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Department of Public Health  
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**TO:** Continuing Education Providers, Instructor/Coordinators, Accredited Training Institutions, Ambulance Services, Regional EMS Councils  
**FR:** Abdullah Rehayem, Director  
**DT:** August 31, 2011  
**RE:** Continuing Education and Refresher Training Course Approval Process Change

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Effective with courses to be taught in the 2012 calendar year, the Regional EMS Councils will be directly issuing approval numbers for continuing education and refresher training course applications from non-accredited EMS training providers. The Department of Public Health's Office of Emergency Medical Services (DPH/OEMS) will be deeming these courses approved on the basis of the Regional Councils' review. The practical effect of this change will be to streamline and speed up the process for issuance of approval numbers for such courses.

Non-accredited training providers are to continue sending their applications for approval of continuing education and refresher training courses directly to the Regional EMS Council Office for the region in which the course is being taught, and not to OEMS. The Regional EMS Council in your region will contact training providers directly with regard to the status of their application and will issue the training providers directly their course approval numbers, once a course is approved.

This change will expedite the course approval process, thus significantly decreasing the amount of time it will take training providers to receive course approval numbers after submission of continuing education and refresher training course applications.

If you have any questions, please contact Ryan Collins, Recertification Coordinator, at 617-753-7323, or by email, at [Ryan.Collins@state.ma.us](mailto:Ryan.Collins@state.ma.us).