The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Office of Emergency Medical Services

99 Chauncy Street, Boston, MA 02111

MARYLOU SUDDERS

Secretary

MONICA BHAREL, MD, MPH

Commissioner

**Tel: 617-753-7300**

**www.mass.gov/dph**

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CHARLES D. BAKER

Governor

KARYN E. POLITO

Lieutenant Governor

**TO:** All MA EMS Training Officers and Licensed Ambulance Services

**CC:** EMCAB Members

**FROM:** Mark Miller, MS, NRP, Director

**DATE:** February 22, 2019

**RE:** Training Officer Review of Continuing Education for EMS Personnel Recertification

The Massachusetts Department of Public Health’s Office of Emergency Medical Services (Department) would like to remind all EMS Training Officers (TOs) of their responsibilities to review the continuing education recertification packets for their affiliated EMTs to ensure 1) accuracy based on proof of attendance documentation, and 2) courses have been completed within the term of certification.

The EMS System regulations and Administrative Requirement (AR) 2-212 require that certified EMTs complete continuing education courses within their term of certification, in order to complete recertification. TOs must verify course completion documentation for each EMT, ensuring documents meet standards listed in AR 2-212, and all courses have either a Department approval number, or Commission on Accreditation of Pre-Hospital Continuing Education (CAPCE) accreditation.[[1]](#footnote-1)

The Department has identified that in some cases the web-based tracking platform has erroneously allowed courses to be applied to two consecutive recertification cycles for an EMT. This may occur because the MassEMT.org and NREMT.org sites allow for “rolling recertification,” in which continuing education eligibility (and recertification cycles) start on the date the recertification application is successfully processed and approved by NREMT/OEMS rather than after April 1 of the year in which the new certification period began. EMTs may find their expiration date on their “Dashboard” and TOs may find it within the roster. TOs must be vigilant to the dates of courses applied by their affiliated EMTs, and reject submissions outside the current recertification cycle.

If you have any questions, please contact Daniel Saxe, EMS Education and Certification Coordinator, at [Daniel.saxe@state.ma.us](mailto:Daniel.saxe@state.ma.us).

1. Additional detail about the topical hours and documentation of courses within the web-based tracking platform are set out in AR 2-212 and is available at <https://www.mass.gov/files/documents/2016/07/mv/2-212.pdf>. [↑](#footnote-ref-1)