



Central Massachusetts Emergency Medical Systems Corporation
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To: Region II Non-Accredited EMS Training Coordinators
From: Diane Barletta, Assistant Director
Date: September 19, 2011
Re: New Training Program Approval Process

As indicated in the OEMS Advisory dated August 31, 2011, each Regional EMS office will be issuing approval numbers directly to applicants **for programs beginning in 2012**. An updated MDPH/OEMS EMT Training Program Application is available on our website for this purpose.

In order to expedite the new process, please adhere to the following:

- Applications for continuing education and refresher programs scheduled for 2012 must be received by our office **thirty (30) calendar days** before the course is scheduled to begin. Signed applications and associated outlines may be emailed to: dbarletta@cmemsc.org
- Applicants must submit a letter of explanation if an application is received in fewer than 30 days, but course approval is not guaranteed (especially if additional information is needed).
- Applicants shall have 7 calendar days to return the required program changes (if requested) to the Region or risk non-approval of the program.
- Regions will communicate the approval (with OEMS approval number) or denial of a program to applicants by email.
- Applications for courses that have already been held will not be approved under any circumstances.*

Please visit our website at www.cmemsc.org and select the "Training" heading to find useful EMS Instructor Resources, including the Blanket Approval Number Notification online form.

*105 CMR 170.960(F): "**Prior to receipt of Department approval** for a training program pursuant to 105 CMR 170.960(A), **no nonaccredited training provider shall** (1) Advertise such a training program as approved by the Department; (2) Accept applications from prospective students; or (3) **Conduct any classes for such a training program.**