

APPROVED: Signature On File In EMS Office  
Executive Director  
  
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Medical Director

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**FIRST RESPONDER TRAINING PROGRAM APPROVAL**

I. AUTHORITY

Division 2.5 of the California Health and Safety Code, Section 1797.107  
California Code of Regulations, Title 22, Section 100026(h).

II. DEFINITIONS

A. "Agency Approved First Responder Program" means a course of instruction for First Responders that meets or exceeds the standards established by the United States Department of Transportation and approved by the Agency.

B. "Eligible Training Provider" means:

1. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education;
2. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States;
3. Licensed general acute care hospitals which meet the following criteria:
  - a. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and
  - b. Provide continuing education to other health care professionals.
4. Agencies of government.
5. Public safety agencies.
6. Local EMS Agencies.

III. PURPOSE

The purpose of this policy is to establish a process by which eligible training providers, desiring to conduct Agency approved first responder courses, may apply for course approval and meet the established criteria for courses identified in this policy.

IV. POLICY

- A. Eligible training agencies and institutions (other than statewide public safety agencies) intending to conduct a First Responder Training Course shall secure program approval from the Agency.
- B. No First Responder Course shall begin instruction until that program has received written approval from the Agency.
- C. Principal Instructor Requirements:
  - 1. Currently certified or licensed in the State of California, at a minimum, as an EMT.
  - 2. Have at least one (1) year of field experience.
  - 3. Document any combination of knowledge, skills and experience in teaching the course subject matter.
  - 4. Document completion of a minimum of a forty hour teaching methodology course. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:
    - a. State Fire Marshal Instructor 1A and 1B
    - b. National Fire Academy's Instructional Methodology Course
    - c. Training program that meets the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.
- D. Teaching Assistant Requirements:
  - 1. Currently certified or licensed in the State of California, at a minimum, as a First Responder.
  - 2. Have at least one (1) year of field experience
  - 3. Document any combination of knowledge, skills and experience in teaching the course subject matter.
- E. The Agency shall be notified, in writing, within thirty (30) days of any change in program instructional staff.
- F. Maximum class size shall be determined by the number of instructors available, classroom space and amount of equipment available for skills teaching and testing.
  - 1. An Approved First Responder Course shall insure that there will be at least one principal instructor or teaching assistant for each 6 students during skills practice/laboratory sessions.
  - 2. There shall be at least 20 square feet of floor space available per student.
  - 3. Each principal instructor or teaching assistant shall have access to all equipment

appropriate for the skills being taught during each skills practice or testing session.

- G. All Certified, Authorized, or Licensed personnel involved in instruction shall be in good standing with their certifying, authorizing, or licensing authority. Good standing implies that no negative action to the certification, authorization, or license has been taken by the appropriate authority to the extent that it included revocation or suspension during the past four (4) years.

V. PROCEDURE

- A. Eligible Training Providers wishing program approval shall contact the Agency to secure a First Responder Training Program Approval Packet.
- B. A completed packet, including the following items, shall be submitted, to the Agency, a minimum of 45 days prior to the beginning of instruction:
  - 1. A statement verifying usage of the Department of Transportation First Responder Curriculum.
  - 2. Samples of written and skills examinations used for periodic testing.
  - 3. The name and qualifications of the Principal Instructor and Teaching Assistants.
  - 4. The location at which the courses are to be offered and their proposed dates.
  - 5. A statement verifying that appropriate equipment and adequate classroom space is available for the classes to be taught.
  - 6. Pay the appropriate application fee.
- C. The Agency shall notify the Eligible Training Provider within seven days of receiving the request that the request has been received and shall specify what information, if any, is missing.
- D. The Agency shall provide written notification of program approval or disapproval within 30 days of receipt of the application.
- E. Program Approval shall be granted for a four year period. Non-compliance with any provision or criteria required for program approval may result in withdrawal, suspension, or revocation of program approval.