

**109-11-1. First Emergency medical responder course approval.** (a) First Emergency medical responder initial courses of instruction may be approved by the executive director ~~or the executive director's designee~~ to be conducted only by sponsoring organizations providers of training. ~~A sponsoring organization shall mean a provider of training, as defined in K.S.A. 65-6112 and amendments thereto.~~

(b) Each sponsoring organization requesting approval to conduct initial courses of instruction shall submit an a complete application packet to the executive director ~~that is completed in its entirety~~, including all required signatures, and includes the following documents:

(1) A course syllabus ~~for each level of training offered~~ that includes at a minimum the following information:

- (A) A summary of the course goals and objectives;
- (B) student prerequisites, if any, for admission into the course;
- (C) instructional and any other materials required to be purchased by the student;
- (D) student attendance policies;
- (E) student evaluation policies;
- ~~(F)~~ student requirements for successful course completion;
- ~~(G)~~ (F) a description of the clinical and field training requirements, if applicable;

and

- ~~(H) student and participant safety policies;~~
- ~~(I) Kansas requirements for certification;~~
- ~~(J) student dress and hygiene requirements;~~
- ~~(K) student progress conferences;~~

~~(L)~~ (G) student discipline policies; and  
~~(M)~~ policies concerning student use of equipment; and  
~~(N)~~ a statement that the course provides a sufficient number of lab instructors to maintain a 6:1 student-to-instructor ratio during lab sessions;

(H) instructor information, to include:

(i) instructor name;

(ii) office hours or hours available for consultation; and

(iii) instructor email address.

(2) course policies that include at a minimum the following information:

(A) student evaluation of program policies;

(B) student and participant safety policies;

(C) Kansas requirements for certification;

(D) student dress and hygiene policies;

(E) student progress conferences

(F) equipment use policies; and

(G) advisement of Kansas regulatory student to instructor ratio requirement.

(3) a course schedule that identifies the following:

(A) The date and time of each class session, unless stated in the syllabus;

~~(B) the times each class session is to start and end;~~

~~(C) the title of the subject matter of each class session ;~~

~~(D) (C) the instructor of each class session;~~

~~(E) the United States department of transportation or Kansas enrichment lesson number; and~~

~~(F)~~ (D) the number of psychomotor skills laboratory hours for each session; and

(3) letters from the training program initial course of instruction medical advisor, the ambulance service director of the ambulance service that will provide field training to the students, if applicable, and the administrator or the administrator's designee of the hospital in which the clinical rotation is provided, if applicable, indicating their commitment to provide the support as defined in the curriculum.

(c) Each application shall be received in the board office not later than 30 calendar days before the first scheduled course session.

(d) Each approved initial course shall meet the following conditions:

(1) Meet or exceed the curriculum course requirements described in K.A.R. 109-10-1; and

(2) maintain course records for at least a minimum of three years. The following records shall be maintained:

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

(B) student attendance;

(C) student grades;

(D) student conferences;

(E) course curricula;

(F) lesson plans for all lessons;

(G) clinical training objectives, if applicable;

(H) field training objectives, if applicable;

(I) completed clinical and field ~~internship~~ training preceptor evaluations for each student;

(J) master copies and completed copies of the outcome assessment and outcome analyses tools used for the course that, at a minimum, address the following:

(i) Each student's ability to perform competently in a simulated or actual field situation, or both; and

(ii) each student's ability to integrate cognitive and ~~motor~~ psychomotor skills to appropriately care for sick and injured patients.

(K) copies of student's psychomotor skills evaluations in accordance with the course syllabus;

(L) completed copies of each student's evaluations of each course, all instructors for the course, and all lab instructors for the course;

(M) a copy of the course syllabus; and

(e) Each primary educator shall provide the executive director with an enrollment application for certification form from each student within ~~45~~ 20 days of the date of the first class session.

(f) Each approved course shall provide any course documentation requested by the executive director.

(g) Any approved course may be monitored by the executive director ~~or the executive director's designee~~.

(h) Program approval may be withdrawn by the board if the provider fails to comply with or violates any regulation or statute that governs providers of training.

(Authorized by K.S.A. 65-6110, K.S.A. ~~2008~~ 2009 Supp. 65-6111 as amended by L.

2010, ch. 119, sec. 1; implementing K.S.A. 65-6110, K.S.A. ~~2008~~ 2009 Supp. 65-6111  
as amended by L. 2010, ch. 119, sec. 1, K.S.A. ~~2008~~ Supp. 65-6129 as amended by L.  
2010, ch. 119, sec. 8, K.S.A. 65-6129a, K.S.A. 65-6144 as amended by L. 2010, Ch.  
119, sec. 11; effective, T-109-1-19-89, Jan 19, 1989; effective July 17, 1989; amended  
Jan. 31, 1994; amended Nov. 12, 1999; amended P-\_\_\_\_\_.)

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