



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-855</b>	Page: <b>1</b>	of: <b>3</b>
Title: <b>Alternative Course Presentation Formats for Continuing Education Programming</b>		
Regulatory Authority: <b>12VAC5-31-1710</b>		
Date of Issue: <b>April 15, 2009</b>	Effective Date: <b>May 1, 2009</b>	

## A. Definitions:

1. Synchronous - A type of two-way communication with virtually no time delay, allowing participants to respond in real time.
2. Asynchronous - A type of two-way communication with time delay, where participants do not respond in real time.

## B. Synchronous two-way audio and video format

1. EMS continuing education (CE) courses utilizing an approved alternative course presentation format using two-way video interactive technology shall comply with the following:
  - a. Use synchronous electronic media as real time two-way audio and video transmissions.
  - b. Asynchronous transmission methods are considered online/web-based training under these policies. See TPAM Policy T-825.
  - c. The Emergency Medical Technician Instructor or Advanced Life Support Coordinator shall indicate in writing the desire to use such media on the Course Approval Request Form (TR-01).
  - d. Any other requirements established by but not limited to the Office of EMS, and if applicable the Virginia Community College System (VCCS) and the Virginia Department of Education.
  - e. Any lab activities at the remote site shall have direct on-site supervision by a course coordinator certified at or above the level of instruction. If the instructor acts as the remote site proctor, he assumes the responsibility of the class roster.
  - f. In cases where the remote site proctor is absent or when the remote site electronics are not fully operational (transmit and receive audio and/or video) the students do not receive credit for attending and the session shall be rescheduled.
  - g. All course tests for the program whether at the origin or remote site must comply with "e" above.

- h. The course coordinator must maintain records of student participation at each approved alternative site and submit continuing education records for each involved student for programs used for continuing education purposes.
- i. Non-compliance with these policies shall result in the continuing education credits being considered as invalid.

C. Synchronous one-way video, two-way audio (i.e. a webinar)

- 1. EMS continuing education (CE) courses utilizing an approved alternative course presentation format using two-way video interactive technology shall comply with the following:
  - a. Use synchronous electronic media as real time two-way audio and video transmissions.
  - b. Asynchronous transmission methods are considered online/web-based training under these policies. See TPAM Policy T-825.
  - c. The Emergency Medical Technician Instructor or Advanced Life Support Coordinator shall indicate in writing the desire to use such media on the Course Approval Request Form (TR-01).
  - d. Any other requirements established by but not limited to the Office of EMS, and if applicable the Virginia Community College System (VCCS) and the Virginia Department of Education.
  - e. A proctor who is certified at or above the level of the program shall be present at each remote site during the entire broadcast for all didactic portions of the program.
  - f. Any lab activities at the remote site shall have direct on-site supervision by a course coordinator certified at or above the level of instruction. If the instructor acts as the remote site proctor, he assumes the responsibility of the class roster.
  - g. In cases where the remote site proctor is absent or when the remote site electronics are not fully operational (transmit and receive audio and/or video) the students do not receive credit for attending and the session shall be rescheduled.
  - h. All course tests for the program whether at the origin or remote site must comply with "e" above.
  - i. The course coordinator must maintain records of student participation at each approved alternative site and submit continuing education records for each involved student for programs used for continuing education purposes.

D. Non-compliance with these policies shall result in the continuing education credits being considered as invalid.