

**109-5-3 Continuing education approval for long-term providers.** (a) An application may be ~~made~~ submitted to the board to become an approved long-term provider of continuing education training as defined in K.A.R. 109-1-1.

(b) Each ~~provider desiring~~ sponsoring organization requesting training program approval as a long-term provider of continuing education courses shall meet the following requirements:

(1) Submit a complete application packet to the executive director for long-term provider of continuing education approval. ~~The applicant~~ This application shall ~~allow up to~~ be received in the board's office at least 30 calendar days prior to the commencement of any continuing education to be offered under the long-term provider of continuing education training program ~~for the administrator to review the application.~~

A complete application packet shall include the following:

(A) A complete application form provided by the ~~board~~ executive director that includes the signatures of the program manager and the medical ~~advisor~~ director; and

(B) a long-term continuing education training program management plan that describes how the applicant will meet the requirements of paragraphs subsection (b)(2) through (9) ~~will be accomplished~~ ;

(C) a statement from the training program medical director assuring and certifying that the training program for which the medical director serves will offer all continuing education courses in compliance with Kansas statutes and regulations. This statement shall be submitted to the board office annually;

(2) appoint a training program manager who will serve as the liaison to the board concerning program issues and will sign and date the application for long-term provider of continuing education and each quarterly report. The term "training program manager," as used in this regulation, shall mean one of the following:

(A) ~~The training program manager~~ For permitted ambulance services, fire departments, other officially organized public safety agencies, corporations, and professional associations ~~shall be,~~ a certified instructor-coordinator or training officer; or

(B) ~~The training program manager~~ for postsecondary educational institutions and hospitals, an individual who has been verified by the sponsoring organization shall have and has training and experience in coordinating educational offerings. ~~The training program manager shall sign and date the application;~~

(3) appoint a physician who ~~will~~ shall serve as the medical advisor ~~director~~ for the training program;

(4) provide a sufficient number of lab instructors to maintain a student-to-instructor ratio of 6:1 during laboratory training sessions;

(5) provide a sufficient quantity of EMS training equipment to maintain a student-to-equipment ratio of 6:1 during laboratory training sessions;

(6) provide to each student, upon request, the following:

(A) A course schedule that includes the date and time of each class lesson, the title of each lesson, and the name of the instructor and the instructor's qualifications to teach each lesson; and

(B) a certificate of attendance that includes the name of the training program, a statement that the training program has been approved by the board as a long-term provider of continuing education training, the title of the continuing education offering, the date and location of the continuing education offering, the amount of continuing education credit awarded to each participant for the offering, the course identification number issued by the board, and the printed name and signature of the program manager;

(7) maintain training program records and continuing education course records for at least three years. The records that shall be maintained are as follows:

(A) A copy of all documents required to be submitted with the application for training program approval;

(B) student attendance rosters;

(C) course educational objectives; ~~and~~

(D) master copies and completed copies of each student's evaluations of the educational offerings; and

(E) the completed application form.

(8) establish a continuing education program quality management plan that includes the following:

(A) A description of the training needs assessment used to determine the continuing education courses to be conducted;

(B) a description of the training program evaluations to be conducted and a description of how a review and analysis of the completed evaluations by the training program's medical ~~adviser~~ director and the training program manager ~~will~~ shall be conducted;

(C) equipment use, maintenance, and cleaning policies; and

(D) training program infection-control policies; and

(9) submit quarterly reports to the executive director that include the following:

(A) The date, title, and location of each EMS continuing education course offered;

(B) the amount of EMS continuing education credit issued for each EMS course offered; and

(C) the printed name and signature of the training program manager, if submitted by electronic mail or in printed form; and

(10) if the training program will include continuing education offered in a distance learning format, submit the following:

(A) The process by which students can access the educator;

(B) the procedures to be used for ensuring timely delivery of and feedback on written materials at all sites;

(C) the procedures to be followed for ensuring that students are participating in the course; and

(D) a description of the format to be used for material delivery.

(11) a description of how the program will assure that all education offered under the auspices of the long-term provider approval meets the definition of continuing education in K.A.R. 109-1-1.

~~(c) Each approved long-term provider desiring to offer continuing education in a distance learning format shall incorporate the following items into the provider's long-term continuing education training program management plan:~~

~~(1) — (1) A definition of the process by which students can access the instructor during any distance learning offerings;~~

~~(2) a definition of the procedures used to ensure student participation in course offerings; and~~

~~(3) specification of each learning management system that will be used and how each system is to be used in the course.~~

~~(d) Training program approval as a long-term provider of continuing education courses shall be for a period of not more than 60 months and may be renewed by the executive director following receipt of an application for renewal of training program approval. The application shall be complete and shall be received in the board's office no later than 30 calendar days before expiration of the approval. Incomplete applications shall not be reviewed for determination of renewal approval.~~

~~(e) Each approved long-term provider of continuing education training shall provide the executive director with a copy of all training program records and continuing education course records upon the executive director's request. (Authorized by and implementing K.S.A. 65-6111, as amended by L. 2008, ch. 47, sec. 1; effective, T-88-~~

12, May 18, 1987; amended, T-88-24, July 15, 1987; amended May 1, 1988; amended July 17, 1989; amended Nov. 12, 1999; amended May 15, 2009, amended Sept. 10, 2010; amended P-\_\_\_\_\_.)