

POLICY STATEMENT TENNESSEE DIVISION OF EMERGENCY MEDICAL SERVICES

AUDIT OF CONTINUING EDUCATION HOURS AND REQUIREMENTS

**Tenn. Comp. R. & Regs. 1200-12-01-.04** To be eligible for licensure/certification renewal all Emergency Medical Services (EMS) personnel must successfully complete a Board approved renewal examination or the continuing education requirement for the licensure/certification renewal. *This policy applies to renewal applicants using continuing education requirements only.*

The Board of EMS hereby adopts the following position regarding those licensees/certificants found to be in non-compliance with continuing education requirements during a review of continuing education hours conducted by the Office of EMS. This policy applies to the first violation, all subsequent violations will be reviewed and referred to the Board.

Any licensee/certificant who failed to obtain the required continuing education hours during the renewal period being audited and who provides documentation of obtaining the required hours of continuing education, will be considered in compliance with continuing education requirements if the licensee/certificant obtains the deficient hours and submits proof of completion of the deficient hours to the Board's office within thirty (30) days of issuance of notice.

A license/certification will be subject to disciplinary action by the Board, if:

- Any licensee/certificant who fails to submit sufficient documentation of obtaining the required hours in the renewal cycle; and/or
- Any licensee/certificant who fails to make up the deficient hours; and/or
- Any licensee/certificant who fails to submit sufficient proof of completion of the deficient hours; and/or
- Any licensee/certificant who fails to respond pursuant to a written request; and/or
- Any licensee/certificant whose mail was returned due to an incorrect address on file of record in the Board's office.

The licensee/certificant may avoid Board disciplinary proceedings if the licensee agrees to:

- Pay a civil penalty in the amount of fifty dollars (\$50.00) per each deficient hour of continuing education; and
- Complete the number of deficient hour(s) and submit proof of completion to the Board's office within thirty (30) days.

***Please note that the above agreement will not affect the existing number of hours of continuing education required to be obtained each calendar year.***

Any licensee/certificant failing to comply with this policy will be referred to the Office of General Counsel for further review and/or disciplinary action.

Adopted by the Board of Emergency Medical Services on the 19th day of September, 2024.

(Office Policy# 72-017)