

**Policy and Procedures**

*Title:* CME Pilot Recertification Program

*Date issued / last revision:* December 7, 2004

*Date effective:* Immediately

## CME Pilot Recertification Program

**Statement:**

Cooperstown Medical Transport, Inc. (CMT) is outlining its willingness to participate in CME based recertification programs until such time as New York State repeals it.

**Purpose:**

This policy is to provide a general overview of the NYS DOH, Bureau of EMS Continuing Medical Education Pilot Recertification Program.

**Scope:**

This policy applies to all CMT employees, full time, part time and per diem that are certified by NYS as an EMT or AEMT.

**Policy:**

1. The pilot recertification program allows an EMT, AEMT-I, AEMT-CC or AEMT-P, who is in continuous practice, demonstrates competency and completes appropriate continuing education, to renew their certification without taking a certification exam.
2. CMT will assist its employees with CME opportunities.
3. Records relating to the pilot program will be kept in the employee's training file.
4. For ALS providers, the Medical Director must verify that the employee has maintained appropriate skill proficiency.
  - a. By direct observation
  - b. Through quality improvement
  - c. Formal skills evaluation
5. CMT will:
  - a. Maintain pilot recertification program records for a minimum of 7 years
  - b. Assure that the contents of all training files are kept in chronological order.
  - c. Assure that all program records are made available, within 24 hours for auditing purposes, to the Bureau of EMS and/or the New York State Office of the State Comptroller.
  - d. Abide by all regulations and policies set forth by the Bureau of EMS
6. Employee participation in the CME pilot program is voluntary.
7. The application to renew certification must be postmarked at least 45 days before, but no more than 9 months prior to the current certification expiration date.
8. The Department of Health or its designee will conduct audits of randomly selected participants to review and verify their participation in continuing education activities.

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Attendance records and other documentation will be reviewed for each item listed on the participant's renewal form.

9. The Department of Health or its designee may test randomly selected participants. Testing may be in the form of quizzes or written examination and/or skills examinations.
10. Certified Lab Instructors (CLI) and Certified Instructor Coordinators (CIC) are eligible to participate in the pilot recertification program.
  - a. CICs must take a written test every 3 years at the level they wish to teach at.
  - b. CICs are not required to take a practical skills examination when recertifying through this pilot program.