

## Emergency Medical Assistants Licensing Board

<b>EMALB 2024-06 Training Program Recognition</b>  <b>Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch</b>  <b>Contact:</b> Clinical Advisor <a href="mailto:ClinicalAdvisor@gov.bc.ca">ClinicalAdvisor@gov.bc.ca</a>	<b>Reference Information: 2015 – Training Program Recognition Policy</b>
	<b>Replaces former policy: Curriculum Review Policy Framework</b>
	<b>Date Effective: September 20, 2024</b>
	<b>Last Update:</b>
	<b>Next Review Date:</b>

### 1. Policy Rationale & Purpose

This policy describes the Emergency Medical Assistants Licensing Board’s (the Board) authority to recognize **educational training programs** (see [6.Definitions](#)), completion of which is a requirement for Emergency Medical Assistants (EMA) eligibility for entry to practice examinations leading to licensure within BC, and the processes by which the Board will exercise that authority.

### 2. Policy Scope

This policy applies to training institutions providing EMA educational training programs which are required for eligibility for entry to practice examinations leading to licensure. This includes training modules that lead to licence endorsements or restriction removals in BC.

### 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 processes by which the Board recognizes programs and modules.

There are two methods for a training institution to apply for Board recognition:

#### 3.1 Accreditation

#### 3.2 Direct application to the EMA Licensing Branch (the Branch).

#### 3.1 Accreditation:

Accreditation Canada provides accreditation services for professional, entry to practice, education programs and involves a six-stage accreditation process conducted over a six-year cycle. Training institutions with either **Accredited** or **Accredited with Condition** status may receive Board recognition by submitting documentation of status from Accreditation Canada and completing [Appendix B \(NOCP checklist\)](#) and [Appendix C \(medication checklist\)](#). The Board will align expiry of recognition with that of the accreditation status, i.e., **Accredited** programs will have a six-year expiry and **Accredited with Condition** programs will have a two-year expiry.

A status of **Registered** with Accreditation Canada will not meet this criterion and will need to follow the direct application process.

A status of **Accredited with Condition** for more than two rotations (four continuous years) will be reviewed by the Board on a case-by-case basis.

### **3.2 Direct application to the Branch:**

Once a full application package submission has been received, the Branch will review and forward it to the Board with a recommendation. Like the accreditation timeframes, initial recognition will be for two years and subsequent recognition for six years or less as determined by the Board. Details on training program application package requirements for the following application types, are provided below:

- a. Full training programs by licence category**
- b. Endorsement addition or restriction removal module**
- c. Training program change**

Training institutions with recognized educational training programs, including endorsement or restriction modules are provided written notice of the Boards decision. Recognized programs and modules will be published on the Board's website with the date of recognition expiration.

#### **a. Full training programs by licence category**

- i. EMA First Responder Training Application Package**
  - Training Application
  - Appendix A (equipment checklist)
  - Appendix B (learning objectives and medication checklist)
  - Full course materials both in person and online
- ii. EMR Training Application Package**
  - Training Application
  - Appendix A (equipment checklist)
  - Appendix B (NOCP checklist)
  - Appendix C (medication checklist)
  - Full course materials both in person and online
- iii. PCP, ACP, and CCP Training Application Package**
  - Training Application
  - Appendix A (equipment checklist)
  - Appendix B (NOCP checklist)
  - Appendix C (medication checklist)
  - Appendix D (module learning objectives for full programs)
- iv. PCP, ACP, and CCP Refresher Program Training Application Package**
  - Training Application
  - Appendix A (equipment checklist)
  - Appendix B (NOCP checklist)
  - Appendix C (medication checklist)
  - Full course materials both in person and online

#### **b. Endorsement addition or restriction removal module**

Applications to add endorsements or remove restrictions must include the full course materials both in person and online, as well as the application package for the licence category.

- i. [First Responder Restriction Removal and Endorsement Addition Training Application](#)**
- ii. [EMR Restriction Removal and Endorsement Addition Training Application](#)**
- iii. [PCP Restriction Removal and Endorsement Addition Training Application](#)**
- iv. [ACP Restriction Removal and Endorsement Addition Training Application](#)**

### c. Training program change

Training institutions making any of the following changes to a program currently recognized by the Board are required to submit the [Program Change Application](#) to the Branch for review and recommendation:

- i. A significant (up to 25%) change to the medical content of a program\*\*\*
- ii. Changes made as part of the Accreditation Canada process
- iii. Change in intellectual property licensing agreement
- iv. Change in medical oversight
- v. Change in training institution ownership
- vi. Change in training institution location
- vii. Change in course delivery (including classroom vs. online and/or program hours)
- viii. Change to subcontractor agreement(s)
- ix. Change in clinical placement or preceptorship agreement

\*\*\*Changes in excess of 25% of total medical content require the submission of the entire Training Application Package.

## 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

## 5. Key Partners

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

## 6. Definitions

**Educational training program:** refers to full programs, bridging programs, and refresher programs.

**Accredited:** The educational program in compliance with the Accreditation Canada standard. The accreditation status will expire six years from the date of the accreditation award.

**Accredited with Condition:** The educational program demonstrates partial Accreditation Canada compliance and is required to submit one or more follow-up reports within two years of conditional accreditation award.

**Registered:** An unaccredited educational program which has successfully applied for accreditation, and Accreditation Canada processes are underway. A registered status will expire three years from the date of registration.

## 7. Resources

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

**Reviewed by the EMA Licensing Board on:** September 11, 2024



**Date approved:** September 11, 2024

**Drafted by:** Samantha Creamer

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Date	Author	Details