

1 **109-5-3. Continuing education approval for long-term providers.** (a) Any  
2 sponsoring organization may submit an application to the board requesting approval as  
3 a long-term provider of continuing education.

4 (b) Each sponsoring organization desiring long-term provider approval for  
5 continuing education courses shall meet the following requirements:

6 (1) Submit a complete application packet to the executive director at least 30  
7 calendar days before the first initial course to be offered as part of the long-term  
8 provider of continuing education training program. A complete application packet shall  
9 include the following:

10 (A) A complete application form provided by the executive director that includes  
11 the signatures of the training program manager and the medical director; and

12 (B) a long-term continuing education training program management plan that  
13 describes how the applicant shall meet the requirements of subsection (b);

14 (2) appoint a training program manager who will serve as the liaison to the board  
15 concerning continuing education training. The term "training program manager," as used  
16 in this regulation, shall mean one of the following:

17 (A) For permitted ambulance services, fire departments, other officially organized  
18 public safety agencies, corporations, and professional associations, an instructor-  
19 coordinator, educator, mentoring educator, ~~trainer,~~ or training officer, or

20 (B) for postsecondary educational institutions and hospitals, a healthcare  
21 provider whose experience in coordinating educational offerings has been documented  
22 by the sponsoring organization;

23 (3) appoint a physician who will serve as the medical director for the training  
24 program;

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

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

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

30 (A) A course schedule that includes the following:

31 (i) The date and time of each class lesson;

32 (ii) the title of each lesson; and

33 (iii) the name of the instructor-coordinator, educator, mentoring educator, ~~trainer,~~  
34 or training officer and that individual's qualifications to teach each lesson; and

35 (B) a certificate of attendance that includes the following:

36 (i) The name of the training program;

37 (ii) a statement that the training program has been approved by the board as a  
38 long-term provider of continuing education training;

39 (iii) the title of the continuing education offering;

40 (iv) the date and location of the continuing education offering;

41 (v) the amount of continuing education credit awarded to each participant for the  
42 offering;

43 (vi) the course identification number issued by the board; and

44 (vii) the printed name and signature of the program manager;

45 (7) maintain training program records and continuing education course records  
46 for at least three years. The following records shall be maintained:

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

49 (B) student attendance rosters;

50 (C) course educational objectives; and

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

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

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

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

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

61 (D) training program infection-control policies; and

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

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

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

67 (C) the printed name and signature of the training program manager; and

68 (10) a description of how the program will ensure that all education offered under  
69 the auspices of the long-term provider approval meets the definition of continuing  
70 education as specified in K.A.R. 109-1-1.

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

74 (1) A definition of the process by which students can access the instructor-  
75 coordinator, educator, mentoring educator, ~~trainer~~, or training officer during any  
76 distance learning offerings;

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

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

81 (d) Each long-term provider of continuing education courses shall submit any  
82 change of program manager or medical director and any change to the long-term  
83 continuing education program management plan to the board office no later than 30  
84 calendar days after the change has occurred. Failure to submit any of these changes  
85 may result in suspension of approval as a long-term provider of continuing education.

86 (e) Each approved long-term provider of continuing education training shall  
87 provide the executive director with a copy of all training program records and continuing  
88 education course records upon the executive director's request. (Authorized by and  
89 implementing K.S.A. 2011 Supp. 65-6111; effective, T-88-12, May 18, 1987; amended,  
90 T-88-24, July 15, 1987; amended May 1, 1988; amended July 17, 1989; amended Nov.

91 12, 1999; amended May 15, 2009; amended Sept. 10, 2010; amended March 15, 2013;  
92 amended P-\_\_\_\_\_.)