

(Effective until September 30, 2024)

WAC 246-976-022 EMS training program requirements, approval, re-approval, discipline. (1) To apply for initial department approval as an EMS training program, applicants shall meet the requirements in Table A of this section.

**Table A
EMS Training Program Requirements For Approval**

REQUIREMENTS	
Organization type	<p>Must be one of the following:</p> <ul style="list-style-type: none"> • A local EMS and trauma care council or a county office responsible for EMS training for the county. This includes county agencies established by ordinance and approved by the MPD to coordinate and conduct EMS programs; • A regional EMS and trauma care council providing EMS training throughout the region; • An accredited institution of higher education; or • A private educational business, licensed as a private vocational school.
Optional organization	<ul style="list-style-type: none"> • If the organizations listed above do not exist or are unable to provide an EMS training program, the local EMS and trauma care council may recommend to the department another entity that is able to provide training. • In the absence of a local EMS council, the regional EMS and trauma care council may provide such recommendation. • Initial training courses conducted for licensed EMS agencies under the oversight of a department-approved EMS training program.
Need for new training program	Applicant must demonstrate need for new or additional EMS training programs.
Training program application	Complete a DOH EMS training program application on forms provided by the department indicating the levels of EMS training the program wants to conduct.
Class room and laboratory	Provide a description of classroom and laboratory facilities.
Training equipment and supplies	Provide a list of equipment and supplies on hand (or accessible) for use in the training program.
Course enrollment	<p>For each level of EMS training applying for, provide a description of:</p> <ul style="list-style-type: none"> • Course entry prerequisites;

REQUIREMENTS	
	<ul style="list-style-type: none"> • Selection criteria; and • The process used to screen applicants.
Student handbook	<p>Provide a student handbook for each level of EMS training applied for that provides:</p> <ul style="list-style-type: none"> • Training program policies, including minimum standards to enter training consistent with this chapter; • Course requirements and minimum standards required for successful completion of examinations, clinical/field internship rotations, and the EMS course; • Initial certification requirements the student must meet to become certified as identified in WAC 246-976-141; and • A listing of clinical and field internship sites available.

(2) Approved training programs shall meet the requirements in Table B of this section.

Table B
EMS Training Program Requirements

REQUIREMENTS	
General	<p>An approved training program must:</p> <ul style="list-style-type: none"> • Conduct courses following department requirements; • If conducting paramedic training courses, be accredited by a national accrediting organization approved by the department; • In conjunction with the course instructor, ensure course applicants meet the course application requirements in WAC 246-976-041; • Maintain clinical and field internship sites to meet course requirements, including the requirement that internship rotations on EMS vehicles must be performed as a third person, not replacing required staff on the vehicle; • For the purposes of program and course evaluation, provide to the department, county MPD, or MPD delegate access to all course related materials; • Conduct examinations over course lessons and other Washington state required topics; and

REQUIREMENTS	
	<ul style="list-style-type: none"> Participate in EMS and trauma care council educational planning.
Certification examination	Coordinate activities with the department-approved certification examination provider, including: <ul style="list-style-type: none"> Registering the training program; Assisting students in registering with the examination provider; Providing verification of cognitive knowledge and psychomotor skills for students successfully completing the EMS course; and Assisting students in scheduling the examination.
Student records	Maintain student records for a minimum of four years.
Evaluation	Monitor and evaluate the quality of instruction for the purposes of quality improvement, including course examination scores for each level taught.
Reporting	Submit an annual report to the department which includes: <ul style="list-style-type: none"> Annual, overall certification examination results; A summary of complaints against the training program and what was done to resolve the issues; Quality improvement activities including a summary of issues and actions to improve training results.

(3) To apply for reapproval, an EMS training program must meet the requirements in Table C of this section.

**Table C
EMS Training Program Reapproval**

REAPPROVAL	
Requirements	An EMS training program must be in good standing with the department and: <ul style="list-style-type: none"> Have no violations of the statute and rules; Have no pending disciplinary actions; Maintain an overall pass rate of seventy-five percent on department-approved state certification examinations; If conducting paramedic training courses, be accredited by a national accrediting organization approved by the department.
Reapplication	Complete:

REAPPROVAL	
	<ul style="list-style-type: none"> • The requirements in Tables A and B of this section; and • Submit an updated EMS training program application to the department at least six months prior to the program expiration date.

(4) Training program approval is effective on the date the department issues the certificate. Approval must be renewed every five years. The expiration date is indicated on the approval letter.

(5) Discipline of EMS training programs.

(a) The secretary may deny, suspend, modify, or revoke the approval of a training program when it finds:

(i) Violations of chapter 246-976 WAC;

(ii) Pending disciplinary actions;

(iii) Falsification of EMS course documents; or

(iv) Failure to update training program information with the department as changes occur.

(b) The training program may request a hearing to contest the secretary's decisions in regard to denial, suspension, modification, or revocation of training program approval in accordance with the Administrative Procedure Act (APA) (chapter 34.05 RCW) and chapter 246-10 WAC.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. WSR 11-07-078, § 246-976-022, filed 3/22/11, effective 5/15/11.]

(Effective September 30, 2024)

WAC 246-976-022 EMS training program requirements, approval, re-approval, discipline. (1) To apply for initial department approval as an EMS training program, applicants must:

(a) Contact the Washington workforce training and education board to determine if the EMS training program is subject to private vocational school requirements;

(b) Submit a completed application on forms provided by the department and provide supplemental information that:

(i) Demonstrates the need for a new or additional training program; and

(ii) Demonstrates how the training program will maintain the resources needed to sustain a quality education program;

(c) Identify the training program organization type as one of the following:

(i) A local EMS and trauma care council or county office responsible for EMS training for the county. This includes organizations established by local ordinance and approved by the county medical program director to coordinate and conduct EMS training programs;

(ii) A regional EMS and trauma care council providing EMS training throughout the EMS and trauma care region that it serves;

(iii) An accredited institution of higher education or a private educational business licensed as a private vocational school; or

(iv) An optional organization. If the organizations listed above do not exist or are unable to provide an EMS training program, the local EMS and trauma care council may recommend to the department another

er entity that is able to provide training. In the absence of a local EMS council, the regional EMS and trauma care council may provide such recommendation;

(d) Identify the training program director for the training program. The training program director must meet the minimum requirements listed in the *EMS Training Program and Instructor Manual (DOH 530-126)*;

(e) Identify additional training program personnel who meet the minimum requirements and would perform roles listed in the *EMS Training Program Instructor Manual (DOH 530-126)*;

(f) Indicate what levels of initial EMS training courses (EMR, EMT, AEMT, paramedic), endorsements and other courses the training program is seeking approval to conduct;

(g) If the training program is conducting a paramedic program, provide proof of accreditation by a national accrediting organization approved by the department;

(h) Provide a list of clinical and field internship sites available to students. Include information that clearly depicts a formal relationship between the training organization and the clinical site;

(i) Provide an operations manual that includes:

(i) Training program policies and procedures that meet the requirements listed in the *EMS Training Program and Instructor Manual (DOH 530-126)*; and

(ii) The training program handbook that is provided to students. The handbook must meet the requirements listed in the *EMS Training Program and Instructor Manual (DOH 530-126)*;

(j) Provide a list of equipment and supplies on hand or accessible for use in the training program;

(k) Provide an example of a certificate or letter of completion meeting the department requirements listed in the *EMS Training Program and Instructor Manual (DOH 530-126)*;

(l) Obtain the recommendation from the county medical program director in each county where the training program will reside; and

(m) Obtain the recommendation from each local EMS and trauma council in each county where the training program will reside. In the absence of a local EMS and trauma care council, the regional EMS and trauma care council may provide such a recommendation.

(2) Approved training programs shall:

(a) Conduct courses in accordance with department requirements;

(b) Collaborate with the course instructor to ensure course applicants meet the course application requirements in WAC 246-976-041;

(c) Maintain clinical and field internship sites to meet course requirements. Students conducting field internship rotations on EMS vehicles may not replace required staff on the vehicle;

(d) Provide the department, MPD, or MPD delegate access to all course related materials upon request;

(e) Conduct examinations over course lessons and other Washington state required topics;

(f) Participate in educational planning conducted by local and regional EMS and trauma care councils;

(g) Coordinate certification examination activities with the department-approved certification examination provider. This includes:

(i) Registering the training program with the examination provider;

(ii) Assisting students in registering with the examination provider and scheduling the cognitive examination. Students who success-

fully pass the course must be provided an opportunity to take the certification examination;

(iii) Provide verification to the examination provider of cognitive knowledge and psychomotor skills for students successfully completing the EMS course; and

(iv) For BLS, ILS, and ALS level courses, the training program must conduct psychomotor examinations and competence assessments as required by the department;

(h) Maintain student records for a minimum of seven years in a retrievable electronic or paper format;

(i) Monitor and evaluate the quality of instruction for the purposes of quality improvement, including course examination scores for each level taught;

(j) Provide students access to the Washington state EMS student survey;

(k) Maintain an overall pass rate of 75 percent on department-approved state certification examinations;

(1) Submit a report to the department annually that includes:

(i) Attrition rates;

(ii) Annual certification examination rates;

(iii) Postgraduation survey results; and

(m) Seek reapproval of the training program as follows:

(i) For BLS or ILS level courses training programs must be reappraised every three years.

(ii) For ALS level courses, training programs must be renewed every five years.

(iii) If the training program is approved to conduct multiple levels of training, the program is required to renew in accordance with the higher training level requirement.

(3) Training program approval is effective on the date the department issues the certificate. The expiration date is indicated on the approval letter. To apply for reapproval, an EMS training program must:

(a) Complete the requirements in subsection (1) of this section;

(b) Be in compliance with the requirements in subsection (2) of this section;

(c) Be in good standing with the department, have no violations of the statute and rules, and no pending disciplinary actions; and

(d) Have an overall pass rate of 75 percent on department-approved state certification examinations.

(4) Discipline of EMS training programs.

(a) The secretary may deny, suspend, modify, or revoke the approval of a training program when it finds any of the following:

(i) Violations of chapter 246-976 WAC.

(ii) Pending disciplinary actions.

(iii) Falsification of EMS course documents.

(iv) Failure to maintain EMS course documents as required.

(iv) Failure to update training program information with the department as changes occur.

(b) The training program may request a hearing to contest the secretary's decisions regarding denial, suspension, modification, or revocation of training program approval in accordance with the Administrative Procedure Act (APA) (chapter 34.05 RCW) and chapter 246-10 WAC.

[Statutory Authority: RCW 18.71.205, 18.73.081, 43.70.040, 70.168.050, 2017 c 70, 2017 c 295, 2020 c 76, 2021 c 276, 2019 c 314, 2021 c 69,

and 2022 c 136. WSR 24-15-104, § 246-976-022, filed 7/22/24, effective 9/30/24. Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. WSR 11-07-078, § 246-976-022, filed 3/22/11, effective 5/15/11.]