

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

MA EMS Region III EMT Training Program Application Submission Guidelines

NON-ACCREDITED COURSE SPONSORS

Application Deadlines

Signed program applications and outlines that include, (at a minimum) learning objectives, program content, teaching method(s), times and written and/or practical skills tests (if applicable) should be sent to the Regional Office in which the course will be held at least 30 calendar days before the class date. Electronic submission to education@neems.org is strongly encouraged and will help expedite the application processing.

- A training program application and outline that has been previously submitted to the region and has received continuing education hours (approval) may be submitted at least 72 hours prior to the class date if the initial approval was received during the previous 12 months and there hasn't been any significant change to the course outline. The course sponsor will provide the regional office with a signed application reflecting the course date/time/location and instructor.
- Courses will not be approved for training that has already taken place prior to the submission of the application.

Program Documentation and Clarifications

Upon initial review of applications, Regional staff will determine if any additional documentation or clarifications are required for a final review. The Course Sponsor will be notified electronically from the education@neems.org e-mail account and will have seven calendar days to return any required documentation or program changes/clarifications (if requested.) Failure to submit the requested documentation within the seven-day period may result in a delay of processing the application.

Program Changes and Cancellations

Once a program has been approved, if there is a need to cancel or change the course date, time, location, instructor and/or content from what was submitted for approval, email OEMS (oemsceprograms@massmail.state.ma.us) and the regional office (education@neems.org) as soon as possible. When rescheduling a class notify the regional office of the rescheduled date (and location if necessary) at least 24 hours in advance.

Blanket Approval Notifications

Course sponsors, who receive blanket approvals for continuing education courses must notify the regional office, either by email or phone, of each training session (date, time, and location) held under that approval number at least 24 hours prior to the start of the session.

MA ACCREDITED TRAINING INSTITUTIONS (ATI)

Application Deadlines

Signed Continuing Education Registration Forms must be received at least three weeks before the class date. Electronic submission (education@neems.org) is strongly encouraged and will help expedite the process.

- Each course held by an ATI must have a unique OEMS registration number.
- A registration number may not be issued for courses that have already been held.

Program Changes and Cancellations

Once a registration number has been issued, if there is a need to cancel or change the course date, time, instructor and/or location from what was submitted contact OEMS (oemsceprograms@massmail.state.ma.us) and the regional office (education@neems.org) as soon as possible. When rescheduling a class notify the regional office of the rescheduled date (and location if necessary) at least 24 hours in advance either by email or phone.

Blanket Approvals

Accredited Training Institution's may not apply for Blanket Registration numbers.

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.