

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

EMS Continuing Education Program Approval Guidelines

Non-accredited Training Providers

**The Application**

Complete and sign “DPH/OEMS 200-46 ConEd App 01/2016”, [Application for MA DPH Approval For Continuing Education Program](#).

**The Outline**

Create a program outline with clearly identified objectives, subject matter and instructor qualifications.

**Submit**

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

- Email – [education@neems.org](mailto:education@neems.org)
- Online – [www.neems.org](http://www.neems.org)
- Mail - NorthEast Emergency Medical Services, Inc. 20A DelCarmine St., Wakefield, MA

Email or online submission is strongly encouraged and will help expedite the application process.

**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, location, and/or instructor email OEMS ([oemsceprograms@massmail.state.ma.us](mailto:oemsceprograms@massmail.state.ma.us)) and the Regional Office ([education@neems.org](mailto: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**

Signed [Continuing Education Registration Forms](#) must be received at least 3 weeks before the class date. ATIs are not required to submit a course outline. Email submission ([education@neems.org](mailto:education@neems.org)) is strongly encouraged and will help expedite the process.

### **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, instructor and/or location contact OEMS ([oemsceprograms@massmail.state.ma.us](mailto:oemsceprograms@massmail.state.ma.us)) and the Regional Office ([education@neems.org](mailto:education@neems.org)) at least 24 hours in advance either by email or phone. 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 email or phone, of each training session (date, time, and location) held under a Blanket registration number 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.