

**Michigan Department of Health and Human Services
Bureau of EMS, Trauma and Preparedness**

P.O. Box 30207
Lansing, MI 48909-0207
(517) 241-3025

**Emergency Medical Services Personnel Continuing Education Record
(Effective for those whose license expires 1/31/18 and later)**

Authority: Public Act 368 of 1978, as amended

Type or Print Only

| | |
|------------------------|---------------------|
| Name: | |
| Street Address: | Email address: |
| City, State, Zip Code: | License Expiration: |
| License Level: | License Number: |

This continuing education record form is not your renewal application. You must keep your address, email address, and contact information current by logging in to your licensing account on the Michigan eLicensing portal: <https://www.mi-emsis.org/licensure/>. You will be notified by email approximately 60 days prior to your expiration date that it is time to renew.

Continuing Education Requirements: During the three-year period of your licensure, you must either accrue continuing education credits, or complete a refresher course equivalent to your level of licensure to qualify for license renewal. In addition, on audit, you must submit a copy of your CPR card meeting basic life support standards set forth by the American Heart Association. **A valid CPR card must be for a Medical Professional and issued by the American Heart Association, the American Red Cross, ASHI, AAOS/ESCI, or ProCPR Blended. No fully on-line CPR cards will be accepted.**

THIS DOCUMENT AND APPROVED ATTACHMENTS VERIFYING CONTINUING EDUCATION ACTIVITIES MAY BE REQUESTED BY THE DEPARTMENT FOR AUDIT PURPOSES. You are required to maintain copies of all records for a period of one year after the expiration date of your license. ***Failure to provide such documentation, if requested, creates a rebuttable presumption that the licensee has made a false and fraudulent statement in applying for a license to practice emergency medical services and could result in licensing action.*** For your convenience, your documents may be uploaded to your licensing account on the Michigan eLicensing portal for safekeeping in case of an audit.

Credit Requirements: See below (*Note the special considerations category, requiring specific proof of education).

| | | | |
|------------------|---------------|------------|---------------|
| MFR: | 15 CE Credits | EMT: | 30 CE Credits |
| Specialist/AEMT: | 36 CE Credits | Paramedic: | 45 CE Credits |

See page 2 for Credit breakdown

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Continuing Education Credit Chart-Required Minimums per Category

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

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

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

***Individual choice:** After the minimum credits are obtained in each category, the remainder of credits may be in any of the listed categories the provider chooses.

Additional Credit Options:

- Many completion certificates (ACLS, PALS, PHTLS) are pre-approved for credits. You may find the breakdown in the standardized guidebook [here](#).
- For renewal or re-licensure, you must maintain and/or submit documentation of all continuing education (CE) requirements for your license level obtained within 3 years. If you have obtained continuing education credits for another health profession and would like to have it reviewed for EMS CE credit approval, you may submit a request for approval via email to: MDHHS-CE@michigan.gov. With your email, please attach the following documents for review.
 - A copy of the certificate of attendance for continuing education or CME from the professional organization that it was received.

- Credit hours may be awarded for each semester credit earned for academic courses related to EMS, that are offered either in an educational program approved by the Michigan boards of medicine, osteopathic medicine, or nursing, or in an approved physician assistant program. Please include a copy of your transcript(s) and course description(s) from the college catalog for the classes you believe are EMS related.
- Credit hours may be approved for programs offered by out-of-state or military sponsored EMS agencies before license renewal. Please submit a copy of your certificate of attendance for approval.
- Documentation of clinical activities by your employer or MCA will allow one Preparatory credit for every successful ten (10) patient IV starts for AEMT/Specialist, and one Airway credit for every ten (10) successful patient ET intubations, or supraglottic airway insertions for EMT, Specialist (for supraglottic airways only), and Paramedics. Combination of airways are accepted for the Paramedic level. There is a maximum of 2 credits per category for these specialized CEs.
- MFR/EMR's completing an EMT course may be awarded all the required continuing education credits for the MFR level. EMT and Specialist/AEMT completing a Paramedic course may be awarded all the required continuing education credits for either the EMT or Specialist/AEMT level. An EMT completing a Specialist/AEMT course may be awarded all the required continuing education credits for the EMT level. A course completion certificate or letter from the program to verify completion is required.

Credits that Need Department Approval PRIOR to Renewal

- Continuing education credit may be awarded for CE Programs approved by the Michigan boards of Medicine, Osteopathic Medicine, Nursing, or Pharmacy toward your EMS license if directly related to the EMS scope of practice, as determined by the Department.
- Continuing education credits may be awarded for academic credits related to EMS. Refer to Administrative Rule 22326(7) and (8) for more specific detail.
- Continuing education credits may be awarded for programs offered by out-of-state or military-sponsored EMS agencies.

These credits need Department approval prior to renewal. Please send your requests to Terrie Godde, State EMS Education Coordinator for approval: MDHHS-EMSED@michigan.gov.

Conversion Document for various CE topics

| Category | Possible Topics | Level |
|------------------------|---|---|
| Preparatory | A&P, Communicable Disease, Injury Prevention, Patient Handling, IV/IO Therapy, IV Maintenance, Pharmacology, Medical-Legal, Stress Management | MFR/EMR- minus IV/IO Therapy, IV Maintenance EMT- minus IV/IO Therapy: Includes IV Maintenance Specialist/AEMT-All Paramedic-All |
| Airway | OPA, NPA, Oxygen administration, BVM ventilation, CPAP/BiPAP, Cricothyrotomy Intubation, ventilators, Capnography, color-metric device, high-flow nasal cannula, pulse oximetry | MFR/EMR- Oxygen administration, BLS airway adjuncts, igel®, colorimetric device, pulse oximetry EMT- BLS airways, supraglottic airways, capnography, color metric devices, pulse oximetry Specialist/AEMT- does not include cricothyrotomy, intubation, ventilators, high-flow nasal cannula Paramedic-ALL |
| Pt Assessment | Patient assessment Human Trafficking, pulse oximetry, therapeutic communications | ALL |
| Medical | Abdominal, Behavioral, Cardiovascular, CNS illness, Diabetic Environmental, OB/GYN, Poisons/OD, Respiratory, AMS, blood glucose check | ALL |
| Trauma | Abdominal injuries, bleeding, hemorrhage, soft tissue, orthopedic, burns, chest injuries, CNS injuries, musculoskeletal injuries, shock, spinal injuries. | ALL |
| Special Considerations | Geriatrics, special populations, Autism Spectrum Disorder | ALL |

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|---|---|--|
| Special Considerations: Peds Airway | Specific airway issues, and Airway adjuncts | ALL |
| Special Considerations: Peds Assessment | Pediatric assessment, communicating with pediatric patients, infant safe sleep | ALL |
| Special Considerations: Peds Medical | Medical conditions, respiratory emergencies, seizures | ALL |
| Special Considerations: Peds Trauma | Pediatric trauma emergencies | ALL |
| Special Considerations: Peds Med Administration | Practical Medication Administration | Specialist/AEMT and Paramedic *Required practical course* utilizing the Mi-Medic cards |
| Operations | Emergency driving, EMS Ops, MCA issues, crime scene awareness, PPE, confined space, communications, documentation | ALL |
| Operations: Emergency Preparedness | Disaster planning, CBRNE, incident command, triage, WMD, Terrorism, HazMat. | ALL |

Continuing Education Record Tracker

| Category | Date, Approval #, Credits | Date, Approval #, Credits | Date, Approval #, Credits | Date, Approval #, Credits | Totals |
|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------|
| Preparatory | | | | | |
| | | | | | |
| | | | | | |
| Airway | | | | | |
| | | | | | |
| | | | | | |
| Pt. Assessment | | | | | |
| | | | | | |
| | | | | | |
| Medical | | | | | |
| *CPR/HCP Date: | | | | | |
| | | | | | |
| | | | | | |
| Trauma | | | | | |
| | | | | | |
| | | | | | |
| Special Considerations | | | | | |
| | | | | | |
| *Pediatrics: Medication Admin. | | | | | |
| *Pediatrics: Airway | | | | | |
| *Pediatrics: Assessment | | | | | |
| *Pediatrics: Medical | | | | | |
| *Pediatrics: Trauma | | | | | |
| Operations | | | | | |
| | | | | | |
| *Operations: Emergency Preparedness | | | | | |