

Emergency Medical Assistants Licensing Board

Training Program Recognition Policy EMALB 2015-03	Reference Information: 2015 – Training Program Recognition Policy
	Replaces former policy: Curriculum Review Policy Framework
	Date Effective: April 22, 2015
	Last Update: January 18, 2018
	Next Review Date: January 2019
Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch	
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1. Policy Rationale & Purpose

This policy describes the Emergency Medical Assistants Licensing Board's (Board) authority to recognize training programs that prepare students to take exams that lead to licensure within B.C. and the process by which the Board will exercise that authority.

2. Policy Scope

This policy applies to all EMA education/training institutions that provide programs that prepare students to take exams that lead to licensure within B.C.

3. Policy Statement

All training provided by training institutions as identified in the policy scope, must be recognized by the Board. This policy is intended to provide the process by which the Board recognizes programs.

Training programs are recognized initially for two years and subsequently for five years or less as determined by the Board. Training institutions are advised of their program expiration dates and dates are published on the Board's website.

Training agencies with recognized programs are provided three months written notice of their scheduled program review. Training programs are reviewed against the criteria in the [Training Program Recognition Application Package](#) available on the Board's website. The review ensures training is in alignment with the EMA Regulations and the National Occupational Competency Profile (NOCPs).

Training programs are recognized either until their expiration date or until their program undergoes material revision or adjustment so as to require re-recognition by the Board. It is incumbent upon the institution to self-identify and re-submit their program in the event of a material revision or adjustment.

Training program reviews are the responsibility of the Emergency Medical Assistants Licensing Branch on behalf of the Board. Programs will be reviewed by a Clinical Advisor or Contract Examiner who holds an EMA licence at, or above, the licence level of the program being reviewed. The Clinical Advisor or Contract Examiner is responsible for making recommendations to the Board for program recognition.

It is the Board's practice to advise a training agency within one business day of a missed submission deadline. If no response is received within 14 days, the agency is advised that their program is no

longer in compliance with the Board's program review policy and recognition will be revoked effective the last business day of the current month. Cohorts starting their program on the first of the following month or thereafter will no longer be accepted for licensure until such time as the program has been recognized by the Board.

4. Legal Authority

The Board's authority to recognize training programs and endorsements is set out in the [Emergency Medical Assistants Regulation](#) pursuant to section 2, sub-paragraph (i) of paragraph (c) and section 10, sub-paragraph (b) of paragraph (1) as below:

Application for licence

- 2 The licensing board may issue a licence in a category to a person who
- (c) provides evidence, satisfactory to the licensing board, that the person
 - (i) has successfully completed the training program or programs recognized by the licensing board for the category,

Endorsement of other skills

- 10 (1) If an EMA provides evidence, satisfactory to the licensing board, that the EMA has
- (b) successfully completed the training recognized by the licensing board for the purposes of this subsection, or

5. Key Stakeholders:

- *EMA Training Institutions*
- *EMA Training Candidates*
- *Ministry of Advanced Education, Skills & Training*

6. Definitions:

n/a

7. Resources:

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

Reviewed by the EMA Licensing Board on: April 22, 2015

Approved (director name & signature): Richard Simpson



Date approved: April 22, 2015

Drafted by: Jane Holt