Change Required for EMT Continuing Education Training Documentation

On March 1, we began implementing a new attendance documentation process involved with the program awarding Emergency Medical System (EMS) Continuing Education (CE) credit hours. Instructors were briefed during the Instructor Update Seminars, but if you missed those, here's the explanation.

PHILOSOPHICAL CHANGE

We have always endeavored to keep the course documentation simple and without undue bureaucracy and redundancy. With a change in the legislation related to EMTs, the documentation requirements for continuing education were also updated. This new process reflects the requirement prescribed by the Board of EMS in order to comply with the law.

In the past, we used the KFRTI class attendance roster to record class attendance as well as to document attendance for purposes of awarding EMS CE hours.

Unfortunately, according to K.A.R. 109-1 (qq), this form no longer meets the requirements for documenting EMT CE hours. The KFRTI attendance roster will continue to be used for its intended purposes in all KFRTI classes, to include those awarding EMS CE hours.

For classes associated with EMS CE hours, an ADDITIONAL roster will be used. The class roster for Kansas Board of EMS Continuing Education hours (EMS CE Roster) depicted below will be used IN ADDITION TO the KFRTI attendance roster for those KFRTI classes awarding EMS CE hours. The blank EMS CE rosters will be included in the instructor packet that gets mailed to the primary course instructor. It will also be available on the KFRTI web page for download.

INSTRUCTIONS FOR COMPLETING THE KFRTI EMS CE ROSTER

First, an annotated EMS CE roster with instructions will be included in each instructor packet to help the instructor properly complete the documentation. The following is a synopsis of the required actions.

A separate EMS CE roster will be completed for EACH MEETING. If the class only meets once, only one roster is needed. If the class meets in the morning and the afternoon, still only one roster is needed. However, if the class meets over the course of five days, then five rosters must be completed.

The instructor must complete all the gray boxes on the form. These boxes are self-explanatory.
Next, the students must complete the center portion of the roster, using lines 1 through 20. Here are a few caveats:

- In the case of multiple-day classes, we ask that you have the students use the same numbered line from day-to-day. This will allow easier processing of the forms once submitted.
- Only those students that want EMS CE hours will complete this form. If a student is not involved in the EMS program, they do not complete this form.
- Ensure the students PRINT CLEARLY! If we can't read it, we can't award credit! As an instructor, read the completed form and see if you can reasonably distinguish the correct spelling of each name. If not, please have the student fix it or ask for the correct spelling and write it legibly yourself.
- Ensure each student has SIGNED his or her name in the appropriate box.
- Ensure each student signs in and out each morning, afternoon, or evening, as appropriate.

### COURSE AND INSTRUCTOR EVALUATION

The final issue is the use of the KFRTI Course and Instructor Evaluation Form. As required by K.A.R. 109-5-6(b)(3)(E), "completed copies of student evaluations of the educational offering" must be included as part of the class documentation.

While you cannot require any of the students to complete a KFRTI evaluation form, you can remind them that, without these completed forms, we cannot issue EMS CE hours.

As instructors, please remember to administer these forms at the end of the training and collect and return them with the completed instructor packet.

### QUESTIONS

If you have any questions, please contact Dave Couvelha, EMS CE Program Manager, at couvelha@ku.edu or 785-864-9194.