

KBEMS PLCY - BD-004

Provider Continuing Education Audit Policy

Purpose: To provide a consistent, fair, and transparent approach to continuing education audits. To ensure that EMS providers have completed the continuing education requirements necessary for renewal of certificate. To ensure that EMS providers are maintaining adequate documentation of completed continuing education as required in the Board's regulations.

Process:

1. A provider will be selected for an audit of continuing education by one of two methods: random selection or pursuant to a complaint.
2. The provider will be sent a letter notifying him/her of the audit and requesting the provider to, within 15 days, submit documentation of all continuing education received for the three year period preceeding the date of the letter.
3. If after 15 days, the provider has not responded to the request, a 2nd letter will be sent to the provider with the same request. This letter will also be sent to any ambulance service or sponsoring organization that the provider is affiliated with according to the Board's records.
4. If after 15 days, the provider has not responded to the 2nd request, the matter will be forwarded to the Board's Investigation Committee for failure to comply with the audit. This will result in a staff recommendation to revoke the provider's certification.
5. Submitted documentation shall be one or more of the following:
 - A. Written authorization to access your training records within the Board of EMS' License Management System. *Note: All "supplemental" training must have a certificate of attendance uploaded in the system.*
 - B. Submission of your training transcript for the requested time period from within the Board of EMS' License Management System as well as copies of all certificates of attendance for "supplemental" training.
 - C. Submission of copies of the provider's certificates of attendance / certificates of completion for all training received during the requested time period.
6. Any submitted documentation will be reviewed to determine if all of the following were met during the renewal cycle ("renewal cycle" defined as the date of issuance of previous certification to the date of issuance of current certification):
 - A. Were all hours approved (prior, retroactive, or presumptive) continuing education?
 - B. Were the approved hours of sufficient quantity to renew certification at the level requested?
 - C. Were the approved hours of sufficient distribution to renew certification at the level requested?
7. If the provider's submitted documentation fails to meet the above criteria, the matter will be forwarded to the Board's Investigation Committee for failing to meet the requirements necessary to renew certification. This will result in a staff recommendation to suspend the provider's certification until further notice of the Board.
8. The provider will receive notification regarding the outcome of the audit.

Communication Methods:

- Letters will be sent to the provider via U.S. Mail and via email (if an email address is within our system).
- Any letters to an ambulance service or sponsoring organization will only be sent out electronically via email.
- Providers may submit documentation electronically to the email address contained within the audit letter.
- Providers may submit documentation by a carrier system (U.S. Mail, FedEx, UPS, etc.) or personal delivery.

This policy was approved by the Board of Emergency Medical Services and becomes effective on April 7, 2017.



Dr. Joel Hornung, Chair

4/7/17
Date



Joseph House, Executive Director

1, 12/2017
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