



## **Annual Regional Requirements Instruction** (formerly known as the TURNAROUND DOCUMENT)

1. A total of twenty-four (24) CME hours are required for AEMT-P and AEMT-CCT providers each calendar year - twelve (12) hours must be ALS level education. AEMT-I providers must submit a total of eighteen (18) hours, six (6) of which must be ALS level education. Consistent with the NYS Recertification Program, a maximum of six (6) independent study "on-line" (video and computer-based) hours will be accepted for the ALS requirement. Twelve (12) independent study "on-line" hours will be accepted for the "Additional Training" category. All required skills must be completed and documented. These are the MINIMUM requirements.

2. Providers utilizing the old paper system must submit their documents to their respective primary agency ALS Coordinators no later than December 31, of the current year. This is also the cut-off date for allowable CME hours for that calendar year. ALS Coordinators must ensure that each provider's profile is up to date in the REMO-ALS system, submit the completed documents (including all required signatures) along with the updated Quarterly Letter to REMO (from the REMO-ALS system) no later than January 31, of the next calendar year (i.e. 2010 documents are due 1/31/2011).

Providers utilizing the web based system are encouraged to monitor their user profile and CME tracking document online throughout the year to ensure it is accurate and up to date. The cut off date for all CME requirements is December 31 of the calendar year. ALS Coordinators must ensure that each provider's profile is up to date in the REMO-ALS system, and submit the updated Quarterly Letter to REMO (from the REMO-ALS system) no later than January 31, of the next calendar year (2010 documents are due 1/31/2011).

Providers who do not meet the annual requirements *will be suspended from on-line privileges until the requirements are satisfied, a \$100 processing fee will be assessed, and additional CME may be required.* All requirements and fees must be satisfied prior to reinstatement.

3. All supporting verification material must be retained by the ALS provider's Primary Agency.

4. Primary agency utilizing the paper system ALS Coordinators and Medical Directors (as well as the provider) must sign all appropriate locations on the Turnaround Document prior to submission. Primary Agency ALS Coordinators are responsible for verification and submission of all documents.

Primary agencies utilizing the web based system must submit only the "Quarterly Letter to REMO" with original signatures from the ALS Coordinator and Medical Director. These documents must be mailed or delivered to the REMO office as faxes and scanned copies by email can not be accepted.

5. Supporting documentation should not be submitted to REMO unless specifically requested. All CME files must be kept by the Primary Agency for a minimum of three (3) years.

6. REMO may randomly audit verification documentation of individual providers and/or agencies. Falsified paperwork will result in the suspension of on-line privileges in the REMO region, and will be subject to review by the Executive Director, QI Coordinator, and Regional Medical Advisory Committee (REMAC).

7. Certifications : All certification cards must be current. CPR certification must reflect a professional level course which includes adult, child, and infant components. A photocopy of all cards (CPR, ACLS, PALS/PEPP) must be maintained by the ALS Coordinator of the providers primary agency. Current AHA Instructor cards are acceptable.

## 8. Training:

- All CME will be tracked in terms of CEUs (Continuing Education Units) with one (1) CEU equivalent to one hour of instruction.
- Video and Computer-based training – credit will only be allowed if material is supervised (examples – Certificate of Completion with post-test results, attendance roster signed by a CIC, or a letter from the agency training officer confirming participation).
- Squad training – credit will only be accepted as additional CME. Participation must also be verified by the agency's training coordinator and/or CIC. Examples of verification would be similar to the requirements for video and computer-based training.
- Conferences – CEUs will be awarded for sessions attended. ALS credit will be given ONLY if attendance verification includes ALS objectives.

9. Rapid Recertification/Challenge Exams – No didactic credit is allowed for Rapid Recertification or Challenge exams. You may use the practical session as a portion of the skills requirement if successfully completed during that years' con-ed period.

10. All other seminars, courses, or schoolwork must be pre-approved by REMO on an individual basis.

11. All teaching must be EMS-specific and verified by outline of subject matter which shall be kept on file by the agency where the education occurred.

## 12. UNACCEPTABLE FORMS OF CONTINUING EDUCATION

- Clinical rotations will not be awarded credit.
- Remediation time will not be rewarded credit.
- Performance of job duty, except for skills requirements.
- Being a skills examiner during a practical exam.
- Magazine or journal CEUs – unless computer-based with verification.

If there are questions about an individual education program please e-mail the REMO QI Coordinator ([remoqi@nycap.rr.com](mailto:remoqi@nycap.rr.com)) with the course information, stated objectives, and name and credentials of the instructor. This must be done at least one week prior to taking the course, or within one week of course completion.