

## Emergency Medical Assistants Licensing Board

<b>Training Institution Submission of Program Completion Certificates and/or Transcripts EMALB 2016-09</b>	<b>Reference Information:</b>
	Replaces former policy: n/a
	<b>Date Effective: April 1, 2016</b>
	<b>Last Update: January 18, 2018</b>
	<b>Next Review Date: January 2019</b>
<b>Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch</b>	
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### 1. Policy Rationale & Purpose

This policy describes the Emergency Medical Assistants Licensing Branch's (branch) process whereby program completion certificates and/or transcripts are to be submitted directly from training institutions to the branch.

Completion certificates/transcripts are the confirmation to the branch that a candidate has successfully completed a recognized training program and are required by the branch to initiate the scheduling of exams. Historically, in most cases, students have submitted their completion certificates directly to the branch to be eligible to take exams that lead to licensure. Although infrequent, there have been instances of incorrect or falsified certificates coming directly from candidates and there is not currently a way for the branch to verify the authenticity of every certificate.

Receiving verification directly from the institution confirms legitimacy of the documentation.

### 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 with the exception of those institutions that have provided the Branch with a web-based verification mechanism.

### 3. Policy Statement

Program completion certificates and transcripts will be accepted by the branch for the purposes of scheduling licensing examinations that lead to licensure:

- when received **directly** from training institutions or been verified via a web-based mechanism, and
- when received **after** the successful completion of the program.

Certificates/transcripts submitted prior to course completion will be destroyed by the branch and re-submission following successful course completion will be required.

### 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**