

**NorthEast Emergency Medical Services, Inc.
Massachusetts EMS Region III Council**

**EMS Continuing Education Program Approval Guidelines
for Non-Accredited and Accredited Training Providers**

Non-accredited Training Providers

The Application

Course sponsors can request approval for credit by completing the [Non-Accredited EMS Continuing Education Program application](#) and following the submission instructions included.

The Outline

A timed outline must be submitted with the application. A recommended outline format is included with the application. Be sure your timed outline includes clearly identified objectives, subject matter, and instructor qualifications.

Submit

Send the application and outline *at least 3 weeks prior* to the program start date by either:

- Email – education@neems.org
- Online – [Apply for OEMS Approval](#)

Notification

The Program Sponsor will be notified by email of the status of the application within two weeks after receipt. No program may be advertised or occur prior to receiving approval. An application will be denied if received after the start date of the program.

Program Changes and Cancellations

Once a program has been approved if there is a need to change the course date, time, and/ or location, email OEMS, oems.coned@state.ma.us and the Regional Office, education@neems.org at least 24 hours in advance. Notify OEMS and the Regional Office as soon as possible in the event of a cancellation.

Blanket Approval Notifications

Course sponsors who receive blanket approvals for continuing education courses must notify the Regional Office, either by [online submission](#), email, or phone, of each training session (date, time, and location) held under that approval number at least 2 weeks in advance.

MA Accredited Training Institutions (ATI)

Submit

ATIs are required to submit [signed registration forms](#) at least 3 weeks before the class date. ATIs are not required to submit a course outline. Email the registration form to education@neems.org.

Notification

The ATI will be notified by email within two weeks after receipt of the registration form. No program may be advertised or occur prior to receiving a registration number. A registration number will not be issued if received after the start date of the program.

Program Changes and Cancellations

Once a registration number has been issued if there is a need to change the course date, time, and/ or location, email OEMS, oems.coned@state.ma.us and the Regional Office, education@neems.org at least 24 hours in advance. Notify OEMS and the Regional Office as soon as possible in the event of a cancellation.

Blanket Registration Notifications

The ATI must notify the Regional Office, either by [online submission](#), email, or phone, of each training session (date, time, and location) held under a Blanket registration at least 2 weeks prior to the start of the session.

Programs Beyond Accreditation Level

If an accredited training institution wishes to offer a continuing education program that is beyond the level to which the institution is accredited then the process listed under Non-Accredited Course Sponsors applies.