

KITTITAS COUNTY EMS DIVISION

2025

BLS ONGOING TRAINING and EVALUATION PROGRAM (OTEP) OTEP GUIDELINES – UPDATES & INTRODUCTION FOR NEWBIES

Thank you to the EMS Instructors and Evaluators that continue to support the initial and ongoing training process!

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Thank you all for your contribution to the Kittitas County EMS System!

We look forward to working with you!

What is new? We are piloting some changes to the BLS OTEP plan this year that we hope will make for a more manageable ongoing training process for everyone. To be successful, we need everyone to review the guidelines below and read the monthly emails to stay on track. Please let us know if you have any questions.

We are still using the Health & Safety Institute “24-7 EMS” Program. All Kittitas County BLS providers are required to register for “24-7 EMS” online” to participate and fulfill their OTEP requirements. If you have not registered or have trouble accessing, please contact us at kcems@co.kittitas.wa.us. 24-7 EMS login page: [HSI Platform](#)

Please review this UPDATE summary:

- **Online Instruction** - Most required didactic content will be completed by participants online in place of classroom lectures.
 - Topics will be assigned at the start of each quarter with a deadline.
 - Applicable online assignments for the quarter must be completed before the in-person session. Watch for the deadlines given to each module.
 - The online presentations include a knowledge assessment (quiz) for each topic. You must get a passing score to show complete.
 - 24-7 EMS assignment notification emails are from “HSI Platform”.
- **In-person Skill Sessions** – There will be 4 different quarterly in-person skill sessions per year instead of six. **See the 2025 BLS OTEP Schedule.**
 - Each training site has assisted with determining their training day and time.
 - In-person sessions will include local, regional, and state curriculum updates with applicable protocols, procedures, and WAC updates. A skills demonstration/video will be provided when applicable.
 - Note, there are no in-person sessions the first month of the quarter, except for makeup sessions in July.
 - Everyone is welcome to attend anywhere in the county.
 - **RSVP for all in-person sessions is still required.** Please give us at least 3 days’ notice for planning purposes. If we do not have enough available resources, your participation request will be declined.
- **General** –
 - The 3-year OTEP plan is generally the same, however, there is some additional DOH required content.

- The updated DOH OTEP guidelines are more flexible with regards to annual requirements, but when following a county plan, you still need to stay on task to fulfill the 3-year OTEP plan.
- The 24-7 EMS student guide and applicable protocols will still be included in the monthly email training announcement for easy reference.
- **Corresponding online content must be completed before attending the in-person sessions where applicable.**
- Modules should be completed in the quarter and the year they are assigned starting at the providers initial or recertification date.
- A minimum of quarterly participation is required for OTEP method of recertification.
- Annual OTEP documents are posted at <http://www.kittitascountyems.org/training.html>
- **Not staying in compliance with OTEP causes others unnecessary work.** The alternative method of recertification will be the CME method and it will cost extra time and money for the provider. For details go to [WAC 246-976-162:](#)

Continue on for more details about ongoing training and recertification as needed

OTEP INTRODUCTION / REFRESHER

For new EMS providers and not so new EMS providers!

Purpose of the Program

Kittitas County's Ongoing Training and Evaluation Program (OTEP) is designed for the recertification of EMS Providers per WAC 246-976 (see links below).

The Kittitas County EMS Division coordinates this program to meet these requirements, including local, regional, and state updates (on a variety of topics) over a three-year training cycle. This OTEP plan is approved by the Medical Program Director, the KC EMS and Trauma Care Council and the WA State DOH-Emergency Care System & Health Systems Quality Assurance.

Responsibilities of the EMS Provider/Student

Once an EMS provider is certified, regardless of what level, it is their responsibility to obtain continuing medical education (CME) through an ongoing training and evaluation program (OTEP), a.k.a. criteria-based training (CBT), or other continuing education program. In Kittitas County, this training is provided to EMS providers through OTEP. Washington State requires that EMS providers participating in OTEP or the CME method have knowledge and skill assessments in various topics. Go to the following links for more details:

- [WAC 246-976-162:](#) General education requirements for EMS provider recertification.
- [WAC 246-976-162:](#) The CME method of recertification.
- [WAC 246-976-163:](#) The OTEP method of recertification.
- [Ongoing Training Evaluation Program \(OTEP\) Development for EMS Services | Washington State Department of Health](#)

EMT-IV (special skill) providers are required to complete the IV OTEP modules annually as approved by the MPD, in addition to skill maintenance requirements. Instructor and student materials are subject to change and may be fulfilled through a variety of sources. Content will be CAPCE accredited and/or state and MPD approved.

In the first year of certification or recertification, providers are only expected to complete the modules that start after their initial certification or recertification date. The modules missed that year will cycle around before the individual is due to recertify in Kittitas County. OTEP schedules vary between counties.

EMS providers (students) are ultimately responsible for the maintaining their ongoing training and skills requirements and records. Records should be kept for seven (7) years. **Providers may request an electronic copy of their training records from the EMS Office at any time.**

Please notify the EMS office in writing as soon as possible of any extenuating circumstances that prevent you from meeting the quarterly and/or annual OTEP requirements. Agency verification may be required.

Note: Participating in ongoing training is recommended if there will be a delay in completing the certification process and may be required for recommendation by the Medical Program Director. Requirements will depend on time since course completion.

Tracking OTEP Requirements and OTEP Records

Each module is outlined in the annual Personal Record of Training and the annual OTEP Schedule.

The skill objectives shall be demonstrated for and approved by a Washington State EMS Evaluator or other qualified individual approved by the MPD. The practical skill session may contain multiple parts depending on the session's objectives. The scenario will be presented by the evaluator. The skill assessment/objectives form is available at the start of class. The team leader is the individual being evaluated and is responsible to see that the skill objectives are completed either by themselves or by directing a team member to perform them. When applicable, each provider must be a team leader or perform specific skills to be evaluated and have the skills evaluation form checked off. When all the applicable skill objectives have been met, the evaluator will sign the evaluation form. Make sure forms are signed, dated, and complete for your records.

The objectives are checked only if the performance was satisfactory. When a "critical criteria" is missed, the evaluator will document it on the skill evaluation form. Students are allowed to retake the practical skill evaluation two (2) times and may be performed at the same class if time allows. Retests will be at the instructor's or course coordinator's discretion and by a different evaluator whenever possible. Other student's evaluations will not be delayed for retesting. Retesting will be at the end of the class.

When knowledge assessments are required for in-person sessions, they will be collected and kept per records retention requirements. Successfully completed skill assessments should be kept by the student. Unsuccessful skill assessments will be collected by the instructor and turned into the KCEMS Office. Remedial training will be coordinated as needed.

Each participant is provided an annual "Personal Record of Training". After the in-person requirements have been successfully completed, the instructor or class coordinator will sign and date the participants personal record and the class roster.

The instructor or coordinator will manage the training resources to the benefit of the majority.

Should an EMS provider **not** stay in compliance with the OTEP program, the process to recertify will include:

- Making up any required subject material per the [EMS Recertification Education Gap Tool](#)
- Complete applicable practical skills assessments
- Written - Pass the National Registry Assessment examination for your certification level. There is a fee per examination. The provider is responsible for the fee. Go to <http://www.nremt.org/> for more information or contact the EMS Office.
- Depending on the providers situation, qualification for recertification may include an EMT refresher course, acquiring NREMT certification, or retaking the EMT course.

If you have any questions, please contact us.

EMS Coordinator: cheryl.burrows@co.kittitas.wa.us
EMS Assistant: victoria.groesbeck@co.kittitas.wa.us

Medical Program Director-Jack Horsley, MD

Kittitas County EMS Division
kcems@co.kittitas.wa.us
505 Power Street, PO Box 821, Cle Elum, WA 98922
509-674-2932
<http://www.kittitascountyems.org>