

**OFFICE OF EMERGENCY MEDICAL SERVICES**  
**Administrative Requirements Manual**

EFFECTIVE: 8/26/2011

AUTHORIZATION: AR

PAGE: 1 of 4

A/R TITLE: Requirements for EMT Training Course Attendance Records

SUPERSEDES: 8/1/2008

**PURPOSE**

To define the requirements and procedures for the maintenance, format and submission of attendance records for all Department of Public Health/Office of Emergency Medical Services (OEMS)-approved EMT continuing education and refresher training classes.

**REQUIREMENTS**

Each accredited training institution, nonaccredited EMT course sponsor and instructor/coordinator shall be responsible to keep attendance records for all OEMS-approved EMT continuing education and refresher training classes. These attendance records shall be kept for a period of no less than seven years, and in accordance with the procedures set forth below.

A. Single Session Continuing Education Classes

1. An OEMS Attendance Roster (Form 200-59) or a form in a similar format shall be completed during the class.
2. The course sponsor/instructor shall enter the title, OEMS approval number assigned to the program, the actual number of hours that the course was approved for by OEMS, the course date, the start and end times, the sponsor and the instructor in the spaces provided.
3. Each EMT in attendance shall enter his/her printed name, Massachusetts EMT number and signature on the attendance roster. Sponsors/instructors may use pre-printed attendance rosters containing the printed name and EMT number for EMTs employed by or pre-registered with the course sponsor/instructor. It is each EMT's individual responsibility to ensure that both his/her name and EMT number are correct on the pre-printed roster before signing their name.
4. The course sponsor/instructor shall draw a line through the pre-printed name and number of each EMT who did not actually attend the course.
5. If the instructor is an EMT, he/she should enter their name, EMT number and signature as the last EMT attending the class.
6. The course sponsor/instructor shall then sign the roster verifying that it is a true record of attendance.
7. The course sponsor/instructor may convert this attendance roster into an electronic format for submission to OEMS, in accordance with section E., below. The original attendance roster must be submitted to OEMS within five business days after the course is completed. The course sponsor/instructor shall keep a copy of the original signed roster for their records.

B. Multi-Session Continuing Education Classes

1. An OEMS Attendance Roster (Form 200-59) or a form in a similar format shall be completed during each class session as outlined in section A, above.
2. The course sponsor/instructor shall complete an OEMS Master Attendance List (yellow paper preferred).

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**B. Multi-Session Continuing Education Classes (continued)**

3. The course sponsor/instructor shall enter the title of the program, the approval number assigned to the program by OEMS, the course sponsor, the dates of each course session and the names and EMT numbers of the participants in the spaces provided. He/she shall then indicate with a check mark the sessions attended by each EMT, and draw a line through the name and EMT number of each EMT who did not actually attend the course, and/or who did not attend every session of the course.
4. The course sponsor/instructor shall then sign the attendance rosters and the Master Attendance List verifying that it is a true record of attendance.
5. The course sponsor/instructor may convert the Master Attendance List into an electronic format for submission to OEMS, in accordance with subsection E., below. The original Master Attendance List and attendance rosters must be submitted to OEMS within five business days after the course is completed. The course sponsor/instructor shall keep a copy of the original Master Attendance List and signed rosters for his/her records.

**C. EMT Refresher Courses**

1. An OEMS Attendance Roster (Form 200-59) or a form in a similar format shall be completed during each class session as outlined in section A, above.
2. In addition, the course sponsor/instructor shall complete an OEMS Master Attendance List as follows:  
EMT-Basic Level Refresher            = brown Master Attendance list  
EMT-Intermediate Refresher        = green Master Attendance List  
EMT-Paramedic Refresher           = blue Master Attendance List
3. The course sponsor/instructor shall enter the approval number assigned to the program by OEMS, the course sponsor, the dates of each course session and the names and EMT numbers of the participants in the spaces provided. He/she shall then indicate with a check mark the sessions attended by each EMT, and their written and practical grades. He/she shall draw a line through the name and EMT number of each EMT who did not actually attend the course, and/or who did not attend every session of the course or who did not pass the written and practical examinations.
4. The course sponsor/instructor shall then sign the attendance rosters and the Master Attendance List verifying that it is a true record of attendance.
5. The course sponsor/instructor may convert the Master Attendance List into an electronic format for submission to OEMS, in accordance with subsection E., below. The original Master Attendance List and attendance rosters must be submitted to OEMS within five business days after the course is completed. The course sponsor/instructor shall keep a copy of the original Master Attendance List and signed rosters for their records.

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C. EMT Refresher Courses (continued)

Note: EMT refresher courses conducted entirely on line are NOT approved by MDPH/OEMS. While an EMT refresher course may have an on-line component, all DOT-level, state-approved EMT refresher courses must have a “hands on” practical skills component, and a “hands on” practical skills final examination.

D. On-Line Continuing Education Courses

Course sponsors shall keep an electronic record of all EMTs who log in and successfully complete an OEMS-approved, on-line continuing education course. Sponsors shall ensure that EMTs log in using a secure password or other unique identifier with their name and Massachusetts EMT number. Participants should be unable to keep a course open for an extended period of time (to be determined by course sponsor).

The course sponsor shall submit a listing of all Massachusetts EMTs who successfully complete each OEMS-approved course listing the OEMS approval number, course title, number of hours approved by OEMS, EMT name and MA EMT number. This listing should be submitted at the end of each calendar month, at a minimum.

Electronic rosters shall be kept in a special file until the original course attendance record(s) are received by OEMS. Upon verification that the electronic and actual course attendance records match, OEMS will download the electronic version into the master records file.

E. Electronic Rosters

Course sponsors/instructors shall ensure that the electronic rosters submitted to OEMS accurately reflect the actual attendance at each session/course. Course sponsors/instructors who submit inaccurate electronic rosters are subject to revocation of course approval.

To correctly submit continuing education rosters to OEMS, course sponsors must submit, by email, a file containing the course data, along with scanned copies of the original hardcopy rosters whose data is contained in the data file. Electronic submissions must be sent to [OEMS.Recert@massmail.state.ma.us](mailto:OEMS.Recert@massmail.state.ma.us) with all applicable files attached. The exact format of the files is explained below.

OEMS will compare the scanned rosters with the data file to ensure accuracy. Original copies of all CE course rosters must be kept on file by the CE provider when submitted electronically.

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Submissions of electronic rosters require that you use the following formats:

1. Microsoft Excel Worksheet – The worksheet will have four columns named as follows: Course Number, EMT Number, EMT Full Name, Credit Hours. One Excel file may contain the data from more than one course. If the submission is for a refresher course, the course hours are to be 0. The Excel file should be named with an original name that contains the date of entry. See illustrations below:

Continuing Education Course:

	A	B	C	D
1	Course Approval #	EMT Number	EMT Name	Course Hours
2	119998	8*****	John Doe	6
3	119998	8*****	Jane Doe	6
4	119998	8*****	John Smith	6
5	119999	8*****	John Doe	2
6	119999	8*****	Jane Doe	2
7	119999	8*****	John Smith	2

Refresher Course:

	A	B	C	D
1	Course Approval #	EMT Number	EMT Name	Course Hours
2	119997	8*****	John Doe	0
3	119997	8*****	Jane Doe	0
4	119997	8*****	John Smith	0

2. PDF Scanned Copy of Roster – The paper hardcopy rosters must be submitted in PDF format. Each PDF file must contain only the scanned copy of one hardcopy roster. The name of the PDF file must begin with the same OEMS approval number that appears on the hardcopy of the scanned roster.