



Bureau of EMS, Trauma & Preparedness Division of EMS & Trauma Policies & Procedures		EMS-305
Subject: EMS Initial Education Program Annual Report		
Supersedes #: N/A	Previous Date: N/A	Pages: 2
Approved by: Recommended for Approval by EMSCC 5/21/21 <i>Kathy Wabl</i>		Date: 6/3/2021

PURPOSE:

The purpose of this policy is to describe the process and rationale for annual EMS education reports to the Division of EMS and Trauma. Information contained in the annual reports will be used to assess the Michigan EMS education system performance, inform policies and practices for improving the education system, provide valuable information related to sustainability of the Michigan EMS workforce, and to identify and track programs requiring a performance improvement plan.

Non-compliance with this policy will also be detailed.

POLICY:

The Department is charged with the oversight of the Michigan EMS education system per statute and administrative rules.

All EMS Education Programs are required to track their National Registry of EMT pass rates by the third attempt on an annual basis. Annually, by July 31st, EMS Education Programs will be required to submit a report for each level of program completed for the period that ended December 31st a year and a half prior (e.g., 2018 pass rates will be reported in the 2020 report).

An EMS Education Program that fails to submit an Annual Report by July 31 of each year will be assessed an administrative fine of \$100. If the Annual Report is not received by August 10th, the EMS Education Program will be subject to progressive discipline up to and including a program suspension or revocation of program approval.

PROCEDURE:

1. The Department will send reminders regarding due date for the report by June 1st, July 1st, July 15th, and July 30th.

2. Annually by July 1, the designated EMS program representative should log into the [NREMT website](#) and locate the specific program pass rates as indicated in the policy above and document the pass rate percentage for 1st and 3rd attempts on the Initial Education [Annual Report](#).
 - a. Note: If there are less than 10 students in the class, the category scores will not be available. Contact the EMS Education Coordinator for direction.
3. Complete each section of the Initial Education Annual report, sign, and submit to the EMS Education Coordinator electronically at: MDHHS-EMSED@michigan.gov. Hard copies will not be accepted.