

109-5-1. Continuing education. (a) Each applicant for certification renewal as a first responder shall have earned at least 16 clock-hours of documented and approved continuing education during the initial certification period and during each biennial period thereafter.

(b) Each applicant for certification renewal as an EMT shall have earned at least 28 clock-hours of documented and approved continuing education during the initial certification period and during each biennial period thereafter.

(c) Each applicant for certification renewal as an EMTI shall have earned at least 36 clock-hours of documented and approved continuing education during the initial certification period and during each biennial period thereafter.

(d) Each applicant for certification renewal as an EMTD shall have earned at least 36 clock-hours of documented and approved continuing education during the initial certification period and during each biennial period thereafter.

(e) Each applicant for certification renewal who is certified as an EMT-I and an EMT-D shall have earned at least 44 clock-hours of documented and approved continuing education during the initial certification period and during each biennial period thereafter.

(f) Each applicant for certification renewal as an MICT shall have earned at least 60 clock-hours of documented and approved continuing education during the initial certification period and during each biennial period thereafter.

(g) Each applicant for certification renewal as an I-C shall provide documentation of both of the following:

(1) The applicant is certified as an attendant or is a physician or professional nurse as defined by K.S.A. 65-6112 and amendments thereto.

(2) The applicant attended, during the biennial period immediately preceding the date of application for renewal, an educator conference approved by the board.

(h) Each applicant for certification renewal as a training officer shall provide documentation of the following:

(1) The applicant is certified as an attendant or is a physician or professional nurse as defined by K.S.A. 65-6112 and amendments thereto.

(2) The applicant attended, during the biennial period immediately preceding the date of application for renewal, an educator conference approved by the board.

(i) One clock-hour of continuing education credit shall mean at least 50 minutes of instruction.

(j) One academic credit hour shall be equivalent to 15 clock-hours for the purpose of continuing education credit. Credit for auditing an academic course shall be for actual clock-hours attended during which instruction was given and shall not exceed the academic credit allowed.

(k) Acceptable forms of prior approved continuing education programs shall include the following:

(1) Academic medical courses, whether taken for credit or audited;

(2) seminars, workshops, or minicourses oriented to the enhancement of EMS practice, values, skills, and knowledge;

(3) programs presented by a provider of continuing education as defined in K.A.R. 109-1-1;

(4) medical or nursing continuing education programs approved by the appropriate licensing agency of this or another jurisdiction;

- (5) programs approved by the CECBEMS;
- (6) clinical training that meets the requirements of subsection (l);
- (7) distance learning courses that meet the criteria established in paragraph (m)(2) and K.A.R. 109-10-7; and
- (8) for instructor-coordinators or training officers, an educator conference approved by the board.

(l) All clinical training submitted for approval shall be in the form of prescheduled clinical training sessions. The training coordinator shall provide, to the student and the clinical training faculty, the clinical training objectives to be met during the training session. The clinical training faculty shall complete a clinical training evaluation form for each student.

(m)(1) Any student may be awarded one clock-hour of continuing education credit for each clock-hour of distance learning as verified by the certificate of completion, which shall not exceed the amount of credit awarded by CECBEMS or the provider of distance learning. The number of clock-hours received for continuing education credit during one calendar day shall not exceed 12.

(2) Each distance learning course shall include an examination over the material presented. The provider of the distance learning course shall provide each student with the results of the examination and a certificate of completion.

(3) Each student using one or more distance learning courses for the purpose of certification renewal shall keep a copy of the certificate of completion for at least three years.

(n) Any attendant may apply for retroactive approval of continuing education programs that did not receive prior approval by the board. The request shall include an application approved by the administrator and the other documentation specified in K.A.R. 109-5-5. The request shall be received in the board office within 90 days following the end of the program. (Authorized by K.S.A. 2009 Supp. 65-6111; implementing K.S.A. 2009 Supp. 65-6129, K.S.A. 65-6129b, and K.S.A. 65-6129c; effective, T-88-122, May 18, 1987; amended, T-88-24, July 15, 1987; amended May 1, 1988; amended July 17, 1989; amended Feb. 3, 1992; amended Aug. 16, 1993; amended Dec. 19, 1994; amended Nov. 1, 1996; amended Nov. 12, 1999; amended, T-109-8-8-00, Aug. 8, 2000; amended Nov. 13, 2000; amended Aug. 30, 2002; amended Sept. 10, 2010.)

109-5-3. Continuing education approval for longterm providers. (a) An application may be made 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 training program approval as a long-term provider of continuing education courses shall meet the following requirements:

(1) Submit a complete application to the executive director for long-term provider approval. The applicant shall allow up to 30 calendar days for the administrator to review the application. A complete application shall include the following:

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

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

(2) appoint a training program manager who will serve as the liaison to the board. The training program manager for ambulance services, fire departments, other officially organized public safety agencies, corporations, and professional associations shall be a certified instructor-coordinator or training officer. The training program manager for postsecondary educational institutions and hospitals shall have training and experience in coordinating educational offerings. The training program manager shall sign and date the application;

(3) appoint a physician who will serve as the medical advisor 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;

(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 advisor and the training program manager will be conducted;

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

(D) training program infection-control policies;

(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; 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.

(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 longterm continuing education training program management plan:

(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. 2009 Supp. 65-6111; 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.)

109-11-1. First responder course approval. (a) First 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. 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 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) a description of the clinical and field training requirements, if applicable;
- (H) student and participant safety policies;
- (I) Kansas requirements for certification;
- (J) student dress and hygiene requirements;
- (K) student progress conferences;
- (L) student discipline policies;
- (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;

(2) a course schedule that identifies the following:

- (A) The date of each class session;
- (B) the times each class session is to start and end;
- (C) the title of the subject matter of each class session;
- (D) the instructor of each class session;
- (E) the United States department of transportation or Kansas enrichment lesson number; and
- (F) the number of psychomotor skills laboratory hours for each session; and

(3) letters from the training program medical advisor, the 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 described in K.A.R. 109-10-1; and
- (2) maintain course records for at least 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 psychomotor skills to appropriately care for sick and injured patients;

(K) a copy of each student's psychomotor skills evaluations as specified in 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; and

(M) a copy of the course syllabus.

(e) Each primary instructor shall provide the executive director with an application form from each student within 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 violates any regulation. (Authorized by K.S.A. 65-6110, K.S.A. 2009 Supp. 65-6111; implementing K.S.A. 65-6110, K.S.A. 2009 Supp. 65-6111, K.S.A. 2009 Supp. 65-6129; effective, T-109-1-19-89, Jan 19, 1989; effective July 17, 1989; amended Jan. 31, 1994; amended Nov. 12, 1999; amended Sept. 10, 2010.)

109-11-3. Emergency medical technician-basic course approval. (a) EMT-basic initial courses of instruction may be approved by the executive director or the executive director's designee to be conducted only by sponsoring organizations as defined in K.A.R. 109-11-1.

(b) Each sponsoring organization requesting approval to conduct initial courses of instruction shall meet the following requirements:

(1) Meet the requirements in K.A.R. 109-11-1(b)-(f); and

(2) in each initial course of instruction, include hospital clinical training and ambulance field training that provide the following:

(A) An orientation to the hospital and to the ambulance service; and

(B) supervised participation in patient care and assessment, including the performance of a complete patient assessment on at least one patient. In the absence of participatory clinical or field training, contrived experiences may be substituted. (Authorized by K.S.A. 65-6110, K.S.A. 2008 Supp. 65-6111; implementing K.S.A. 2008 Supp. 65-6111, K.S.A. 2008 Supp. 65-6129; effective, T-109-1-19-89, Jan. 19, 1989; effective July 17, 1989; amended Nov. 12, 1999; amended Sept. 10, 2010.)

109-11-4. Emergency medical technician-intermediate course approval. (a) EMT-I initial courses of instruction may be approved by the executive director or the executive director's designee to be conducted only by sponsoring organizations as defined in K.A.R. 109-11-1.

(b) Each sponsoring organization requesting approval to conduct EMT-I initial courses of instruction shall meet the following requirements:

(1) Meet the requirements in K.A.R. 109-11-1(b)-(f); and

(2) provide letters from the director of each ambulance service that will provide field training to the students, if applicable, and administrator or administrator's designee of the hospital in which the clinical training is provided, indicating their commitment to provide the support as defined in the curriculum.

(c) Each application shall be received in the board's office not later than 30 calendar days before the first scheduled class. Only a complete application packet shall be accepted.

(d) Each approved EMT-I course shall meet the following conditions:

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

(2) require that each student meet the following conditions in order to successfully complete the course:

(A) Successfully perform 20 venipunctures, of which 10 shall be for the purpose of initiating intravenous infusions;

(B) administer one nebulized breathing treatment during clinical training;

(C) successfully perform three endotracheal intubations on live patients, with written verification by a physician or certified registered nurse anesthetist competent in the procedure that the student is competent in performing the procedure, if applicable; and

(D) ensure that each student completes hospital clinical training and ambulance field training that provide the student the opportunities necessary to complete the requirements of Kansas enrichments, module 4.

(e) Each primary instructor shall provide the administrator with an enrollment form from each student within 15 days of the first class session.

(f) Any approved class may be monitored by the executive director or the executive director's designee.

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

(h) Course approval may be withdrawn by the board if the provider violates any regulation. (Authorized by K.S.A. 65-6110, K.S.A. 2008 Supp. 65-6111; implementing K.S.A. 2008 Supp. 65-6111, K.S.A. 2008 Supp. 65-6129; effective, T-109-1-19-89, Jan. 19, 1989; effective July 17, 1989; amended Aug. 16, 1993; amended Nov. 1, 1999; amended Sept. 10, 2010.)

109-11-6. Mobile intensive care technician course approval. (a) MICT initial courses of instruction may be approved by the executive director or the executive director's designee to be conducted only by accredited postsecondary educational institutions.

(b) Each sponsoring organization requesting approval to conduct MICT initial courses of instruction shall meet the following requirements:

- (1) Meet the requirements in K.A.R. 109-11-1(b)-(f);
- (2) provide letters from the director of each ambulance service that will provide field training to the students and the administrator or the administrator's designee of the hospital in which the clinical training is provided, indicating their commitment to provide the support as defined in the curriculum;
- (3) require that, on or before completion of the course, all students provide confirmation of eligibility to be conferred, at a minimum, an associate degree in applied science by the postsecondary institution; and
- (4) (A) Provide verification that the sponsoring organization has applied for accreditation to the committee on accreditation of allied health education programs' joint review committee for emergency medical technician-paramedic; or
(B) provide evidence of accreditation from the committee on accreditation of allied health education programs' joint review committee for emergency medical technician-paramedic before the commencement of the third course.
(c) Each application shall be received in the board office not later than 30 calendar days before the first scheduled class. Only a complete application packet shall be accepted.
(d) Each approved MICT course shall meet the following requirements:
 - (1) Meet or exceed the curriculum standards as described in K.A.R. 109-10-1;
 - (2) consist of a minimum of 1200 hours of training, including at least the following:
 - (A) Four hundred hours of didactic and skills laboratory instruction by qualified instructors;
 - (B) two hundred and thirty-two hours of clinical training at a hospital by qualified instructors; and
 - (C) four hundred hours of field internship training with a type I ambulance service by qualified instructors;
 - (3) ensure, and establish in writing, how each student is provided experiences, which shall include at a minimum the following:
 - (A) The performance of 20 successful venipunctures, of which at least 10 shall be for the purpose of initiating intravenous infusions;
 - (B) successful performance of three endotracheal intubations on live patients, with written verification by a physician or certified registered nurse anesthetist competent in the procedure that the student is competent in performing the procedure;
 - (C) successful performance of five intraosseous infusions;
 - (D) administration of one nebulized breathing treatment during clinical training;
 - (E) performance of a complete patient assessment on 50 patients, of which at least 25 shall be accomplished during field internship training;
 - (F) participation in, as an observer or as an assistant, three vaginal-delivered childbirths during clinical training;
 - (G) in increasing positions of responsibility, be a part of a type I service crew responding to 30 ambulances calls;
 - (H) performance of 10 intramuscular or subcutaneous injections;
 - (I) completion of 30 patient charts or patient care reports, or both; and

(J) performance of monitoring and interpreting the electrocardiogram on 30 patients during clinical training and field internship training.

(e) The primary instructor shall provide the administrator with an enrollment form from each student within 15 days after the first class session.

(f) Any approved class may be monitored by the executive director or the executive director's designee.

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

(h) Course approval may be withdrawn by the board if the provider violates any regulation. (Authorized by K.S.A. 65-6110 and K.S.A. 2008 Supp. 65-6111; implementing K.S.A. 2008 Supp. 65-6111 and K.S.A. 2008 Supp. 65-6129; effective, T-109-1-19-89, Jan. 19, 1989; effective July 17, 1989; amended Feb. 3, 1992; amended Nov. 1, 1999; amended Nov. 13, 2000; amended Sept. 10, 2010.)

109-15-2. Recognition of non-Kansas credentials. (a) Any applicant who is currently certified as an attendant in another jurisdiction may apply for Kansas attendant certification by meeting the following requirements:

(1) Submitting a completed application for certification to the board;

(2) providing documentation that enables the board to determine whether the applicant's coursework is sub-certification level requested;

(3) providing verification that the applicant has successfully completed an examination approved by the board;

(4) providing documentation from the certifying authority that the applicant is in good standing; and

(5) paying the applicable fee specified in K.A.R. 109-7-1.

(b) Any applicant who is not currently certified as an attendant in another jurisdiction but has completed attendant coursework in another jurisdiction may apply for Kansas attendant certification by meeting the following requirements:

(1) Submitting a completed application for certification to the board;

(2) providing documentation that enables the board to determine whether the applicant's coursework is substantially equivalent to that required in Kansas for the certification level requested;

(3) successfully completing the examination for certification prescribed in K.A.R. 109-8-1 for the level of attendant certification requested; and

(4) paying the applicable fee specified in K.A.R. 109-7-1.

(c) Each applicant meeting the criteria in subsection (a) or (b) whose coursework is deemed not substantially equivalent to that required by the board shall obtain additional coursework for the level of certification sought as follows:

(1) For first responder, emergency medical technician, or emergency medical technician-intermediate, the requirements listed in K.A.R. 109-10-1 which shall be provided by a Kansas-certified EMS instructor-coordinator or training officer; or

(2) for mobile intensive care technician, coursework attained through a paramedic program accredited by the commission on accreditation of allied health education programs.

(d) For the purposes of this regulation, "substantially equivalent" coursework shall mean an initial course of instruction that includes at least 90 percent of the

content in the United States department of transportation curriculum for the level of training sought, as required by K.A.R. 109-10-1, and the following:

- (1) For first responders, emergency medical technicians, and emergency medical technicians-intermediate, the requirements listed in K.A.R. 109-10-1; and
- (2) for mobile intensive care technicians, completion of at least 90 percent of each of the following requirements specified in K.A.R. 109-10-1 and 109-11-6:
 - (A) The didactic hours;
 - (B) the clinical hours;
 - (C) the field internship hours; and
 - (D) the total number of required course hours. (Authorized by K.S.A. 2009 Supp. 65-6111; implementing K.S.A. 2009 Supp. 65-6129; effective May 15, 2009; amended Sept. 10, 2010.)