

POLICY – OFFICE OF EMERGENCY MEDICAL SERVICES

Approved by: Brandon Ward	Policy Number: 72-008 (P)
Signature: 	Revision Date: October 1, 2023
Application: EMS Professionals	Supersedes: September 17, 2019
Authority: Tenn. Code Ann. 68-140-306	Rule: 1200-12-01.04

LICENSE/CERTIFICATION RENEWAL AUDITS

Purpose:

To outline the procedure used for a Random Audit of Continuing Education (CE).

Applicability:

Individuals who are selected to provide proof of continuing education.

Policy:

All licensed and certified individuals must complete their continuing education hours **before** their license or certification expires. Therefore, unless there are extraordinary circumstances or an extension has been granted, the requirements should be complete and can be submitted within the timeframe specified in the notice.

A computer-generated list of random renewal applicants will be compiled and checked for compliance in CE Broker as well as a check for completion of a renewal assessment exam. The remaining applicants on the list will then be notified as follows:

- 1) Initial Notice –
 - a) The first week following expiration an audit letter will be sent to the mailing address on file for each applicable person on the list.
 - b) The letter will indicate a postmark date that is 60 days past expiration date under audit.
EXAMPLE:
Sept 30 - Expiration date being audited
Oct 4 - First audit letter mailed
Nov 30 - Postmark date indicated in notice (60 days)
 - c) Included with the letter will be the “Renewal Audit-Notice” and the “CEU/Exam Audit Enclosure” containing information relevant to audit compliance.

- 2) Follow-up Notice –
 - a) Applicants who respond with incorrect or incomplete documents will receive a deficiency letter, via *email* on file, within 2 days of receipt.
 - b) The letter will specify a postmark date that is 60 days past expiration date under audit.
 - c) If requirements are not met within 60 days the file will be referred to appropriate staff for further action.

- 3) No Response - Applicants who do not respond to the audit request by the specified postmark date will be referred to appropriate staff for further action.