N.Y.S. Emergency Medical Services CME (3 year) Recertification Program Update

May 2018
How do I register for CME recertification?

- Ensure that you have had *continuous practice* (active member as defined by your agency) at the level of your certification during recertification period.
- Complete NYS Participant Registration form **DOH-4226**, including CME coordinator’s signature, and hand deliver or mail to:

  Attn: CME Program  
  Suffolk County EMS Division  
  360 Yaphank Ave., Suite 1B  
  Yaphank, NY 11980
Continuous Practice?

- It says that I can participate only if I am in continuous practice of pre-hospital care. What does that mean?
  - The definition is agency based, but generally means that the provider is an “active” member of the department during the 3-year recertification period.
    - The level of care must be that of the level of certification the provider wishes to recertify in and, if ALS, the provider must be credentialed as ALS in Suffolk County. (i.e. Paramedic must perform at Paramedic level, as per state and regional/Suffolk protocol and credentialing.)
    - Proof of participation must be provided via agency PCR/run reports, and must be during a period AFTER their last recertification date.
Types of CME

✪ Core (Core content from NYS Curriculum)
✪ Non Core (Anything you get related to EMS provider practice)
  > All levels of provider certification must obtain seventy-two (72) hours of CME credit hours in order to recertify, including:
    • Core and Non Core CME training (Each level has a different breakdown between Core and Non Core hours.);
    • Skills Competency Verification;
    • Healthcare Provider CPR/AED certification (Adult, Child and Infant);
    • Must have completed within a reasonable amount of time ICS 100, 700 and Hazardous Material Awareness for First Responders.
    • Paramedic Level must also have proof of ACLS and ICS 200.
EMT-B Level: twenty-six (26) Core and forty-six (46) Non Core
  ➢ EMT-B Recertification Form

EMT-CC Level: thirty-six (36) Core and thirty-six (36) Non Core
  ➢ EMT-CC Recertification Form

EMT-P Level: forty-eight (48) Core and twenty-four (24) Non Core
  ➢ EMT-P Recertification Form
Obtaining Core CME Hours

- Suffolk EMS-Sponsored Classes:
  - Can be found on the Suffolk REMSCO website under “CME Courses” (drop-down menu on left of page, click link)

- Agency-Approved Core Classes:
  - Must be taught by a CIC at or above the level of the Core class.
    - Must be pre-approved by SCEMS.

- If you have any questions on approval of CME Classes, please contact the SCEMS Chief, Education and Training
Obtaining BLS Non Core Hours
No more than twelve (12) hours can be earned per topic.

- Prep-Infection Control, Well-Being, Medical-Legal, A/P
- Airway
- Cardiac Arrest-AED
- Patient Assessment
- Trauma
- Medical

- Special Considerations-Pediatrics, Geriatrics, Special Needs, Newborn Resuscitation
- Operations- Ambulance ops, HazMat, Heavy Rescue, WMD, Equipment Review
Obtaining ALS Non-Core Hours

No more than twelve (12) hours can be earned per topic.

- Preparatory
- Airway
- Patient Assessment
- Trauma
- Medical
- Special Considerations
- Assessment-Based Management
- Operations

Providers often take more than twelve (12) hours of classes in certain particular topics. (Medical and Operations are the most common.) No credit can be given for any hours that surpass the 12-hour maximum allotment per non-core topic.
Ways of Obtaining Non-Core Hours

- Agency drills and in-service EMS training.
  - Skills workshops, protocol updates, QA/QI
- OSHA, CEVO, WMD and ICS Training
- EMS Conferences
  - (May contain some Core - refer to specific conference brochure/registration forms AND SCEMS)
- Alphabet course refreshers (BCLS, ACLS, PALS, PEPP, etc.)
- Self-Study Activities
  - Web-based learning (C, NC), Magazine Articles (NC)
- Non-Core classes should be in chronological order on the Recertification (tracking) form.
Does an NYS CIC have to teach Non-Core classes?

- No, but it must be by a subject expert in the topic that is being covered.
- Agencies affiliated with the Division must have their Non Core CME classes pre-approved prior to the class.
- Records of C.E. Sessions must be keep by the Agency, faxed to the Suffolk County EMS Division and include: date of session; topic(s) covered & outline; instructors name and signature; actual time spent in training; and copy of the presentation.
Online Web-based CME Classes

- Online classes for Core still need to be signed off by a NYS CIC, as per the MOU with the Division, we will provide the CIC oversight.
- The Division is currently contracted with www.medic-ce.com to provide the Core based CME free of charge on a case by case basis.
- Again, web-based Core classes are for extenuating circumstances, and can only be done with prior SCEMS approval.
Does ICS and HAZMAT count towards Non Core hours?

- ICS and HAZMAT courses will count for Non Core hours only if taken during the current 3-year refresher period.
- Classes taken prior to the current recertification period DO count towards ICS-100, 200, 700 and HAZMAT co-requisite requirements, but will NOT count towards Non Core hours.
- No ICS or HAZMAT course will count towards Core hours.

Does a Non Core class have to be taught by a CIC?

- No. It can be taught by someone who is an expert at the presented topic(s).

Are there any mandatory Non Core classes?

- There are no mandatory Non Core classes other than the ICS and HazMat certifications as listed above.
Can a BLS provider take an ALS Core class for Non Core credit?
> Yes, with pre-approval from SCEMS. However, any class of a topic outside BLS scope of practice will not count towards any hours.

Can an ALS provider take a BLS class for Non Core credit?
> No.

Can a provider take the same class once for Core, then again for Non Core?
> No. Core classes can’t be taken a second time for Non Core.
CME Class Cancellations

- Any core class that does not have a minimum of ten (10) providers signed up for it may be cancelled.
- Any non-core class that does not have a minimum of fifteen (15) providers signed up for it will be cancelled.
- Registrants will be contacted by SCEMS.
In January 2010, the Suffolk County Division of EMS instituted a policy that would flag providers that are “no call/no show” for CME classes. Those providers will receive a written warning for the first offense. Their name will be entered into a database. The second offense they will then be mandated to send a check to reserve a seat for any CME class they would like to attend. Once the provider shows up for the class, his/her check will be returned. If a provider cancels by calling 631-852-5080, he/she will also receive their check back. The only time the Division will deposit the check will be in the case of “no call/no show.” The cost of each CME credit will be $10 a credit, which is one (1) hour. Example: If the CME class is three (3) hours long that would equal three (3) credits which would require a $30 check.
Self-Study

- Up to twelve (12) hours of both Core and Non Core CME can be obtained via self-study. (Magazine or Web-based for Non Core; Web-based courses only for Core)
  - If more than twelve (12) hours are required, up to 50% of CME hours can be obtained, but only under extenuating circumstances, and only with PRIOR approval from Suffolk EMS.
Must provide:

› The source of the CME (name of magazine, website, etc.);
› Certificate indicating TOPIC, COMPLETION DATE and CME HOURS obtained; and
› Course Evaluation (test/quiz) results.
Alphabet Courses (ACLS, PALS, etc.)

Can I use alphabet original courses for Core credit?

Yes. Original alphabet courses (ACLS, PALS, etc.) can count for Core CME credit. Refer to your CME Coordinator for a topic breakdown of the course. (i.e. hours of credit for cardiac, respiratory, preparatory, pediatrics, etc.) Note: Providers must provide proof that it was an original course.
Alphabet Courses (ACLS, PALS, etc.)

- Can I use alphabet refresher courses for Core credit?
  - No.
  - Refresher courses can count for Non Core credit only.
  - EXCEPTION: ACLS instructors that are NYS CICs may receive CORE credit for the refreshers that he/she teaches but a class schedule and topic list must be included with the paperwork.
CME SKILLS

- **NYS Practical Skills Exam station sheets MUST accompany final CME submissions.** They can be downloaded from the suffolkremsco.com website, under Downloads & Forms. (EMT Basic Skills Sheets or ALS CME Skills Sheets).

- The provider must pass each station as designated upon the station sheet (within allotted station time, sufficient total points, as well as all critical points successfully achieved).

- The skills sheets must be completed and signed off by one of the following:
  - A NYS CIC at or above the level of the provider being tested.
  - The provider’s agency medical director.
  - A CLI, under direct CIC oversight. Both the CLI and CIC must be at or above the level of the provider, BOTH must be present and BOTH signatures must be on the skills sheets.
There is NO guarantee that ALL CME Skills stations will be completed in one (1) skills session. Completion of all skills in one (1) session is dependent upon the provider/instructor ratio, as well as the providers’ proficiencies at each skill.
Submitting Completed Paperwork

Once all CME requirements are completed by the provider, he/she must meet with the agency CME Coordinator to review the paperwork for completion and complete a check off list.

The Coordinator will fill out and sign the CME Coordinator’s Verification Form, then give it to the provider to submit with final paperwork.

(Suggested completion deadline: At least ninety (90) days prior to provider certification expiration.)
What must I have when I meet with my agency CME Coordinator?

- Completed Recertification Form. CME participants should NOT sign the NYS DOH-BEMS Recertification Forms. They will sign them when they meet with Dina Wayrich for their final review.
- **Note:** SCEMS signs the all of the Providers (Recertification Form) tracking forms.
- Copy of CPR card (front and back).
  - CPR Certification must extend beyond three (3) months of provider certification.
- Proof of ICS 100, 700 and HazMat completion. (If not previously submitted during provider’s last renewal.)
- Practical Skills Evaluation Sheets for all required skills.
- Paramedics must also bring copies of ACLS and ICS-200 certification. (ICS-200, if not previously submitted during provider’s last renewal.)
What to submit to CME Coordinator

- Completed Recertification Form, with all required signatures.
- Copy of CPR card (front and back). CPR Certification must extend beyond three (3) months of provider certification.
- Proof of ICS 100, 700 and HazMat completion. (If not previously submitted during provider’s last renewal.)
- Practical Skills Evaluation Sheets for all required skills.
- Paramedics must also bring copies of ACLS and ICS-200 certification. (ICS-200, if not previously submitted during provider’s last renewal.)
What must I bring when I meet with Dina Wayrich?

- Completed Recertification Form, with all required signatures.
- Copy of CPR card (front and back).
  - CPR Certification must extend beyond 3 months of provider certification.
- Proof of ICS 100, 700 and HazMat completion. (If not previously submitted during provider’s last renewal.)
- Practical Skills Evaluation Sheets for all required skills.
- Paramedics must also bring copies of ACLS and ICS-200 certification. (ICS-200, if not previously submitted during provider’s last renewal.)
- Signed CME Coordinator’s Verification Form.
- Forty Five (45) Day Late Form* (if necessary)
  - You will not be allowed to schedule an appointment without this form signed by the agency CME Coordinator.
- Failure of the provider to meet deadline requirements is NOT an emergency of Dina Wayrich or SCEMS
Submitting Completed Paperwork

- The signed CME Coordinator’s Verification Form must be presented to Dina Wayrich when the provider goes in to have SCEMS review all the paperwork one last time before it is sent to NYS BEMS. Meeting must be pre-arranged. **No walk-ins allowed.** *(Suggested meeting with Dina: seventy (70) days; MANDATORY deadline for meeting with Dina: sixty (60) days prior to provider certification expiration.)*
Timeline

- At least ninety (90) days prior to card expiration.
  - Meet with CME Coordinator to finalize paperwork.

- At minimum of sixty (60) days prior to card expiration, seventy (70) days is preferred.
  - Meet with Dina Wayrich to review/submit paperwork.

- This process can be completed much earlier, as long as the paperwork is submitted to NYS BEMS no earlier than nine (9) months before card expiration.

- All appointment scheduled after the sixty (60) days will require a 45 day letter signed by an officer.

- (Providers must contact Dina for an appointment prior to sixty (60) days!!)
My department doesn't have a CME Coordinator at the moment. What should I do?

- Contact Dina Wayrich  
  Dina.wayrich@suffolkcountyny.gov

Can I meet earlier with Dina if my department doesn't have a CME Coordinator, just to see if I am on the right track?

- Yes. You can arrange an appointment with Dina but, it should be months before the deadline to see if you are taking the right classes and have the proper documentation up to that point.

If I become a CME coordinator, where are there resources that I can use to perform my functions?

- All resources can be found on the Suffolk REMSCO website under CME Courses then CME Coordinators Area. A username and password is required.
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Reasons for restricting, suspending, or revoking participation in the CME Recertification Program may include, but is not limited to, any of the following:

- Falsifying CME records, such as: Classes attended; Duration of classes attended; Topic of classes attended, etc.
- Failure to demonstrate proficiency at a skill after sufficient remediation;
- Failure to complete assignments for any CME class;
- Failure to participate in a CME class, topic, or evaluation;
- Insubordination - related to the CME Recertification Program only;
- Dishonesty - related to the CME Recertification Program only;
- Inappropriate conduct during a CME class, lab or evaluation;
- A change of status in employment (change to "inactive" or resignation from Agency.);
- Failure to meet defined “continuous practice”;
- Failure to remain in good standing with the respective REMAC;
- Failure to demonstrate proficiency in the field.
- Failure to meet your agency’s membership requirements

Or failure to meet your Agency Requirements.
What happens after I submit my paperwork to SCEMS?

- SCEMS will send you a letter stating that they forwarded your paperwork to NYS BEMS.
- SCEMS will also send a copy of that letter to your agency CME Coordinator, letting him/her know that you have fulfilled your requirements for CME recertification.
- Once you receive your new provider card, send a copy of it to SCEMS. You will then be automatically re-registered for the CME Program.
- **ALL ALS PROVIDERS MUST SEND IN A COPY OF YOUR RENEWED CARD OR YOUR ADVANCED LEVEL CERTIFICATION AND ALS PRIVILEGES WILL BE SUSPENDED.**
- If you have not received your new card by your expiration date, contact SCEMS.
Did You Know…?

- You can have your CME paperwork submitted up to nine (9) months prior to your expiration. If you want to close out your CME responsibilities for the term you can meet earlier with your coordinator, then earlier with Dina, and have your CME renewal completed in plenty of time.
  - You will not lose any time on your certification for recertifying earlier. Your certification expiration date will be the exact month of expiration plus three (3) years. Example: Old expiration 11/30/16, new expiration 11/30/19.
Late Paperwork

- The 60-days-prior deadline allows the Division time to sufficiently review the paperwork for completion and/or revision, which allows the applicant time to make modifications that, if there are deficiencies, might still make the paperwork acceptable by the 45-day mark.

- Not all deficiencies however are able to be rectified within that time. If this occurs then the applicant must request a **45-day-late submission form**. This form can only be obtained through the CME Coordinator/Agency Liaison, and the provider is granted the opportunity based upon the provider’s agency policy.

- Submitting this form does NOT guarantee that the paperwork will be accepted as late. NYS BEMS has the ultimate authority to make this determination.
I have switched agencies. How do I get my CME paperwork transferred?

- The provider must first complete a new CME registration form (DOH-4226) and submit to the new agency’s CME Coordinator.
- The provider shall then request a letter (that is on agency letterhead) from the former agency outlining all training within that provider’s file, including hours earned, topics, and skills completion. The provider is allowed to make copies of anything he/she needs, but may not remove the original training documents from the former agency.
How much earlier can I take a refresher course or renew through the CME Program?

- NYS BEMS will allow refresher course renewal as long as there are no more than eighteen (18) months remaining on the provider’s certification.
- NYS BEMS will allow CME recertification as long as there are no more than nine (9) months remaining on the provider’s certification.

Can a non Suffolk EMS-affiliated provider take a Suffolk County Core course?

- Yes. There is a nominal fee of $10 per CME hour/credit, due prior to attending the class. If interested, contact the Division at 631-852-5080.
Do I need to recertify my CPR card if my current one expires before my CME recertification deadline?

- NYS BEMS requires CPR certification to extend three (3) months beyond certification expiration.

Do I need my CPR instructor to sign my CME form?

- No but you must provide copies of BOTH sides of the SIGNED CPR card.

I am a CPR instructor. Can classes I teach count towards Non Core hours?

- Yes. Only the LEAD CPR instructor can gain hours towards Non Core CME. Up to six (6) hours can be obtained. Must submit a copy of the class roster.
THANK YOU!