



## EMS-TEI Pre-Inspection Worksheet (CE Only)

<b>EMS-TEI Name &amp; Number</b>		<b>Name of person completing form</b>	
<b>Director's Name</b>		<b>Date</b>	
<b>Reason for Inspection</b>	<b>Initial</b>	<b>Renewal</b>	<b>Upgrade</b>

**Instructions:** The KBEMS E-36 EMS-TEI Pre-Inspection worksheet (CE Only) (hereafter referred to as the Worksheet) must be completed and uploaded to the TEI application. All documents listed on the Worksheet must be uploaded in the TEI's policy section in KEMSIS. The policy classification in KEMSIS will correspond to the requested documents on the Worksheet. The below link will take you to the KBEMS webpage with screen shots on how to upload policies to your TEI's KEMSIS account ([http://kbems.kctcs.edu/Agency\\_Operations/NAVIGATING\\_KEMSIS\\_for\\_Agencies/Uploading\\_Policies\\_and\\_Protocols.aspx](http://kbems.kctcs.edu/Agency_Operations/NAVIGATING_KEMSIS_for_Agencies/Uploading_Policies_and_Protocols.aspx)). **Note:** Missing (policy) documents will delay processing and may cause the application to be rejected. Rejected applications will delay the process up to 4-6 weeks.

202 KAR 7:601 Training, education, and continuing education.

<http://www.lrc.ky.gov/kar/202/007/601.htm>

Date Completed	Section(s)	
	2(5)	Complete EMS-TEI application (KBEMS-E-14) and update demographics and staff in KEMSIS ( <a href="https://kemsis.kbems.kctcs.edu/licensure/public/kentucky/portal">https://kemsis.kbems.kctcs.edu/licensure/public/kentucky/portal</a> ) <b>Complete and update information on the KBEMS E-14 EMS-TEI application.</b>
	3(1)	Provide proof of registration with Kentucky Secretary of State ( <a href="https://app.sos.ky.gov/ftsearch/">https://app.sos.ky.gov/ftsearch/</a> ) as a business (one time only – unless change in ownership has occurred since last renewal period) <b>Submit a copy of registration with Kentucky Secretary of State.</b> <b>KEMSIS Policy Classification: (CE Only TEI) 3(1) Registration with Kentucky Secretary of State</b>
	3(2)(a-d)	Provide organizational chart with names and addresses of the owner(s), operator, chief administrative officer, and other personnel necessary for operation. The names and addresses of the designated agent for receiving services; medical director (proof that the medical director is qualified pursuant to 202 KAR 7:801 ( <a href="http://www.lrc.ky.gov/kar/202/007/801.htm">http://www.lrc.ky.gov/kar/202/007/801.htm</a> ) and; the name and address of the program coordinator. <b>Submit a copy of organizational chart.</b> <b>KEMSIS Policy Classification: (CE Only TEI) 3(2) Organizational chart</b>
	4(1)	EMS-TEI's shall display the current certificate issued through KBEMS in a prominent place in the EMS-TEI's business. <b>Physical address and location of displayed certificate: _____</b>
	5(4)	Conduct an annual review and revision of all courses and programs to ensure the EMS-TEI has complied with necessary updates to courses, programs, and accepted educational standards.
	5(5)	An EMS-TEI shall document in writing the required annual review and updates resulting from the annual assessment.
	5(6)	Documentation of the annual review shall be in writing, signed by the owner or program coordinator, and maintained in the course or program file. <b>Submit a copy of annual review and updates resulting from the annual assessment.</b> <b>KEMSIS Policy Classification: (CE Only TEI) 5(4-6) Annual assessment</b>

5(7)(a-c)		<p>An EMS-TEI shall assure that all physical resources required by the curriculum, including classrooms, skill practice areas, notices of where to purchase or access textbooks, instructional aides, equipment, and supplies shall be:</p> <ul style="list-style-type: none"> <li>○ Available at each class session where skills are taught or practiced;</li> <li>○ Adequate in number to allow for practice by students enrolled; and</li> <li>○ In good working order and well-maintained.</li> </ul> <p><b>Submit a copy of the physical resources policy(s).</b>  <b>KEMSIS Policy Classification: (CE Only TEI) 5(7) Physical resources policy</b></p>
5(8)		<p>The EMS-TEI shall maintain and protect the privacy of all records pertaining to the health and safety of patients, students, and faculty members that are obtained or developed through or as a result of participation in training and educational activities with the EMS-TEIs.</p>
5(9)		<p>The EMS-TEI shall be responsible for knowing and following all federal and state laws and requirements established in 202 KAR Chapter 7 relevant to safeguarding privacy of records, including educational and health records.</p> <p><b>Submit a copy of the privacy of records policy(s).</b>  <b>KEMSIS Policy Classification: (CE Only TEI) 5(8-9) Privacy of records policy</b></p>
5(14)(a-e)		<p>EMS-TEIs shall include a chief administrative officer (CAO) or designee who shall:</p> <ul style="list-style-type: none"> <li>○ Administer and oversee the EMS-TEI;</li> <li>○ Assure the quality and credentials of the program coordinator, EMS educators, EMS educator adjuncts, and students accepted into the EMS-TEI's programs or courses;</li> <li>○ Assure the security of examination results and materials;</li> <li>○ Monitor the activities of the EMS-TEI's faculty and students; and</li> <li>○ Maintain records and documents and submit reports.</li> </ul> <p><b>Name, title and KEMSIS number if applicable of individual responsible for the above duties: _____</b></p>
8(4)(a-f)		<p>The EMS-TEI shall have a medical director qualified pursuant to 202 KAR 7:801, who shall:</p> <ul style="list-style-type: none"> <li>○ Be employed by or under written contract with the EMS-TEI to serve as the medical director of the program;</li> <li>○ Be routinely available to the EMS-TEI to provide consultation regarding issues related to the training and education program;</li> <li>○ Participate in the approval of the didactic clinical and evaluation material and student progress review;</li> <li>○ Meets the accrediting agency standards, policies and guidelines;</li> <li>○ Provide medical consultation and guidance to the course faculty; and</li> <li>○ Certifies the skills of all of the EMS-TEI's students who are enrolled in courses leading to certification or licensure.</li> </ul> <p><b>Submit a copy of the medical director written contract.</b></p>
14(2)(a-b)		<p>The EMS-TEI or other approved contractual department or agency providing continuing education shall be required to:</p> <ul style="list-style-type: none"> <li>○ Maintain a roster, objectives, and outline for every continuing education course taught on file for a period of seven (7) years beyond the end date of each EMS Course; and</li> <li>○ Maintain all documentation to have met the accreditation agency standards, policies, and guidelines established in this administrative regulation.</li> </ul> <p>See section 5(1) (a-k) above for additional course record retention requirements.</p> <p><b>Submit a copy of the course records retention policy(s).</b>  <b>KEMSIS Policy Classification: (CE Only TEI) 14(2) Course records retention policy</b></p>

14(3)(a-d)	<p>If requested by the board, the EMS-TEI shall submit to KBEMS the required documents for EMS continuing education courses taught within the preceding seven (7) years that lead to re-certification or re-licensure by the KBEMS, including:</p> <ul style="list-style-type: none"> <li>○ Contractual agreements;</li> <li>○ The continuing education educator’s curriculum vitae;</li> <li>○ A completed Educational Institution Course Roster; and</li> <li>○ Objectives and outline for each continuing education course.</li> </ul> <p><b>Submit a list of all continuing education courses instructed within the twenty-four (24) months immediately preceding the CE Only TEI renewal date. Include the course name and or topic(s), clock hours, date, and instructor(s) name including KEMSIS # if applicable.</b></p> <p><b>KEMSIS Policy Classification: (CE Only TEI) 14(3) List of continuing education courses</b></p>
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I certify that the information given in this worksheet is accurate and recognize that falsification of this document may result in revocation of TEI certification and may also lead to discipline pursuant to KRS 311A.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_