



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

EMS-TEI Name & Number		Name of person completing form	
Director's Name		Date	
Reason for Inspection	Initial	Renewal	Upgrade

Instructions: The KBEMS E-35 EMS-TEI Pre-Inspection Worksheet (Levels 1-4) (hereafter referred to as the Worksheet) must be completed and uploaded to the EMS-TEI application. 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. The below link will take you to the KBEMS webpage with screen shots on how to upload policies to your TEI's KEMSIS account (http://kbems.kctcs.edu/Agency_Operations/NAVIGATING_KEMSIS_for_Agencies/Uploading_Policies_and_Protocols.aspx). **Note:** Missing (policy) documents will delay processing and may cause the application to be rejected. Rejected applications will delay the process up to 4-6 weeks.

	202 KAR 7:601	Training, education, and continuing education. http://www.lrc.ky.gov/kar/202/007/601.htm
Date Completed	Section(s)	
	2(5)	Complete EMS-TEI application (KBEMS-E-14) and update demographics and staff in KEMSIS (https://kemsis.kbems.kctcs.edu/licensure/public/kentucky/portal) Complete and update information on the KBEMS E-14 EMS-TEI application.
	3(1)	Provide proof of registration with Kentucky Secretary of State (https://app.sos.ky.gov/ftsearch/) as a business (one time only – unless change in ownership has occurred since last renewal period) Submit a copy of registration with Kentucky Secretary of State. KEMSIS Policy Classification: (Level 1-4 TEI's) 3(1) Registration with Kentucky Secretary of State
	3(2)(a-d)	Provide organizational chart with names and addresses of the owner(s), operator, chief administrative officer, and other personnel necessary for operation. The names and addresses of the designated agent for receiving services; medical director (proof that the medical director is qualified pursuant to 202 KAR 7:801 (http://www.lrc.ky.gov/kar/202/007/801.htm) and; the name and address of the program coordinator. Submit a copy of organizational chart. KEMSIS Policy Classification: (Level 1-4 TEI's) 3(2) Organizational chart
	3(3)	(Level 4 EMS-TEI's) are required to submit proof of accreditation and or letter review through CAAHEP (http://www.caahep.org/Find-An-Accredited-Program/). Submit a copy of accreditation and or letter of review through CAAHEP. Check box <input type="checkbox"/> if not a level 4 EMS-TEI. KEMSIS Policy Classification: (Level 4 EMS-TEI's) 3(3) Accreditation and or letter of review through CAAHEP
	4(1)	EMS-TEI's shall display the current certificate issued through KBEMS in a prominent place in the EMS-TEI's business. Physical address and location of displayed certificate: _____

5(1)(a-k)		<p>Maintain files for a period of seven (7) years beyond the end date of each EMS Course program that contain the following documentation:</p> <ul style="list-style-type: none"> ○ For courses requiring accreditation, all documents necessary for the EMS-TEI to have met the accrediting agency's standards, policies, and guidelines; ○ The student attendance sign-in sheets for each course taught, including: <ul style="list-style-type: none"> 1. Lectures; 2. Practical skills lessons; and 3. Clinical and field rotations; ○ A master copy of each set of written examinations administered and answer keys for the exams; ○ A master copy of practical skills examination forms; ○ A master copy of each course syllabus; ○ Current, written affiliation agreements executed between hospitals or EMS agencies and the EMS-TEI; ○ Health records for students as may be required by the EMS-TEI or as expressly required in written affiliation agreements and determined necessary for students to complete clinical assignments, field-internships, or summative field evaluations; ○ Records of all disciplinary actions taken against a student, if applicable. Records shall include notification to students of the complaint; responses, if applicable, made by or on behalf of the student; and actions taken as a result of a complaint or other documented incident, grievance, or deficiency; ○ For students requiring remediation, documentation of specific activities or procedures requiring remediation and actions taken in response to deficiencies, including how the specific remediation was accomplished and if the success or failure of remediation; ○ A master file of the objectives and competencies to be achieved by students during each educational program; and ○ Documentation of another requirement that the EMS-TEI has established as part of the offered courses. <p>Submit a copy of the course records retention policy(s) under 14(2) below.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI's) 14(2) Course records retention policy</p>
5(3)		<p>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 <input type="checkbox"/> if not a level 4 EMS-TEI.</p> <p>KEMSIS Policy Classification: (Level 4 TEI's) 5(3) Annual accreditation report</p>
5(4)		<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>
5(5)		<p>An EMS-TEI shall document in writing the required annual review and updates resulting from the annual assessment.</p>
5(6)		<p>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> <p>Submit a copy of annual review and updates resulting from the annual assessment.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI's) 5(4-6) Annual assessment</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"> ○ Available at each class session where skills are taught or practiced; ○ Adequate in number to allow for practice by students enrolled; and ○ In good working order and well-maintained. <p>Submit a copy of the physical resources policy(s) and completed EMS-TEI Required Equipment Inventory (Level 1-4) (KBEMS E-12). KEMSIS Policy Classification: (Level 1-4 TEI's) 5(7) Physical resources policy and TEI equipment inventory (KBEMS E-12)</p>
5(8)		<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>
5(9)		<p>The EMS-TEI shall be responsible for knowing and following all federal and state laws and requirements established in 202 KAR Chapter 7 relevant to safeguarding privacy of records, including educational and health records.</p> <p>Submit a copy of the privacy of records policy(s). KEMSIS Policy Classification: (Level 1-4 TEI's) 5(8-9) Privacy of records policy</p>
5(10)		<p>The EMS-TEI shall develop and make available to all prospective students a clearly-defined admissions policy and procedure.</p>
5(11)(a-h)		<p>An EMS-TEI's admission policy shall include specific requirements for students to gain admission, maintain enrollment, and all academic requirements necessary to successfully complete the offered course or program. Admissions policies and procedures shall include at a minimum:</p> <ul style="list-style-type: none"> ○ Tuition rates and fees associated with the training and education program; ○ Fees and other costs associated with remediation; ○ A descriptive synopsis of the curriculum for each type of course taught; ○ Course educational objectives; ○ Classroom lecture and skills practice schedules; ○ Clinical or field rotation locations with tentative beginning and ending dates; ○ Participation requirements for each clinical or field rotation site; and ○ Citations to and language of prohibited actions pursuant to KRS Chapter 311A.050 (http://www.lrc.ky.gov/Statutes/statute.aspx?id=30726) that provide grounds for sanctions against or denial of individuals making application for certification or licensure by the board. <p>Submit a copy of the EMS-TEI'S admissions policy. KEMSIS Policy Classification: (Level 1-4 TEI's) 5(10-11) Admissions policy</p>

5(12)(a-g)	<p>EMS-TEIs shall establish written policies that provide for:</p> <ul style="list-style-type: none"> ○ The creation and use of course or program advertising that accurately portrays the course or program content as offered by the EMS-TEI; ○ A uniform process for filing, investigating, and resolving complaints or grievances by applicants, students, preceptor sites, patients, members of the general public, or faculty members; ○ A procedure for a student to withdraw from a course and a clear statement of refund policies and the steps necessary for a student to obtain a refund of tuition or fees already paid; ○ Faculty to develop examinations for each course offered; ○ The establishment of and adherence to examination procedures and policies; ○ The requirements for a student to take and pass examinations in courses the EMS-TEI offers; and ○ Notification to all students and prospective students of their right to ask for and obtain the pass – fail rates of past students who have taken the National Registry Exam or other board approved certification test. The pass – fail rate shall be calculated for courses given within the last two (2) years. <p>Submit a copy of the above written policy(s). KEMSIS Policy Classification: (Level 1-4 TEI's) 5(12) Written policies</p>
5(13)(a-c)	<p>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:</p> <ul style="list-style-type: none"> ○ A nameplate; ○ A uniform; or ○ Other publicly apparent means. <p>Submit a copy of the clinical student identification policy(s). KEMSIS Policy Classification: (Level 1-4 TEI's) 5(13) Clinical student identification policy</p>
5(14)(a-e)	<p>EMS-TEIs shall include a chief administrative officer (CAO) or designee who shall:</p> <ul style="list-style-type: none"> ○ Administer and oversee the EMS-TEI; ○ Assure the quality and credentials of the program coordinator, EMS educators, EMS educator adjuncts, and students accepted into the EMS-TEI's programs or courses; ○ Assure the security of examination results and materials; ○ Monitor the activities of the EMS-TEI's faculty and students; and ○ Maintain records and documents and submit reports. <p>Name, title, and KEMSIS number if applicable of individual responsible for the above duties:_____</p>
5(15)	<p><i>(Level 4 EMS-TEI's)</i> shall have a Paramedic Course Coordinator for paramedic training and education courses. The Paramedic Course Coordinator shall maintain a Level III EMS Educator status in the Commonwealth of Kentucky.</p> <p>Name and KEMSIS number if applicable of the Paramedic Course Coordinator:_____</p>

5(16)		<p>A certified EMS-TEI (Levels 1 through 4) shall maintain an ongoing level of competence, evidenced by a minimum pass rate of fifty(50) percent based upon a measurement of students who have taken the board-approved exam (NREMT) for the first time within the twenty-four (24) months immediately preceding the EMS- TEI’s renewal date.</p> <p>The pass rate will be calculated by KBEMS on March 31st of each renewal cycle. The pass rate will be calculated for each level of initial certification (EMR-EMT-AEMT-Paramedic). A 50% pass rate for each level of initial certification must be achieved in order to be in compliance with 5(16). An on-site inspection will be performed if any certified EMS-TEI has a pass rate below 50%. The EMS-TEI will be placed on a two (2) year probation, will be required to submit a plan of correction and according to 5(19) an EMS-TEI’s that cannot maintain an ongoing level of competence may be subject to discipline pursuant to KRS 311A (http://www.lrc.ky.gov/Statutes/statute.aspx?id=30728). The EMS-TEI will not be renewed if it fails to meet the minimum pass rate of fifty (50) percent at the end of the probation period.</p> <p>Submit TEI’s calculation of NREMT 1st time pass rate(s) for the twenty-four (24) months immediately preceding the EMS-TEI’s March 31st renewal date. Check box <input type="checkbox"/> if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI’s March 31st renewal date.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 5(16) Initial certification course NREMT 1st time pass rate</p>
5(17)		<p>An EMS-TEI’s competency shall also be demonstrated by compliance with KRS Chapter 311A and 202 KAR Chapter 7 and the EMS-TEI’s process for remediating students who take but fail to pass the board-approved test.</p> <p>Submit a copy of remediation policy.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 5(17) Remediation policy</p>
7(1)(2)(a-b) (3)(4)(5)(6)		<p>Compliant with reporting requirements for EMS-TEI’s.</p> <p>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 31st renewal date. Check box <input type="checkbox"/> if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI’s March 31st renewal date.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 7(1-6) List of initial certification courses</p>
8(2)(a-b)		<p>The EMS-TEI may use adjunct faculty for initial certification or licensure courses if the adjunct faculty:</p> <ul style="list-style-type: none"> ○ Meets one (1) of the requirements established in Section 14 of this administrative regulation; and ○ Teach for no more than five (5) percent of the classroom education time for each EMS course without the supervision of the program coordinator or certified instructor present and available in the classroom. <p>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 31st renewal date. Include the KBEMS course approval number for each course that the adjunct faculty instructed, the number of hours instructed per course, and the total number of didactic hours per course. Check box <input type="checkbox"/> if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI’s March 31st renewal date.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 8(2) Adjunct faculty list</p>

8(3)(a-b)		<p>The EMS-TEI shall have additional skills educators for classroom sessions where skills are practiced. These sessions shall not proceed without the presence of:</p> <ul style="list-style-type: none"> ○ A certified educator for the first ten (10) students; and ○ An additional educator or adjunct faculty for each one (1) to ten (10) additional students. Additional adjunct faculty used shall not be required to be certified as an EMS educator but shall be certified by the board as an EMS provider at or above the level for the course being taught and shall meet at least one (1) requirement established in Section 14 of this administrative regulation. <p>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 31st renewal date. Include the KBEMS course approval number for each course that the skills educators instructed. Check box <input type="checkbox"/> if no initial certification courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI’s March 31st renewal date.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 8(3) Skill educators list</p>
8(4)(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"> ○ Be employed by or under written contract with the EMS-TEI to serve as the medical director of the program; ○ Be routinely available to the EMS-TEI to provide consultation regarding issues related to the training and education program; ○ Participate in the approval of the didactic clinical and evaluation material and student progress review; ○ Meets the accrediting agency standards, policies and guidelines; ○ Provide medical consultation and guidance to the course faculty; and ○ Certifies the skills of all of the EMS-TEI’s students who are enrolled in courses leading to certification or licensure. <p>Submit a copy of the medical director written contract.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 8(4) Medical director contract</p>
8(5)		<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>Submit copies of clinical site contracts and or MOA’s.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 8(5) Clinical site contracts</p>
8(6)		<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>Submit clinical coordinator or designees contracts and or written agreements.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 8(6) Clinical coordinator contracts</p>
9(1)(2)		<p>Each Emergency Medical Responder (EMR) training and education course shall follow:</p> <ul style="list-style-type: none"> ○ All training and education requirements established in KRS Chapter 311A and 202 KAR 7:201; and ○ The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments. <p>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box <input type="checkbox"/> if not offering EMR courses.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI’s) 9(1-2) EMR course syllabus</p>

10(1)(a-b)		<p>Each Emergency Medical Technician (EMT) training and education course shall:</p> <ul style="list-style-type: none"> ○ Include all training and education requirements established in KRS Chapter 311A and 202 KAR 7:301; and ○ The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments. <p>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box <input type="checkbox"/> if not offering EMT courses.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI's) 10(1) EMT course syllabus</p>
10(2)(3)(a-c)		<p>To be eligible for certification as EMTs, each student shall complete a clinical or field rotation that meets the requirements for EMT education as determined by this administrative regulation and EMS Scope of Practice for an EMT student as approved by the accrediting agency's minimum requirements.</p> <p>The minimum requirements of clinical or field rotations for EMTs shall include minimally:</p> <ul style="list-style-type: none"> ○ A clinical or field rotation consisting of at least twenty-four (24) hours conducted in a hospital emergency department, public health department, urgent treatment center, physician's office, licensed ambulance service, or other health care facility; ○ Interviews and assessments of a minimum of ten (10) patients with at least five (5) interviews and assessments conducted in a pre-hospital ambulance service setting; and ○ Recording patient history and completing assessment on a prehospital care report form for each of the ten (10) patients required in paragraph (b) of this subsection. <p>Submit a copy of the clinical and or field rotation requirements policy(s).</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI's) 10(2-3) EMT clinical rotation requirements</p>
EMT 10(4)(5)(a-c)(6) AEMT 11(4)(5)(a-c)(6) Paramedic 12(4)(5)(a-c)(6)		<p>If a student fails to achieve a goal established for the education program, the EMS-TEI CAO Officer or program director shall require the student to repeat the failed portion of a clinical or field rotation experience. If a student is required to repeat a portion of a clinical or field rotation experience, the CAO or program 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"> ○ Notification of allegations or academic issues; ○ A right for the student to be heard on the subject of the allegations or academic issues; and ○ A right for the student to appeal the decision of the EMS-TEI about the allegations or academic issues. <p>If additional time is required, the notification to the student shall be signed and dated by the student.</p> <p>Submit a copy of the clinical remediation and appeal policy(s).</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI's) 10,11,&12(4-6) Clinical remediation and appeal policy</p>
11(1)(a-b)		<p>Advanced-Emergency Medical Technician (A-EMT) training and education course requirements. Each A-EMT training and education course shall:</p> <ul style="list-style-type: none"> ○ Include all training and education as required pursuant to KRS Chapter 311A; and ○ Follow the National Emergency Medical Services Education Standards – Instructional Guidelines. <p>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box <input type="checkbox"/> if not offering AEMT courses.</p> <p>KEMSIS Policy Classification: (Level 1-4 TEI's) 11(1) AEMT course syllabus</p>

11(2)(3)(a-c)		<p>To be eligible for certification as A-EMTs, a student shall complete a clinical or field rotation that meets the requirements for A-EMT education as determined by this administrative regulation and the EMS Scope of Practice for an A-EMT. The minimum requirements of clinical and field rotations for A-EMTs shall include:</p> <ul style="list-style-type: none"> ○ Clinicals or field rotations that occur in a hospital emergency department, public health department, urgent treatment center, physician’s office, licensed advanced life support ambulance service, or other advanced health care facility; ○ Interviews and assessments of a minimum of thirty-five (35) patients, including at least fifteen (15) interviews and assessments while the student is actively in the role of team leader with a licensed ambulance service; and ○ Record of patient history and assessment on a prehospital care report form for each of the thirty-five (35) patients required in paragraph (b) of this subsection. <p>Submit a copy of the clinical and or field rotation requirements policy(s). KEMSIS Policy Classification: (Level 1-4 TEI’s) 11(2-3) AEMT clinical rotation requirements</p>
12(1)(a-b)		<p>Each Paramedic training and education course shall:</p> <ul style="list-style-type: none"> ○ Include all training and education as required by this administrative regulation, KRS Chapter 311A, and any other Kentucky statutes that place mandates upon paramedic students; and ○ The National Emergency Medical Services Education Standards – Instructional Guidelines. <p>Submit course syllabus. The syllabus must include for each class session: date, time, topic(s), and instructor(s). Check box <input type="checkbox"/> if not offering Paramedic courses. KEMSIS Policy Classification: (Level 1-4 TEI’s) 12(1) Paramedic course syllabus</p>
12(2)(3)(a-c)		<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 and the EMS Scope of Practice for a Paramedic. The minimum requirements of clinical or field rotations for paramedics shall include:</p> <ul style="list-style-type: none"> ○ Clinicals or field rotations that shall be conducted in a hospital emergency department, public health department, urgent treatment center, physician’s office, licensed advanced life support ambulance service, or other advanced health care facility; ○ Interviews and assessments of a minimum of seventy-five (75) patients, including at least fifty (50) interviews and assessments while the student is actively in the role of team leader with a licensed ambulance service; and ○ Record of patient history and assessment on a prehospital care report form for each of the seventy-five (75) patients required in subsection (3)(b) of this section. <p>Submit a copy of the clinical and or field rotation requirements policy(s). KEMSIS Policy Classification: (Level 1-4 TEI’s) 12(2-3) Paramedic clinical rotation requirements</p>
14(2)(a-b)		<p>The EMS-TEI or other approved contractual department or agency providing continuing education shall be required to:</p> <ul style="list-style-type: none"> ○ Maintain a roster, objectives, and outline for every continuing education course taught on file for a period of seven (7) years beyond the end date of each EMS Course; and ○ Maintain all documentation to have met the accreditation agency standards, policies, and guidelines established in this administrative regulation. <p>See section 5(1) (a-k) above for additional course record retention requirements. Submit a copy of the course records retention policy(s). KEMSIS Policy Classification: (Level 1-4 TEI’s) 14(2) Course records retention policy</p>

14(3)(a-d)		<p>If requested by the board, the EMS-TEI shall submit to KBEMS the required documents for <i>EMS continuing education courses</i> taught within the preceding seven (7) years that lead to re-certification or re-licensure by the KBEMS, including:</p> <ul style="list-style-type: none"> ○ Contractual agreements; ○ The continuing education educator’s curriculum vitae; ○ A completed Educational Institution Course Roster; and ○ Objectives and outline for each continuing education course. <p>Submit a list of all continuing education courses instructed within the twenty-four (24) months immediately preceding the Level 1-4 TEI’s March 31st renewal date. Include the course name and or topic(s), clock hours, date, and instructor(s) name including KEMSIS # if applicable. Check box <input type="checkbox"/> if no EMS continuing education courses were conducted for the twenty-four (24) months immediately preceding the EMS-TEI’s March 31st renewal date.</p>
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I certify that the information given in this worksheet is accurate and recognize that falsification of this document may result in revocation of TEI certification and may also lead to discipline pursuant to KRS 311A.

Printed name: _____

Signature: _____