

APPLICATION FOR MASSACHUSETTS DPH  
**APPROVAL FOR CONTINUING EDUCATION PROGRAM**

**OVERVIEW & ELIGIBILITY**

This application is to be used by non-accredited training providers to apply for OEMS continuing education approval, in accordance with 105 CMR 170.964. Along with the application, a program (course) outline with objectives and instructor qualifications must be attached for each program for which the applicant is seeking approval. The application is to be submitted at least 3 week prior to program start date. No program may be advertised or occur prior to receiving approval. This application is to be sent to the applicable Regional EMS Council if the program sponsor’s primary place of business is within Massachusetts. Program sponsors who have a primary place of business outside Massachusetts are to submit the application directly to OEMS. At the discretion of OEMS, state agencies may apply directly to OEMS for program approval.

**APPLICATION CHECKLIST - SPONSOR**

- APPLICATION** Complete the application for OEMS continuing education approval of an EMS training program.
- OUTLINE** Include an outline that clearly identifies program objectives and subject matter. Please refer to Administrative Requirement (AR) 2-212, EMS Continuing Education Standards for what topics are not eligible to receive approval for continuing education credit hours. This can be found on our website: <http://mass.gov/dph/oems>. Following the application is a recommended outline sample.
- INSTRUCTOR QUALIFICATIONS** Identify name and phone number of primary instructor (even if the program sponsor is the primary instructor). Include qualifications such as “EMT”, “Paramedic”, “I/C”, “RN”, “MD”, etc. Identify additional instructors along with their credentials (include resume information for each) on attached course outline.

Submit the complete packet to the regional EMS council based on sponsor’s mailing address:

<b>Region 1:</b> Western Mass EMS 168 Industrial Park Drive Northampton, MA 01060 <a href="mailto:wmems@wmems.org">wmems@wmems.org</a> <a href="http://www.wmems.org">www.wmems.org</a>	<b>Region 2:</b> Central Mass EMS Corp. 361 Holden Street Holden, MA 01520 <a href="mailto:ConEd@cmemsc.org">ConEd@cmemsc.org</a> <a href="http://www.cmemsc.org">www.cmemsc.org</a>	<b>Region 3:</b> Northeast EMS, Inc 110 Haverhill Road, Suite 226 Amesbury, MA 01913 <a href="mailto:education@neems.org">education@neems.org</a> <a href="http://www.neems.org">www.neems.org</a>
<b>Region 4:</b> Metro Boston EMS Council 25 B Street Burlington, MA 01803 <a href="mailto:region1vconed@mbemsc.org">region1vconed@mbemsc.org</a> <a href="http://www.mbemsc.org">www.mbemsc.org</a>	<b>Region 5:</b> 824 Oak Street Suite 207 Brockton, MA 02301 <a href="mailto:ems@semaems.com">ems@semaems.com</a> <a href="http://www.semaems.com">www.semaems.com</a>	<b>OEMS:</b> (For out of state sponsors) 67 Forest Street Marlborough, MA 01752 <a href="mailto:oems.coned@state.ma.us">oems.coned@state.ma.us</a> <a href="http://www.mass.gov/dph/oems">www.mass.gov/dph/oems</a>

Please check your application for completion and legibility. If your application is incomplete or illegible, it will be returned and program approval will be delayed.

As a reminder, in accordance with AR 2-212, course completion documentation must be provided to the EMT at the completion of the course. Program sponsors shall issue course completion certificates or provide attendees with a copy of the roster signed by the instructor and student. The program sponsor is responsible for retaining the original signed roster for seven years. If personnel have Massachusetts EMT certification, they are to use that certification number on the attendance roster, and not another state or NREMT certification number. Please reference AR 2-212 for what a course completion certificate must contain.