

# EMA Licensing Branch

## Continuing Competence

### Frequently Asked Questions

EMA Regulations: [Part 4 – Continuing Competence](#)

Q: What is the continuing competence reporting period?

A: The continuing competence period runs from April 1 to March 31 each year. This means you must complete all required activities and patient contacts during that period.

Q: Do I have to have all my continuing competence entered into EMACCS by March 31<sup>st</sup>?

A: No, you have until April 30<sup>th</sup> each year to enter your continuing competence for the previous reporting period. You should enter activities and patient contacts throughout the year as you complete them, and you have an additional month from the end of the reporting period to enter anything you missed or completed closer to the end of the reporting period.

Q: When do the shortfall notices get sent out?

A: Shortfall notices are usually sent out mid-May. As of 2022, notices will be sent out via email (and not registered mail as they had been previously).

Q: How long do I have to request an adjudication?

A: Adjudication requests must be received by the Director no later than 30 days after the shortfall notice is considered received, which is no later than 37 days after the shortfall notice is sent.

Q: What information should I include in my adjudication request?

A: Provide the following details:

- The skills and/or knowledge you obtained from the continuing education activity.
- The course provider, name of activity, course outline, date, duration, location, and verification of completion or participation.
- For a conference, include a copy of the agenda with the breakdown of sessions and their content, and your verification of attendance.
- Provide verification from your employer or volunteer agency confirming the volume of patient contacts.

Q: Can I request an extension for my adjudication request?

A: Yes, the Director may extend the deadline if the Director is satisfied that special circumstances exist.

Q: What happens if the Director does not accept my adjudication request as sufficient to satisfy my continuing competence requirements?

A: If the Director does not accept your adjudication, the Director will require you to successfully complete a written examination by a specified date (typically July 15<sup>th</sup>).

Q: If my adjudication request is deemed insufficient to satisfy my continuing competence requirements, and I am required to complete a written examination, how many attempts do I have?

A: You will have one attempt at the written examination.

Q: What happens if I am unsuccessful on the written examination?

A: If you are unsuccessful, you will be required to successfully complete a practical examination by a specified date (typically September 30<sup>th</sup>).

Q: What does the practical exam consist of?

A: All practical examinations consist of two full call scenarios; one medical and one trauma.

Q: If I am required to complete a practical examination, how many attempts do I have to complete it?

A: You will have three attempts to successfully complete the practical examination. However, if you are unsuccessful in your first attempt, direct supervision conditions may be placed on your licence until you successfully complete the examination. If you do not successfully complete the practical exam by a specified date (typically September 30<sup>th</sup>), your file will be sent to the Board for review, and you will not be eligible to attempt another exam until a decision has been made on your file.

Q: If I am required to complete a written or practical examination, resulting from adjudication, what should I study?

A: For the written exams you should reference:

- [American Heart Association](#)
- [Brady Emergency Medical Responder – A Skills Approach Canadian Edition 4th Edition](#)
- [Canadian Red Cross – Emergency Care](#)
- [Nancy Caroline’s Emergency Care in the Streets Canadian Edition 7th Edition](#)
- [The National Occupational Competencies Profile \(NOCP\) for Paramedics](#)
- [Emergency Medical Assistants Regulation](#)

For practical exams, EMRs and PCPs should reference the [Provincial Examination Guideline](#), and ACPs should reference the [Clinical Practice Guidelines](#).

Q: What happens if I do not request an adjudication?

A: If you do not request an adjudication, your file will be referred to the Board for a shortfall hearing.

Q: If my file is referred to the Board, can I plead my case?

A: Yes, you will be sent a notice that your file will be referred to the Board and given an opportunity to explain your reasons for not completing your continuing competence requirements

Q: I have an activity that I would like added to the approved activities list. What is the approval process?

A: Training providers and employers can apply to the branch to have training activities approved and added to the approved activities drop down list in EMACCS by completing the [request for EMALB CME credits](#) form.

Q: Do you have a list of free online CME resources?

A: Yes, please see the list below:

- <https://www.freecme.com/>
- <https://www.medscape.com/today>
- <https://www.boundtree.com/>
- <https://www.prodigyems.com/>
- <https://ubccpd.ca/>

Q: Will credits be granted for instructing, examining, and mentoring or precepting?

A: Yes, 2 credits per day to a maximum of 10 credits per reporting period may be claimed for each of the following:

- instructing EMA-related courses
- examining during EMALB practical exams
- precepting for BCEHS as a component of a PCP, ACP or CCP program
- mentoring for a BCEHS mentorship program

Q: If I take a course that crosses over two reporting periods, can I claim partial credits for each year?

A: EMAs can claim full activity credit in the reporting year in which the activity is completed. For example, if an activity commences March 25 and concludes April 15, the full activity credit can be claimed in the year in which the activity completes.