

Emergency Medical Assistants Licensing Board

Training Institution Use of Class Codes EMALB 2016-08	Reference Information:
	Replaces former policy: n/a
	Date Effective: April 1, 2016
	Last Update: new
	Next Review Date: April 1, 2017
Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch	
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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](#). The revised application was implemented in April 2015; however, not all programs have been reviewed under the new application. Some institutions that have had program reviews have not consistently implemented the class code requirement, hence the need for this policy.

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. Currently, when the branch receives a request for class specific results from training institutions that do not use class codes, the branch is unable to meet the request. 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 will be able to 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



Date approved: February 19, 2016

Drafted by: Jane Holt