



CE PROGRAM

DISTANCE LEARNING POLICY

Purpose:

The purpose of this policy is to outline the process to be followed for conducting EMS continuing education using distance learning technology.

Definition:

Distance learning encompasses an approved CE Program instructor conducting an online course which is taught using distance learning technology, such as Zoom, Webex, Google Meet, etc., either in real-time (live) or in recorded format either as a standalone course or in conjunction with an in-person course.

Procedure:

1. All distance learning courses must meet the standards established by the Bureau of EMS, Trauma & Preparedness (BETP), including its Distance Learning Policy EMS-310 dated 12/3/2019, or subsequent version or standards.
2. Follow CE Program Course Policy.
3. Lesson plans containing psychomotor objectives will not be considered for the purposes of distance learning.
4. When submitting request to conduct a course, indicate on the request form that the course will be conducted via distance learning by listing "Distance Learning" in the "Course Location" box, or the actual course location with "Hybrid" to indicate in-person and distance learning as an option for that course.
5. It is the instructors responsibility to take and track attendance of participants. Once complete, the instructor shall fill out a CE Program approved electronic attendance roster and submit to the CE Program per the CE Program Course Policy.