

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Raul Pino, M.D., M.P.H.
Commissioner



Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

OFFICE OF EMERGENCY MEDICAL SERVICES *OEMS COMMUNICATIONS STATEMENT 17-08*

Date: August 31, 2017

To: All Connecticut certified EMS Instructors

From: Raffaella Coler, RN, MEd, Paramedic ^R
Director, Office of Emergency Medical Services
Terry Devito, Ed.D, RN, LP, EMSI, CHCQM ^{TD}
Coordinator, EMS Education & Training

Re: Updated requirements for T1 documentation

Due to DPH efforts to become paperless and to streamline the course approval process, effective immediately initial and refresher EMT/EMR-T1 course application forms will be processed in the following manner:

1. Upon receipt of an application to OEMS, the T1 will be reviewed. If complete:
 - a. Course approval number will be assigned.
 - b. An approval letter will be e-mailed to the instructor of record for the course.
2. If a T1 is incomplete:
 - a. A deficiency letter will be generated and emailed to the instructor, **AND**
 - b. The application will be cancelled (voided) in the program database.

Note: Understand that if a deficiency letter is received, the course application is voided and no longer accessible for viewing/tracking due to the electronic filing system.

NO reminder emails will be able to be generated as has been done in the past!

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3. If an application is cancelled/voided, a new application (T1) must be submitted.
4. All courses must have an OEMS assigned approval number prior to projected start date.
 - a. No longer will exceptions be made to the process.
 - i. Courses held without approval numbers will not be recognized as valid courses; thus requiring students to retake the course to receive (re)certification.
5. T1s must be submitted 30 days prior to the course start date.
 - a. Course applications not meeting the 30 day requirement will not be accepted and will be returned to the instructor.

Note: The ultimate goal is for all applications to arrive complete and within the 30 day time period, thus allowing OEMS to process them upon receipt.

6. Any application presently at OEMS and actively being processed, will continue to be handled as has been done in the past.
7. Any application presently at OEMS but NOT actively being processed, and all new applications, will be handled according to this new plan effective immediately.

Helpful Hints for Completing T1 Forms

Complete entire top section of T-1

Verify that correct Start/End dates are entered

Verify Medical Director name and signature are entered

- * A signed letter from the MD covering a period of time is acceptable in place of a signature entered on each application. However a copy of the letter must be attached to each T1 submitted. See an example on page 3 of this memo.

Complete lower section regarding class content

- * Total class hours must meet/exceed the provider level requirement
- * “Hours Met” must read “True”
- * “Education Standards Met” must read “True”
- * “All Criteria Met” must read “True”

Written and practical exam date/time must be separate from stated class time

- * Enter EMSI name responsible for the Practical and Written Exams
 - o in same area with dates
- * The total class hours required include 3 hours for exam time. If exam
 - o time entered exceeds 3 hours, the excess hours are deducted from total class time and may result in “total hours” not being met and the application being voided

Verify EMSI signature is entered

Attach copies Clinical/Field Agreement(s) – *required for all EMT Initial courses*

Online courses – *in addition to the above:*

- * Submit verification of continuing education credits (such as CAPCE) that coincide with classes utilized.
- * Enter associated online course ID numbers in column titled “instructor first name”.