



## EMS-TEI Pre-Inspection Worksheet (Level 1-4)

EMS-TEI Name		EMS-TEI Number	
TEI Administrator's Name		Date	
Reason for Inspection	Initial	Renewal	Upgrade

**Instructions:** The KBEMS-E45 EMS-TEI Pre-Inspection Worksheet (Levels 1-4) (hereafter referred to as the Worksheet) must be completed. All documents listed on the Worksheet must be uploaded in the TEI's policy section in KEMSIS. The policy classification in KEMSIS will correspond to the requested documents on the Worksheet. This link will take you to the KBEMS webpage with screen shots on how to upload policies to your TEI's KEMSIS account. **Note:** Missing (policy) documents will delay processing and may cause the application to be rejected. EMS-TEIs must meet all the regulatory requirements within 60 days of submitting an application for certification.

	202 KAR 7:601	Training, Education, and Continuing Education.
Date Completed	Section(s)	
	2(5)	Complete EMS-TEI application (KBEMS-E14) and update demographics and staff in KEMSIS <b>Complete and update information on the KBEMS-E14 EMS-TEI application.</b>
	3(1)	Provide proof of registration with Kentucky Secretary of State as a business (one time only – unless change in ownership has occurred since last renewal period) or provide documentation of exemption status. <b>Submit a copy of registration with Kentucky Secretary of State.</b> <b>KEMSIS Policy Classification: (Level 1-4 TEIs) 3(1) Registration with Kentucky Secretary of State</b>
	3(4)(a-g)	Provide organizational chart with names and addresses of the owner(s), operator, chief administrative officer, and other personnel necessary for operation. <b>Submit a copy of organizational chart.</b> <b>KEMSIS Policy Classification: (Level 1-4 TEIs) 3(4)(a-g) Organizational Chart</b>
	3(5)	<b>Level 4 EMS-TEIs</b> are required to submit proof of accreditation and/or letter of review through CAAHEP. For information on how to become an accredited EMS-TEI, go to CoAEMSP. <b>Submit a copy of accreditation and or letter of review through CAAHEP. Check box ___ if not a level 4 EMS-TEI.</b> <b>KEMSIS Policy Classification: (Level 4 EMS-TEIs) 3(5) Accreditation and or Letter of Review through CAAHEP</b>
	3(6)	EMS-TEIs shall obtain and maintain professional liability malpractice insurance at a minimum of \$1,000,000. The EMS-TEI shall provide proof of professional liability malpractice insurance upon initial certification, certification renewal, and upon application for certification upgrade. <b>Submit a copy of professional liability malpractice insurance.</b>
	4(1)(a-c)	EMS-TEIs shall display their current KBEMS-issued EMS-TEI certificate in a prominent location at their place of business. <b>Physical address and location of displayed certificate: _____</b>
	5(1)(a-l) & 14(2)(a-c)	Maintain files for a period of three (3) years beyond the end date of each EMS Course. These files must contain the information found in Section 5 (1)(a-l). <b>Submit a copy of the course records retention policy(s).</b> <b>KEMSIS Policy Classification: (Level 1-4 TEIs) Course Records Retention Policy</b>

5(3)		<p><b>Submit a copy of the EMS-TEI's annual accreditation report if accreditation is necessary for licensure or certification of the students taking the EMS-TEI's offered course. Check box ___ if not a level 4 EMS-TEI.</b></p> <p><b>KEMSIS Policy Classification: (Level 4 TEIs) 5(3) Annual Accreditation Report</b></p>
5(4-6)		<p>Conduct an annual review and revision of all courses and programs to ensure the EMS-TEI has complied with necessary updates to courses, programs, and accepted educational standards.</p> <p><b>Submit a copy of the annual review policy and annual assessment if applicable.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(4-6) Annual Assessment</b></p> <p>An EMS-TEI shall document in writing the required annual review and updates resulting from the annual assessment. Documentation of the annual review shall be in writing, signed by the owner or program coordinator, and maintained in the course or program file.</p>
5(7)(a-c)		<p>An EMS-TEI shall assure that all physical resources required by the curriculum, including classrooms, skill practice areas, notices of where to purchase or access textbooks, instructional aides, equipment, and supplies shall be:</p> <ul style="list-style-type: none"> <li>○ Available at each class session where skills are taught or practiced;</li> <li>○ Adequate in number to allow for practice by students enrolled; and</li> <li>○ In good working order and well-maintained.</li> </ul> <p><b>Submit a copy of the physical resources policy(s) and completed EMS-TEI Required Equipment Inventory (Level 1-4) (KBEMS-E12).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(7)(a-c) Physical resources policy and TEI equipment inventory (KBEMS-E12)</b></p>
5(8-9)		<p>The EMS-TEI shall maintain and protect the privacy of all records pertaining to the health and safety of patients, students, and faculty members that are obtained or developed through or as a result of participation in training and educational activities with the EMS-TEIs.</p> <p><b>Submit a copy of the privacy of records policy(s).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(8-9) Privacy of Records Policy</b></p>
5(10-11)(a-k)		<p>The EMS-TEI shall develop and make available to all prospective students a clearly-defined admissions policy and procedure. The policy and procedures must include the information found in 5(11)(a-k).</p> <p><b>Submit a copy of the EMS-TEI's admissions policy.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(10-11)(a-k) Admissions Policy</b></p>
5(12)(a-g)		<p>EMS-TEIs shall establish written policies that include all of the information found in 12(a-g).</p> <p><b>Submit a copy of the above written policy(s).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(12)(a-g) Written Policies</b></p>

5(13)(a-c)	An EMS-TEI shall assure each student, while participating in a clinical or field rotation, is clearly identified as a student and by first and last name. Identification shall be accomplished by use of: <ul style="list-style-type: none"> <li>○ A nameplate;</li> <li>○ A uniform; or</li> <li>○ Other publicly apparent means.</li> </ul> <p><b>Submit a copy of the clinical student identification policy(s).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(13)(a-c) Clinical Student Identification Policy</b></p>
5(15)(a-i)	EMS-TEIs shall have a program director who is responsible for the items found in 5(15)(a-i). <b>Name, title, and KEMSIS number if applicable of individual responsible for the above duties: _____</b>
5(16)(a-b)	EMS TEIs shall include faculty and instructional staff that will be responsible for the duties 16(a-b). <b>Name and KEMSIS number of the faculty and/or instructional staff responsible for these duties: _____</b>
5(17-18)	A certified EMS-TEI (Levels 1 through 4) shall maintain an ongoing level of competence, evidenced by a minimum pass rate of sixty (60) percent calculated upon a cumulative pass rate of students who have taken the NREMT and/or other board-approved exams within the twenty-four (24) months immediately preceding the EMS-TEI's renewal date.  <b>The pass rate will be calculated by KBEMS on March 31<sup>st</sup> of each renewal cycle. The pass rate will be calculated for each level of initial certification (EMR-EMT-AEMT-Paramedic). A 60% pass rate for each level of initial certification must be achieved in order to be in compliance with 5(17-18). An EMS-TEI that cannot maintain an ongoing level of competence may be subject to discipline pursuant to KRS 311A.</b> <b>Submit TEI's calculation of NREMT cumulative pass rate(s) for the twenty-four (24) months immediately preceding the EMS-TEI's March 31<sup>st</sup> renewal date. Check box ___ if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI's March 31<sup>st</sup> renewal date.</b> <b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(17-18) Initial Certification Course NREMT Cumulative Pass Rate</b>
5(19)(a-g)	The EMS-TEI shall submit graduate data to the Kentucky Center for Education and Workforce Statistics including: <ul style="list-style-type: none"> <li>○ Student's name</li> <li>○ Date of birth</li> <li>○ Social Security number</li> <li>○ Gender</li> <li>○ Ethnicity</li> <li>○ Residency at point of graduation; and</li> <li>○ The Classification of Instructional Programs (CIP) code, if applicable</li> </ul> <p><b>Provide a copy of graduate data submitted in the last 24 months if applicable.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 5(19)(a-g) Graduate Data Report</b></p>

7(1-8)		<p>Compliant with reporting requirements for EMS-TEIs.</p> <p><b>Submit a list of all initial certification courses (including KBEMS course approval numbers) instructed within the twenty-four (24) months immediately preceding the EMS- TEI's March 31<sup>st</sup> renewal date. Check box ___ if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI's March 31<sup>st</sup> renewal date.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 7(1-8) List of Initial Certification Courses</b></p>
8(2)		<p>The EMS-TEI may use adjunct faculty for initial certification or licensure courses.</p> <p><b>Submit a list of adjunct faculty (full name and KEMSIS #) used during initial certification courses within the twenty-four (24) months immediately preceding the EMS- TEI's March 31<sup>st</sup> renewal date. Include the KBEMS course approval number for each course that the adjunct faculty instructed. Check box ___ if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI's March 31<sup>st</sup> renewal date.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 8(2) Adjunct Faculty List</b></p>
8(3)(a-b)		<p>The EMS-TEI shall maintain an instructor to student ratio of no more than 1:20 for classroom sessions where skills are practiced.</p> <p><b>Submit a list of skills educators (full name and KEMSIS #) used during initial certification courses within the twenty-four (24) months immediately preceding the EMS- TEI's March 31<sup>st</sup> renewal date. Include the KBEMS course approval number for each course that the skills educators instructed. Check box ___ if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI's March 31<sup>st</sup> renewal date.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 8(3)(a-b) Skills Educators List</b></p>
8(5)(a-f)		<p>The EMS-TEI shall have a medical director qualified pursuant to 202 KAR 7:801, who shall:</p> <ul style="list-style-type: none"> <li>○ Be employed by or under written contract with the EMS-TEI to serve as the medical director of the program;</li> <li>○ Be routinely available to the EMS-TEI to provide consultation regarding issues related to the training and education program;</li> <li>○ Participate in the approval of the didactic clinical and evaluation material and student progress review;</li> <li>○ Meets the accrediting agency standards, policies and guidelines;</li> <li>○ Provide medical consultation and guidance to the course faculty; and</li> <li>○ Certifies the skills of all of the EMS-TEI's students who are enrolled in courses leading to certification or licensure.</li> </ul> <p><b>Submit a copy of the medical director written contract.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 8(5)(a-f) Medical Director Contract</b></p>
8(6)		<p>An EMS-TEI shall maintain a written contractual affiliation agreement or memorandum of agreement with each clinical rotation site that outlines, at a minimum, the responsibilities of each entity and reporting requirements for students involved in clinical and field training and education.</p> <p><b>Submit copies of clinical site contracts and or MOAs.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 8(6) Clinical Site Contracts</b></p>
8(7-8)		<p>An EMS-TEI shall provide faculty from the EMS-TEI training and education program, clinical coordinators, or designees under contract with the EMS-TEI to oversee student activity while in the clinical setting.</p> <p><b>Submit clinical coordinator or designees contracts and or written agreements.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 8(7-8) Clinical Coordinator Contracts</b></p>

9(1-3)		<p>Each Emergency Medical Responder (EMR) training and education course shall follow:</p> <ul style="list-style-type: none"> <li>○ All training and education requirements established in KRS Chapter 311A and 202 KAR 7:201; and</li> <li>○ The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments. Training shall also include the National and Kentucky EMS Scope of Practice for an EMR.</li> <li>○ Ensure student competency throughout the course by an EMS-TEI validated examination measuring process.</li> </ul> <p><b>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box ___ if not offering EMR courses.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 9(1-3) EMR Course Syllabus</b></p>
10(1)(a-c)		<p>Each Emergency Medical Technician (EMT) training and education course shall:</p> <ul style="list-style-type: none"> <li>○ Include all training and education requirements established in KRS Chapter 311A and 202 KAR 7:301; and</li> <li>○ The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments. Training shall also include the National and Kentucky EMS Scope of Practice for an EMT.</li> <li>○ Ensure student competency throughout the course by an EMS-TEI validated examination measuring process.</li> </ul> <p><b>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box ___ if not offering EMT courses.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 10(1)(a-c) EMT Course Syllabus</b></p>
10(3)		<p>Each student shall complete clinical and field rotation that meets the requirements for EMT education as determined by this administrative regulation, including the National and Kentucky EMS Scope of Practice for an EMT student as approved by the applicable accrediting agency's minimum requirements.</p> <p><b>Submit a copy of the clinical and/or field rotation requirements policy(s).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 10(3) EMT Clinical Rotation Requirements</b></p>
EMT 10(6)(a-d)  AEMT 11(5)(a-d)  Paramedic 12(5)(a-d)		<p>If a student is required to repeat a portion of the EMS education program, the program director and medical director shall have a written procedure for remediation that ensures the student shall be provided with adequate due process protections that include at a minimum:</p> <ul style="list-style-type: none"> <li>○ Notification of allegations or academic issues</li> <li>○ A right for the student to be heard on the subject of the allegations or academic issues</li> <li>○ A right for the student to appeal the decision of the EMS-TEI to the director and medical director about the allegations or academic issues</li> <li>○ The notification to the student shall be in writing and signed by the student, TEI administrator, medical director, and course coordinator</li> </ul> <p>If additional time is required, the notification to the student shall be signed and dated by the student.</p> <p><b>Submit a copy of the clinical remediation and appeal policy(s).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) Clinical Remediation and Appeal Policy</b></p>

11(1)(a-c)		<p>Each Advanced Emergency Medical Technician (AEMT) training and education course shall:</p> <ul style="list-style-type: none"> <li>○ Include all training and education requirements established in KRS Chapter 311A and 202 KAR 7:330; and</li> <li>○ The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments. Training shall also include the National and Kentucky EMS Scope of Practice for an EMT.</li> <li>○ Ensure student competency throughout the course by an EMS-TEI validated examination measuring process.</li> </ul> <p><b>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box ___ if not offering AEMT courses.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 11(1)(a-c) AEMT Course Syllabus</b></p>
11(2)		<p>To be eligible for certification as an AEMT, a student shall complete a clinical and field rotation that meets the requirements for AEMT education as determined by this administrative regulation including the National and Kentucky EMS Scope of Practice for an AEMT student as approved by the applicable accrediting agency's minimum requirements.</p> <p><b>Submit a copy of the clinical and/or field rotation requirements policy(s).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 11(2) AEMT Clinical Rotation Requirements</b></p>
12(1)(a-c)		<p>Each Paramedic training and education course shall:</p> <ul style="list-style-type: none"> <li>○ Include all training and education requirements established in KRS Chapter 311A and 202 KAR 7:401; and</li> <li>○ The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments. Training shall also include the National and Kentucky EMS Scope of Practice for an Paramedic.</li> <li>○ Ensure student competency throughout the course by an EMS-TEI validated examination measuring process.</li> </ul> <p><b>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box ___ if not offering Paramedic courses.</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 12(1)(a-c) Paramedic Course Syllabus</b></p>
12(2)		<p>To be eligible for licensure as a paramedic, a student shall complete a clinical or field rotation that meets the requirements for paramedic education as determined by this administrative regulation including the National and Kentucky EMS Scope of Practice for a Paramedic student as approved by the applicable accrediting agency's minimum requirements.</p> <p><b>Submit a copy of the clinical and/or field rotation requirements policy(s).</b></p> <p><b>KEMSIS Policy Classification: (Level 1-4 TEIs) 12(2) Paramedic Clinical Rotation Requirements</b></p>
14(3)(a-d)		<p>If requested by the board, the EMS-TEI shall submit to KBEMS the required documents for EMS Continuing Education Courses taught within the preceding three (3) years that lead to re-certification or re-licensure by the KBEMS, including:</p> <ul style="list-style-type: none"> <li>○ Contractual agreements;</li> <li>○ The continuing education educator's curriculum vitae;</li> <li>○ A completed Educational Institution Course Roster; and</li> <li>○ Objectives and outline for each continuing education course</li> </ul> <p><b>Submit a list of all continuing education courses instructed within the twenty-four (24) months immediately preceding the Level 1-4 TEI's March 31<sup>st</sup> renewal date. Include the course name and/or topic(s), clock hours, date, and instructor(s) name including KEMSIS # if applicable. Check box ___ if no EMS continuing education courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI's March 31<sup>st</sup> renewal date.</b></p>

I certify that the information given in this worksheet is accurate and recognize that falsification of this document may result in revocation of EMS-TEI certification and may also lead to discipline pursuant to KRS 311A.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

KEMSIS #: \_\_\_\_\_