



Michigan Department of Health and Human Services  
Bureau of EMS, Trauma and Preparedness  
Division of EMS and Trauma  
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## CONTINUING EDUCATION CLASS APPROVAL APPLICATION INSTRUCTIONS

Approval for continuing education classes may be applied for in the following ways:

**Individual classes and CE offered during an initial education course are applied for through the [eLicensing Portal](#)**

1. See the [How to Guide](#) for applying for CE on the eLicensing portal, and/or watch the [CE Application Training Video](#)
2. Continuing Education Program Sponsors will complete the [EMS CE Program Sponsor application form](#).

Each application must be submitted at least thirty (30) days prior to the class.

1. Email completed CE sponsor applications and all additional required documents for CE program sponsor to [MDHHS-CE@michigan.gov](mailto:MDHHS-CE@michigan.gov).

**Additional information that must be submitted when using the eLicensing portal includes:**

1. A lesson plan for each category that
  - a. Specifics on location of class
  - b. Time and length of class.
  - c. Topic and category for credits to be awarded.
  - d. Presenter(s) name(s) and Curriculum Vitae or resume', and, if applicable, [subject matter expert criteria](#)
  - e. Educational goals and/or learning objectives
  - f. Outline for lesson
  - g. Certificate of attendance that will be used for the CE class
  - h. CE class evaluation that will be used for the CE class

**CE offerings within an initial education course requires:**

1. Course schedule that identifies time, date, and length of class and topic and credits to be awarded
2. Copy of the certificate of attendance
3. Copy of the evaluation tool to be utilized

Once specific continuing education topics have been approved, the Instructor Coordinator may submit a request(s) to offer additional sessions for the remainder of the calendar year. The application must meet all requirements of an initial application. A copy of the original CE approval must be submitted with the application.

## Approved EMS CE Program Sponsor Request to Conduct Continuing Education

### 1. [Application to conduct CE for CE Program Sponsor](#)

- a. Used when an approved EMS CE Program Sponsor wishes to provide CE that is not part of an initial training program and would like to add a lesson plan to their EMS CE Sponsor Application
- b. Continuing Education Policies apply to the administration of these programs as noted.

#### Overview of Continuing Education Policies

1. Courses not included in the current edition of the pre-approved standardized credit guidebook must be submitted for approval at least 30 days prior to the class. Instructor Coordinators applying for credits are to follow the guidelines in this document.
2. The application must document specific dates and times that the program will be offered. All continuing education programs must be available for monitoring by the Department. Any cancellations or changes must be filed with the Department prior to the approved class.
3. If you are holding a virtual session, the link to this session must be placed on the application.
4. It is both Administrative Rule and Department policy to award CE based on one continuing education credit per one contact hour. Classes must meet for the scheduled time for credits to be awarded. Fractions of credits are given in 1/2 credit increments. One credit is defined as 50-60 minutes of education. One half credit is defined as 25-30 minutes of education in order to allow time for questions, and discussion.
5. All CE courses applied for must be held in a facility conducive to education and training. Exception will be made for extrication/rescue/field courses and virtual courses.
6. While an Instructor Coordinator must sign and submit CE notifications for approval, an Instructor Coordinator is not required to teach or be present at CE classes. The IC remains responsible for the class. The Instructor Coordinator's signature must be on all proof of attendance certificates provided to the participant. If the CE is approved within an EMS CE Program Sponsor the CE Instructor Coordinator's signature must be on all proof of attendance certificates provided to the participant, and the CE sponsor approval number must be listed on the certificate of attendance.
7. Please review the "Conversion Document" on page 9 for assistance in determining the category for each specific subject topic.
8. The attendance roster for continuing education must have the attendee's name, license number, and signature if this was an in-person class. If the CE was conducted virtually, simply mark that on the roster in lieu of signatures.
9. The attendance roster for Individual CE and CE within an initial education program must be entered on the eLicensing portal within 10 days of the class being held.

When applying for Michigan continuing education credits for CE programs approved by the Michigan boards of medicine, osteopathic medicine, nursing, pharmacy, academic course related to EMS or that have been attended out of state, the individual should provide to Michigan Department of Health & Human Services at [MDHHS-Continuinged@michigan.gov](mailto:MDHHS-Continuinged@michigan.gov) documentation that gives evidence that the participant attended the program, a detailed program content outline that includes number of hours of program, and some rationale for why credits are warranted. Topics being evaluated must have some relationship to the topic areas utilized in Michigan. Upon review and approval of the credits requested, the BETP EMS Education Coordinator will provide a letter for the individual to submit with their CE records. All requests must be submitted within sixty (60) days of completion. ***Approval requests for credits submitted at the time an audit is issued will not be reviewed.***

- Programs that are approved by the [Commission on Accreditation for Pre-Hospital Continuing Education](#) (CAPCE) are accepted in Michigan. The content of the program must relate to Emergency Medical Services and must follow Michigan credit categories.
- Only 1 sample certificate of attendance and evaluation form are necessary for each application unless either will be altered for a specific class.
- Once a CE is approved you may reapply for the same CE, within the same calendar year, by completing a new application 30 days in advance and attaching a copy of the original approval to the application. You must also include a copy of the certificate of attendance.
- Instructor Coordinator credits and provider credits may be awarded for the same CE session providing the content meets the objectives of both CE requests.
- [Distance learning](#) may be utilized in both initial and continuing education courses, providing that this [policy](#) is followed.
- Notification must be made to the [Department](#) if an approved continuing education class is cancelled.

**Credits to be earned by each license level:**

CE Chart	MFR (15 Total)	EMT (30 Total)	AEMT (36 Total)	Paramedic (45 Total)
<b>Preparatory</b>	1	2	2	2
<b>Airway Ventilation</b>	1	2	2	2
<b>Patient Assessment</b>	1	2	2	2
<b>Medical</b>	1	2	2	2
BLS for Healthcare Provider	2	2	2	2
<b>Trauma</b>	1	2	2	2
<b>Special Considerations</b>				
Pediatrics Medication Administration- <u>Practical</u>			1	1
Pediatrics Airway	1	1	1	1
Pediatrics Assessment	1	1	1	1
Pediatrics Medical	1	1	1	1
Pediatrics Trauma	1	1	1	1
<b>Operations</b>		1	1	1
Emergency Preparedness	1	1	1	1
<i>Individual Choice</i>	3	12	17	26
<b>Total</b>	15	30	36	45

**\*Special Considerations Category:** All levels must have specific Pediatric CEs, as identified in the above chart. Other Special Considerations credits may include Geriatrics, Special Needs or Assessment Based Patient Management.

**\*Operations Category:** All levels must have a minimum of 1 Emergency Preparedness credit.

**\*Pediatric Medication Administration-Practical:** This class can only be conducted as a continuing education topic and is not considered with any pediatric certification course. This class utilizes the length-based tape, MI-Medic cards, and practices drawing up and diluting medications in a scenario-based format. It is possible to conduct this CE virtually. Resources are available to assist instructor coordinators with the virtual format.

## CERTIFICATE OF ATTENDANCE CREDIT RECORD FORMS

- It is required that Instructor Coordinators provide a certificate of attendance to all CE session participants. The individual participant must retain this proof of attendance in the event an audit of the individual's CE record is done at the time of license renewal or re-licensure or other compliance activities.
- The IC must have all participants sign an attendance roster at the CE session. This roster must be kept in the IC records for a ***minimum of 4 years*** in the event a participant needs later verification of attendance. A photocopy/electronic copy of the roster will be accepted as proof of attendance during the audit process. The CE sponsor must keep CE records for the approval period, plus five years.
- If the class was held virtually, an attendee's signature is not required on the roster.
- The certificate of attendance should be developed so that they appear as an original and are difficult to duplicate.
- Information to include on the certificate of attendance: (see sample)
  - **Name of Location Held**
  - **Credit Category, Specific Topic Name**
  - **Credits Awarded and License Level**
  - **Date, Time, Location**
  - **Printed Name, Approval Number, and Signature of the Instructor Coordinator**
  - **Space for Name of Attendee**
- Individual continuing education classes require the roster to be completed on the eLicensing portal within 10 days of the class.

**SAMPLE Certificate of Attendance**

**CERTIFICATE OF ATTENDANCE**

**Location Held**

**Program Title**

**Date, Time, Address  
Name**

Category	Topic	MFR/EMR	EMT	AEMT/ Specialist	Paramedic	IC

**IC: Name here**  
**Approval Number:**

**IC Signature:** \_\_\_\_\_

- Independent study CE credits may be awarded for articles in professional journals, ongoing serial productions, and interactive computer programs as long as the program is developed by a professional group or other approved provider of CE and meets all of the following:
  - The participant is required to make an active and appropriate response to the education material
  - A test or evaluation tool if one has been provided by the developer
  - A record of completion if one has been provided by the developer

All requests for independent study shall be submitted to MDHHS within thirty (30) days of completing for review and approval. Submissions received at the time of an audit will not be reviewed.

**Sample Evaluation Tool**

**Name of Program**

**Name of CE Topic**

**Date:**

**1: The content of this CE was consistent with the title:**

**Agree**       **Neutral**       **Disagree**

**2: Information presented will be useful in my practice:**

**Agree**       **Neutral**       **Disagree**

**3: Presenter/s were well prepared:**

**Agree**       **Neutral**       **Disagree**

**4: I am leaving this session knowing more about this subject:**

**Agree**       **Neutral**       **Disagree**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Lesson Plan: Special Considerations: Pediatric Medical**

**Description:** This session will review common medical conditions of children and current treatments.

**Instructor:**

**Credit Category:**

Special Considerations: Pediatric Medical-MFR/EMR, EMT, Specialist/AEMT, Paramedic

**Time: 0900-1000 hrs.**

**Objectives:**

By the end of the session, the student will:

1. Understand the physiology of the respiratory system in pediatric patients
2. Have a thorough understanding of the signs and symptoms of respiratory complications in pediatric patients.
3. Have a thorough understanding of the signs and symptoms of seizures in pediatric patients.
4. Gain knowledge in recent pediatric complications in the county.
5. Have a thorough understanding of the current practice of care in pediatric medical emergencies.

**Outline: PPT and videos**

- I. Introductions and overview of the session.
- II. Review A&P of the pediatric airway and respiratory system.
- III. Review Signs and Symptoms of respiratory complications, seizure activity, and blood glucose issues.
- IV. Review recent cases of pediatric patients in our service area. Up-to-date statistics in our area.
- V. Up-to-date treatments for medical conditions in pediatric patients and protocol review.
- VI. Q&A, evaluation, certificate of attendance.

**Class Evaluations**

A standard CE class evaluation will be conducted by the attendees.

**Review**

A summary of the CE course will be completed and updates to materials may be necessary based on feedback on evaluations.

**Certificate of Attendance**

Certificate of attendance will be handed to each attendee of the CE class.

**Attendance Roster**

The physical roster will be managed by the IC. In addition, the roster will be completed on the eLicensing portal for MDHHS-BETP



## **Conversion Document for Various CE topics**

<b>Category</b>	<b>Possible Topics</b>	<b>Level</b>
<b>Preparatory</b>	A&P, Communicable Disease, Injury Prevention, Patient Handling, IV Therapy, Pharmacology, Medical-Legal, Stress Management	MFR/EMR- minus IV Therapy EMT- minus IV Therapy Specialist/AEMT-All Paramedic-All
<b>Airway</b>	BLS Airway, ALS Airway Airway adjuncts, CPAP, Suctioning, Ventilator use	MFR/EMR-BLS EMT-BLS and ALS (supraglottic) Specialist/AEMT-ALL Paramedic-ALL
<b>Pt Assessment</b>	Patient assessment	ALL
<b>Medical</b>	Abdominal, Behavioral, Cardiovascular, CNS illness, Diabetic Environmental, OB/GYN, Poisons/OD, Respiratory, AMS	ALL
<b>Trauma</b>	Abdominal injuries, bleeding, hemorrhage, soft tissue, orthopedic, burns, chest injuries, CNS injuries, musculoskeletal injuries, shock, spinal injuries.	ALL
<b>Special Considerations</b>	Geriatrics, special populations	ALL
<b>Special Considerations: Peds Airway</b>	Specific pediatric airway issues, adjuncts	ALL
<b>Special Considerations: Peds Assessment</b>	Pediatric assessment, communications	ALL
<b>Special Considerations: Peds Medical</b>	Pediatric medical emergencies	ALL
<b>Special Considerations: Peds Trauma</b>	Pediatric trauma emergencies	ALL
<b>Special Considerations: Peds Med Administration</b>	Practical Medication Administration	Specialist/AEMT and Paramedic *Required practical course*
<b>Operations</b>	Emergency driving, EMS Ops, MCA issues, crime scene awareness, PPE, confined space, communications, documentation	ALL
<b>Operations: Emergency Preparedness</b>	Disaster planning, CBRNE, incident command, triage, WMD, Terrorism, HazMat.	ALL