



# Pennsylvania Department of Health

## BUREAU OF EMERGENCY MEDICAL SERVICES

UNDER THE AUTHORITY OF PA 28 § 1025.1. Accreditation and operational requirements of EMS educational institutes. The provisions of this Chapter 1025 issued under the Emergency Medical Services System Act, 35 Pa.C.S. § 8101—8157, unless otherwise noted. ([28 Pa. Code Chapter 1025. Education \(pacodeandbulletin.gov\)](http://28.Pa.Code/Chapter/1025)) The following outlines the requirements for applications seeking accreditation or renewal, as well as guidance on the supporting evidence to be submitted by the institute.

**RED** lettered words are copied from the regulation. The bulleted lines offer sample details to assist with inspection and confirm regulatory compliance. They are illustrative only and do not represent the only acceptable forms of evidence.

Documents provided should reflect the most recent date of review/update. If date on submitted documents does not reflect current month and year of renewal, statement from the Institute Director must be included to acknowledge that the documents in submitted application are current as of the date of accreditation/renewal request.

Document Type	Citation	Comments
Advisory Committee List	§ 1025.1 (c)(1)	<p><i>An EMS educational institute shall have an advisory committee that is comprised of the EMS communities that have an interest in the EMS provider educational courses the institute offers, and which also includes a representative of an appropriate regional EMS council and the institute's medical director.</i></p> <ul style="list-style-type: none"><li>Document should include first and last names followed by affiliation. Affiliations should include each of the categories listed in the regulation. Reference EMS-IB 2024-11 for additional clarification on members.</li></ul>
*Verification of advisory meeting annually	§ 1025.1 (c)(2) and EMS IB 2024-11	<p><i>The advisory committee shall meet at least annually and assist program personnel in formulating and periodically revising appropriate goals and objectives and in monitoring the EMS educational institute's performance.</i></p> <ul style="list-style-type: none"><li>Institutes seeking initial accreditation shall provide evidence of one meeting, prior to application, to include a list of the education institute's goals and objectives approved by the advisory committee</li><li>Meeting minutes from at least one meeting, per each year of accreditation period.</li><li>The documentation provided should include a list of the educational institute's approved goals and objectives made by the Advisory Committee. Additional guidance can be found in EMS IB 2024-11.</li><li>Institutes offering AEMT and Paramedic programs must have minimum competencies for each program listed and approved in meeting minutes.</li></ul>
Medical Director resume/CV or current agreement	§ 1025.1 (e)(1)	<p><i>An EMS educational institute shall have a medical director who is a physician. The medical director shall be experienced in emergency medical care and have demonstrated ability in education and administration.</i></p> <ul style="list-style-type: none"><li>Ensure the resume/CV has the institute name listed with their position or include signed current agreement with listed medical director</li><li>Ensure physician listed has an active license to practice. <a href="#">BPOA - Pennsylvania Licensing System</a></li><li>Resume/CV includes verification of interaction with EMS (i.e. medical director for agency, ED Medical Command physician)</li></ul>

Document Type	Citation	Comments
Administrative Director resume or CV	§ 1025.1 (f)(1) or (2)	<p><i>A BLS educational institute shall have an administrative director who has at least 2 years of experience in administration and 3 years of experience in prehospital care.</i></p> <ul style="list-style-type: none"> <li>• Ensure the resume/CV has the institute name listed with their position and</li> <li>• Ensure resume contains experience reflective of the two-year requirement for administration and</li> <li>• Ensure resume contains a minimum of three years of experience with a pre-hospital agency. and</li> </ul> <p><i>An ALS educational institute shall have an administrative director who has at least 2 years of experience in administration and 3 years of experience in ALS prehospital care, and who has a bachelor's degree from an accredited school of higher education and an EMS provider certification above the AEMT level.</i></p> <ul style="list-style-type: none"> <li>• Ensure the resume/CV has the institute name listed with their position. and</li> <li>• Ensure resume contains experience reflective of the 2-year requirement for administration. and</li> <li>• Ensure resume contains a minimum of 3 years of experience with a pre-hospital agency as an ALS provider. and</li> <li>• Has a bachelor's degree from an accredited school of higher education. and</li> <li>• Is an EMS provider certification above the AEMT level.</li> </ul>
Course Coordinator resume or CV	§ 1025.1(g)(2)	<p><i>A course coordinator shall satisfy the following requirements:(i) Reading and language skills commensurate with the resource materials to be utilized in the course. (ii) Knowledge of the Statewide EMS protocols and of the regional EMS protocols for each EMS region where the course is offered. (iii) Three years of clinical experience providing prehospital care as an EMS provider at or above the EMT level. (iv) Certification as an EMS instructor.</i></p> <ul style="list-style-type: none"> <li>• Ensure the resume/CV has the institute name listed with their position</li> <li>• Ensure resume contains a minimum of 3 years of experience with a pre-hospital agency at or above the level of program delivery.</li> <li>• Verify they are a certified EMS instructor in the PA EMS registry.</li> </ul>

Document Type	Citation	Comments
Instructor list	§ 1025.1(h) (4)	<p><i>At least 75% of the instruction provided in EMS provider educational courses shall be provided by instructors who are either of the following: (i) EMS instructors certified by the Department who have at least 3 years of experience as an EMS provider at or above the level they are teaching and at least 2 years of experience in teaching an EMS provider educational course at or above the level they are teaching. (ii) Determined by the course coordinator and the medical director of the EMS educational institute to meet or exceed these standards.</i></p> <ul style="list-style-type: none"> <li>List to include name active certification level, EMS instructor status and number</li> <li>In accordance with (h) (6) ensure the instructors listed have completed the most recent protocol updates.</li> </ul>
Clinical preceptors – if applicable	§ 1025.1 (i)(1)	<p><i>An EMS educational institute shall ensure the availability of clinical preceptors for each EMS provider educational course.</i></p> <ul style="list-style-type: none"> <li>List of names and level of credentials for <u>each</u> clinical agreement with a clinical facility. <ul style="list-style-type: none"> <li>Ensure contract/agreement is not expired.</li> <li>Ensure contract/agreement contains verbiage reflective of each level of certification they are accepting students for.</li> <li>If list of preceptors is not provided, ensure agreement places the responsibility on the facility to ensure properly trained personnel and the responsibility of the institute to ensure training material is provided.</li> </ul> </li> </ul>
Field Preceptors - if applicable	§ 1025.1 (j) (1)	<p><i>An EMS educational institute shall ensure the availability of qualified field preceptors for each student enrolled in an EMS provider educational course at or above the AEMT level. (2) An EMS educational institute shall ensure the availability of a qualified field preceptor for each student enrolled in an EMS provider educational course below the AEMT level for which it provides a field internship.</i></p> <ul style="list-style-type: none"> <li>List of names and level of credentials for <u>each</u> field site listed. <ul style="list-style-type: none"> <li>Ensure contract/agreement is not expired</li> </ul> </li> </ul>
<b>Disclosure to students and prospective students of the following:</b>	§ 1025.1 (d)	<b><i>(In printed or electronic form)</i></b>
The institute's accreditation status	§ 1025.1 (d) (1)	<p><i>The institute's accreditation status.</i></p> <ul style="list-style-type: none"> <li>Statement indicating the institute is accredited by the Department of Health, Bureau of EMS on student manuals, syllabus or website.</li> </ul>
The contact information for the Department and the regional EMS councils where its courses are offered	§ 1025.1 (d) (2)	<p><i>The Department is the accrediting body, the contact information for the Department and the regional EMS councils where its courses are offered, as provided to the institute by the Department and those regional EMS councils.</i></p> <ul style="list-style-type: none"> <li>Ensure accurate name, address and contact information for BEMS and Regional EMS Council is listed on student manual/documents provided.</li> </ul>
The institute's admissions, discipline, and discharge policies and practices	§ 1025.1 (d) (3)	<p><i>The institute's admissions, discipline, and discharge policies and practices.</i></p> <ul style="list-style-type: none"> <li>Ensure document provided includes information for prospective students regarding admission requirements, possible reasons for discipline and the procedure for discipline <i>and</i></li> <li>Ensure processes/policies for dismissal/discharge from their program are disclosed in documents provided</li> </ul>

Document Type	Citation	Comments
The requirements for completing each EMS provider educational course it offers, including, to the extent known, advance notice of the books and materials required for each course	§ 1025.1 (d) (5)	<p><i>The requirements for completing each EMS provider educational course it offers, including, to the extent known, advance notice of the books and materials required for each course.</i></p> <ul style="list-style-type: none"> <li>Requirements for completion look for: <ul style="list-style-type: none"> <li>Pre or co-requisites to include NIMS, Hazmat awareness <i>and</i> appropriate CPR. Or verify curriculum for these is added to course curriculum.</li> <li>Attendance referenced, clinical component and grades referenced</li> </ul> </li> <li>AEMT and Paramedic programs final psychomotor exam policy <i>must state the students will</i> have 3 attempts, remediation, 3 more attempts for a total of 6 as identified in EMS IB 2024-07.</li> </ul>
The tuition fees and other costs involved in completing each EMS provider educational course.	§ 1025.1 (d) (6)	<p><i>The tuition fees and other costs involved in completing each EMS provider educational course.</i></p> <ul style="list-style-type: none"> <li>Cost of the class or indication how tuition is paid</li> <li>Any out-of-pocket expenses listed (ex: uniforms, textbook(s),</li> <li>Any fees or cost associated with remediation or class make-up sessions.</li> </ul>
The policy and process for withdrawal from a course and the refund of tuition and other fees.	§ 1025.1 (d) (7)	<p><i>The policy and process for withdrawal from a course and the refund of tuition and other fees.</i></p> <ul style="list-style-type: none"> <li>Statement to include the process for withdrawing from a course</li> <li>How refunds, if any, can be received</li> </ul>
Information as to how students may perform clinical work while enrolled in an EMS provider educational course	§ 1025.1 (d) (8)	<p><i>Information as to how students may perform clinical work while enrolled in an EMS provider educational course.</i></p> <ul style="list-style-type: none"> <li>List of required clinical components for each certification level is listed in the course syllabus or handbook.</li> <li>Example or copy of evaluation mechanism the students will have to be completed by the preceptor regarding their performance.</li> </ul>
*The percentage of students for the previous 3 years who enrolled in and completed each EMS provider educational course offered by the institute.	§ 1025.1 (d) (9)	<p><i>The percentage of students for the previous 3 years who enrolled in and completed each EMS provider educational course offered by the institute.</i></p> <ul style="list-style-type: none"> <li>Reference EMS IB 2024-12 for additional guidance. Regional EMS Councils can provide institute retention rate information example and offer shared <i>Statistic spreadsheet</i> for use.</li> <li>Application submission should also indicate where the information is made available to prospective and current students (ex. Pg 5 of student handbook; institutes website)</li> </ul>
*The percentage of students for the previous 3 years, for each EMS provider educational course, who obtained EMS provider certification, and a percentage of the students who obtained certification after a first examination.	§ 1025.1 (d) (10)	<p><i>The percentage of students for the previous 3 years, for each EMS provider educational course, who obtained EMS provider certification, and a percentage of the students who obtained certification after a first examination.</i></p> <ul style="list-style-type: none"> <li>Reference EMS IB 2024-12 for additional guidance. Regional EMS Councils can provide institute rate information example and offer shared <i>Statistic spreadsheet</i> for use.</li> <li>Application submission should also indicate where the information is made available to prospective and current students (ex. Pg 5 of student handbook; institutes website)</li> </ul>

<b>Disclosure to students and prospective students of the following: (continued)</b>	§ 1025.1 (d)	<b>(In printed or electronic form)</b>
The regulatory requirements for testing leading to EMS provider certification.	§ 1025.1 (d) (11)	<i>The regulatory requirements for testing leading to EMS provider certification.</i> <ul style="list-style-type: none"> <li>Recommend copying from the rules and regulations to ensure current requirements are provided, § 1023.24 -.27 accordingly. Or the ACT 8113 (e)</li> </ul>
The EMS educational institute's policies for the prevention of sexual harassment.	§ 1025.1 (d) (12)	<i>The EMS educational institute's policies for the prevention of sexual harassment</i> <ul style="list-style-type: none"> <li>Statement to include institute policy on prevention of sexual harassment.</li> </ul>
<b>Operational Procedure documents</b>	<b>§ 1025.1(l)</b>	
Provide a mechanism by which students may grieve decisions made by the institute regarding dismissal from an EMS provider educational course or other disciplinary action.	§ 1025.1 (l) (3)	<i>Provide a mechanism by which students may grieve decisions made by the institute regarding dismissal from an EMS provider educational course or other disciplinary action.</i> <ul style="list-style-type: none"> <li>Statement of process for submitting a grievance to include decision process or timeframe.</li> </ul>
Have a policy regarding the transfer of a student into or out of an EMS provider educational course from one EMS educational institute to another.	§ 1025.1 (l) (5)	<i>Have a policy regarding the transfer of a student into or out of an EMS provider educational course from one EMS educational institute to another.</i> <ul style="list-style-type: none"> <li>Statement to include the policy of accepting a student into the institutes program who may have completed a portion of a primary certification class through a different institute and a statement of policy regarding</li> <li>A policy that indicates no transfer in or out of a program is accepted, does constitute as a policy</li> </ul>
Adopt and implement a nondiscrimination policy with respect to student selection and faculty recruitment.	§ 1025.1 (l) (1)	<i>Adopt and implement a nondiscrimination policy with respect to student selection and faculty recruitment.</i> <ul style="list-style-type: none"> <li>Have a non-discrimination policy referencing student and faculty selection.</li> </ul>
Have a continuing quality improvement process in place for instructors, students and clinical evaluation	§ 1025.1 (l) (6)	<i>Have a continuing quality improvement process in place for students, instructors and clinical evaluation.</i> <ul style="list-style-type: none"> <li>A policy explaining the evaluation and review process for students, instructor and preceptor evaluation</li> <li>An approved process by the advisory committee regarding review of class and clinical performance parameters.</li> <li>Have review dates noted or policy outlined for review and approval of program policy or processes. Recommend prior to accreditation application submission to use data from previous accreditation period to drive deliberate change or verify current practice is institutes best practice.</li> </ul>
Clinical performance parameters and expectations - <b>if applicable</b>	§ 1025.1 (e)(3), pg 57, 58 EMS Education standards 2021(NHTSA) Hospital clinical experience for EMT and AEMT. Act 37 8114(b)(2), 8115(b) (2), 8116(b)(2), 8117(c)(2)	<i>(ii) Identifying and approving facilities where students are to fulfill clinical and field internship requirements. (iii) Identifying and approving individuals to serve as field and clinical preceptors to supervise and evaluate student performance when fulfilling clinical and field internship requirements.</i> <ul style="list-style-type: none"> <li>Should include hours; forms; clinical policies</li> </ul>

Operational Procedure documents (continued)	§ 1025.1(l)	
Examples of, or process defined for clinical preceptor notification/communication of the skills and interventions their assigned student has been cleared to perform. - <b>if applicable</b>	Per EMS IB 2019-02	<p>“...All Education institutes should have a process established to allow for clinical and field preceptors to be aware of what skills and interventions their assigned students has been cleared to perform”.</p> <ul style="list-style-type: none"> <li>• Statement including process of notification to the clinical preceptors regarding performance parameters of students.</li> <li>• Ensure it is clear if the institute provides this communication or if it is a student’s responsibility.</li> <li>• Ensure it includes clarification and expectations of capstone phase (Paramedic and AEMT programs).</li> </ul>

**BLS Educational Institute requesting to offer Advanced EMT classes must also have the following**

Document type	Present	Comments
Course Coordinator resume or CV	§ 1025.1 (g)	<p><i>3 years of clinical experience providing prehospital care of an ALS educational course shall be as an EMS provider above the AEMT level.</i></p> <ul style="list-style-type: none"> <li>• Ensure the resume/CV has the institute name listed with their position</li> <li>• Ensure resume contains a minimum of 3 years of experience with a pre-hospital agency at or above the level of program delivery.</li> <li>• Verify they are a certified EMS instructor in the PA EMS registry.</li> </ul>
Instructor list	§ 1025.1 (h)	<p><i>At least 75% of the instruction provided in EMS provider educational courses shall be provided by instructors who are either of the following: (i) EMS instructors certified by the Department who have at least 3 years of experience as an EMS provider at or above the level they are teaching and at least 2 years of experience in teaching an EMS provider educational course at or above the level they are teaching. (ii) Determined by the course coordinator and the medical director of the EMS educational institute to meet or exceed these standards.</i></p> <ul style="list-style-type: none"> <li>• To include active providers at or above the AEMT level</li> </ul>
Clinical Preceptors – <b>if applicable</b>	§ 1025.1 (i)	<p><i>An EMS educational institute shall ensure the availability of clinical preceptors for each EMS provider educational course.</i></p> <ul style="list-style-type: none"> <li>• List of names and level of credentials and/or current clinical agreement with clinical facility</li> <li>• Ensure contract/agreement is not expired.</li> <li>• Ensure contract/agreement contains verbiage reflective of each level of certification they are accepting students for.</li> <li>• List of names and level of credentials for each clinical agreement with a clinical facility.</li> <li>• If the list of preceptors is not provided, ensure agreement places the responsibility on the facility to ensure properly trained personnel and the responsibility of the institute to ensure training material is provided.</li> </ul>
Field Preceptors list	§ 1025.1 (j) (1)	<p><i>An EMS educational institute shall ensure the availability of qualified field preceptors for each student enrolled in an EMS provider educational course at or above the AEMT level. (2) An EMS educational institute shall ensure the availability of a qualified field preceptor for each student enrolled in an EMS provider educational course below the AEMT level for which it provides a field internship.</i></p> <ul style="list-style-type: none"> <li>• List of names and level of credentials for <b>each</b> field site listed.</li> <li>• Ensure contract/agreement is not expired</li> </ul>

\*Required documents for renewal of accreditation status

Documents provided should reflect most recent date of review/update. If date on submitted documents does not reflect current month and year of renewal, statement from the Institute Director must be included to- acknowledge that the documents in submitted application are current as of the date of accreditation/renewal request.

Additional criteria included in electronic accreditation application:

Educational facilities: letters of agreement signed by both parties, for use of the facility. Include facility name(s), address, contact person(s), email address(es) and telephone number(s). § 1025.1 (k) (1)

- Ensure building and classroom are ADA compliant.
- Ensure complete equipment inventory for levels of courses held.

Clinical Facilities:

- Include facility name address, contact person(s), email address(es) and telephone numbers.
- also provide a list of approved preceptors for the facilities which includes name, address, telephone number and credentials (certification, license, etc.)

Field Affiliations:

- Include EMS service name, address, contact person(s), email address(es), telephone number(s), and the name of the Medical Director.
- Also provide a list of approved preceptors for the facility which includes name, address, telephone number and credentials (certification, license, etc.)

Attach letters of agreement for use of the facility. Letters must be signed by the person or persons with this authority at the organization.

Equipment: Provide an inventory (to include the number and type of equipment) for all sites any letter(s) of agreement for equipment to be used. Equipment is the responsibility of the EMS Education Institute; if equipment is shared an inventory list must accompany this with a letter of agreement from both parties. *EMS IB 2023-07*

Additional criteria not included in electronic accreditation application:

Facilities and equipment inspection complete (refer to Required Classroom infrastructure and Minimum Equipment List) *§ 1025.1 (k) (1) Maintain educational facilities necessary for the provision of EMS provider educational courses, including satisfying applicable State and Federal standards to address the needs of persons with disabilities. The facilities shall include classrooms and space for equipment storage and be of sufficient size and quality to conduct didactic and practical skill performance sessions. Also, EMS IB 2023-07. (2) Provide, properly prepare and maintain the essential equipment, including simulators and task trainers, and the supplies to administer the course.*

Inspection of student records performed. (which includes class performance, practical and written examination results, and reports made concerning the progress of the student during the EMS provider educational course. Other records for course completion, per the National EMS Education standards including records of attendance, clinical portion completion/required patient contacts, Hazardous Materials Awareness training, in accordance with Homeland Security Presidential Directive-5 and in recognition of Commonwealth EMS Agencies interoperability needs and entry provider safety and preparation, NIMS components completed and any other requirements determined by the institute to make the student eligible for certification exams.) *§ 1025.1 (l) (2) Maintain a file on each enrolled student which includes class performance, practical and written examination results, and reports made concerning the progress of the student during the EMS provider educational course. (m) Providing access to facility and records. An EMS educational institute and an applicant for EMS educational institute accreditation shall promptly make available to the Department or a regional EMS council, upon request, its educational facility for inspection and provide them with complete and accurate records relating to the institute's compliance with the requirements in this subchapter.*

- File can be electronic or physical or a combination of the two. Must contain:
  - All practical evaluations. To show progression, not just a final.
  - All written examinations/scores
  - Advising session documentation
  - Records of attendance. Verify hours for the class attended by the student are accounted for. If “self-paced” or asynchronous learning is part the program delivery, ensure each hour required is verified.
  - Proof of completion of the following:
    - NIMS 100
    - NIMS 700
    - Hazardous Materials Awareness (or higher level)
    - Current, accepted CPR
    - Clinical component (if applicable)
    - Student minimum competencies (SMC) met. SMCs should be compared to those provided to the students at the start of the program in their manual/handbook **and** must meet or exceed the minimum further defined in EMS IB 2024-07