections shall include #1 through #7 of the National Curriculum for EMT Basic), and that all instructors are knowledgeable in the material and capable of instructing at the EMT-B level. The curriculum shall include training in the use of epinephrine for both adults and children for application in the treatment of allergic reactions and anaphylaxis.

d) The EMT-B training program shall designate an EMS Lead Instructor who shall be responsible for the overall management of the training program and shall be approved by IDPH based on requirements of Section 515.700 of the Administrative Code.

e) Any change excluding an emergency change (e.g., weather or instructor illness) in the EMT-B training program's Medical Director or EMS Lead Instructor shall require an amendment to be filed withIDPH.

f) Questions for all quizzes and tests to be given during the EMT-B training program shall be prepared by the EMS Lead Instructor and available upon the Resource Hospital's request.

g) Each approved training program shall submit a student roster within 10 days after the first class as well as a student roster indicating successful or unsuccessful completion within 10 days after the last class. An examination roster shall be submitted to IDPH prior to the deadline date for examination.

h) All approved programs shall maintain class and student records for seven years, and these shall be made available to the Resource Hospital or IDPH upon request.