



Rogers Fire Department Standard Operating Procedures

Policy Title:	EMS License & Certification		
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PURPOSE

This policy is to provide personnel (EMT & Paramedic) with guidance and requirements of personal responsibilities regarding the maintenance of their individual EMS License.

POLICY

The State of Arkansas requires individuals with an EMS license to attend certain continuing education units. The specific requirements may change from time to time as approved by the State and as reflected in the current edition of the EMS Rules & Regulations document.

The Training Division will be responsible for monitoring changes from the State and ensuring the Department's Annual Training Plan contains elements to address all minimum requirements for each level of licensure. This may be cumulative through two Annual Training Plans since individual licenses are renewed biennially.

Each individual is responsible for attending at least the minimum required continuing education units. If an individual is on leave from duty and misses a component of the EMS continuing education program, they will be individually responsible to ensure they meet the minimum requirements for re-licensure at their level. Voluntary attendance at a class scheduled on an individual's off-duty time is permissible, but must not cause deficiencies in any required instructor-student ratio.

Required Certification

The State of Arkansas requires that all Licensed EMS providers maintain a current and valid CPR certification. The State of Arkansas requires that all Licensed Paramedic providers maintain a current and valid Advanced Cardiac Life Support certification.

Utilizing approved American Heart Association curriculum for CPR and ACLS, the Training Division will offer each of these certification courses annually. All personnel on-duty during the offering will attend and complete certifications that are pertinent to their licensure level.

Personnel that are on leave during these courses will be individually responsible for ensuring their certification remains current and valid. If an individual fails to ensure this and their certification lapses, they are responsible for notifying their immediate supervisor immediately. Subsequent notification shall be made to the Citywide Tour Commander, EMS Program Manager, and DFC-SOT.

Procedure

Attendance at program components conducted by the Training Division will be captured on RFD Form 101 and catalogued according to RFD SOP 132 – Training Record Keeping. Individuals may utilize Fire House reporting to ensure accuracy of and tracking of their individual records of attendance.

Attendance, documentation, and recordkeeping, at training sessions outside of the program delivered by the Training Division, will be the responsibility of the individual. Personnel are individually responsible for entering their training into their individual Arkansas or National Registry user account(s) for certification and license renewal.

Personnel who do not meet license renewal requirements will be individually responsible for locating and attending training that meets licensure requirements. If an individual's EMS License or required certification lapses, they may be subject to disciplinary action involving suspension without pay or termination. The circumstances of each case will be evaluated by the Fire Chief and handled accordingly.

Upon receipt of a renewed license and certification, personnel shall provide a copy to the Administrative Assistant of the Training Division; Reference RFD SOP 132 for details.