

Emergency Medical Assistants Licensing Board

EMALB 2016-08 Training Institution Use of Class Codes Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch Contact: Exam program area getanexam@gov.bc.ca	Reference Information:
	Replaces former policy: n/a
	Date Effective: April 1, 2016
	Last Update: January 18, 2018
	Next Review Date: January 2025

1. Policy Rationale & Purpose

The purpose of this policy is to clarify the requirement that training institutions provide class codes on their program completion certificates and/or transcripts as identified in Section 3(e) of the [Training Program Recognition Application Package](#).

Class codes are unique to a class and used by both training institutions and the branch to produce statistics that allow a class comparison to the provincial average. This information tells both the institutions and the branch when pass/fail rates shift significantly in either direction and may present cause for further investigation. This includes recognized institutions that use third parties to deliver their programs and/or have more than one campus. Training institutions may believe the branch can provide this information based on when a candidate comes to licensure, but experience has proven that candidates do not always come to licensure immediately upon completion of their program.

Once training institutions consistently provide class codes on their program completion certificates and/or transcripts, the branch can confirm:

- a) Success rates of individual classes and therefore, campuses within a training institution; and
- b) Success rates of third-party training agencies delivering recognized programs.

2. Policy Scope

This policy applies to all training institutions that provide board recognized programs and endorsement modules for the EMR, PCP, ACP, and CCP licence categories.

3. Policy Statement

Program completion certificates and transcripts must contain class codes. Certificates and transcripts that do not contain class codes will no longer be accepted by the branch for licensing examinations that lead to licensure.

4. Legal Authority

[Emergency Medical Assistants Regulation Section 2\(ii\)](#)

5. Key Stakeholders:

- *EMA Training Institutions*
- *EMA Training Candidates*

6. Definitions:

n/a

7. Resources:

The EMA Regulations are enacted under the [Emergency Health Services Act](#).

Reviewed by the EMA Licensing Board on: February 19, 2016

Approved (director name & signature): Richard Simpson

A handwritten signature in black ink, appearing to read "Rich Simpson", is written over a light blue grid background.

Date approved: February 19, 2016

Drafted by: Jane Holt