



# Bureau of Emergency Medical Services and Trauma System Training Program Inspection Report

Program Number:	452340	Program Director:	Sharon Hollingsworth
Program Name:	PSEI		
Medical Director:	Dr. Andrea Herbert		
Inspector Name:	Dan Modrzejewski Ed.D.	Date of Inspection:	12/17/2025

## INSPECTION TYPE

	INITIAL INSPECTION	XX	RENEWAL INSPECTION	
	Deficiency Follow-Up Inspection		OTHER:	

## INSPECTION CRITERIA

1	Application for Certification (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))	XX	YES	NO	N/A
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Refer to: [R9-25-301](#)

### Narrative:

A. To apply for certification as a training program, an applicant shall submit an application to the Department, in a Department-provided format, including:

1. The applicant's name, address, and telephone number;
2. The name, telephone number, and e-mail address of the applicant's chief administrative officer;
3. The name of each course the applicant plans to provide;
4. Attestation that the applicant has the equipment and facilities that meet the requirements established according to A.R.S. § 36-2204 and available through the Department at [www.azdhs.gov/ems-regulatory-references](http://www.azdhs.gov/ems-regulatory-references) for the courses specified in subsection (A)(3);
5. The name, telephone number, and e-mail address of the training program medical director;
6. The name, telephone number, and e-mail address of the training program director;
7. If the applicant is a business organization, an attestation that business organization is active and in good standing with the Arizona Corporation Commission;
8. If the applicant is an educational institution, an attestation that the educational institution is in good standing with the Arizona School Boards Association or the Arizona Board of Private Postsecondary Education;
9. Attestation that the applicant will comply with all requirements in A.R.S. Title 36, Chapter 21.1 and 9 A.A.C. 25;
10. Attestation that all information required as part of the application has been submitted and is true and accurate; and



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11. The signature or electronic signature of the applicant's chief administrative officer or the chief administrative officer's designated representative and date of signature or electronic signature.

B. An applicant may submit to the Department a copy of an accreditation report if the applicant is currently accredited by a national accrediting organization.

C. The Department shall certify a training program if the applicant:

1. Has not operated a training program that has been decertified by the Department within five years before submitting the application,
2. Submits an application that is complete and compliant with requirements in this Article, and
3. Has not knowingly provided false information on or with an application required by this Article.

D. The Department:

1. Shall assess a training program at least once every 24 months after certification to determine ongoing compliance with the requirements of this Article; and
2. May inspect a training program according to A.R.S. § 41-1009:
  - a. As part of the substantive review time-frame required in A.R.S. §§ 41-1072 through 41-1079, or
  - b. As necessary to determine compliance with the requirements of this Article.

E. The Department shall approve or deny an application under this Article according to Article 12 of this Chapter.

F. A training program certificate is valid only for the name of the training program certificate holder and the courses listed by the Department on the certificate and may not be transferred to another person.

2	YES	NO	N/A
Administration (Authorized by A.R.S. §§ 36-2201, 36-2202(A)(3) and (4), and 36-2204(1) and (3))	XX		
<b>Refer to: R9-25-302</b>			
<b>Narrative:</b>			
A. A training program certificate holder shall ensure that a training program medical director:			
1. Is a physician or exempt from physician licensing requirements under A.R.S. §§ 32-1421(A)(7) or 32-1821(3);			
2. Meets one of the following:			
a. Has emergency medicine certification issued by a member board of the American Board of Medical Specialties,			
b. Has emergency medical services certification issued by the American Board of Emergency Medicine,			
c. Has completed an emergency medicine residency training program accredited by the Accreditation Council for Graduate Medical Education or approved by the American Osteopathic Association, or			



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- d. Is an emergency medicine physician in an emergency department located in Arizona and has current certification that meets the requirements in R9-25-201(A)(1)(d)(i) through (iii) R9-25-201(A)(1)(f)(i) through (iii); and
- 3. Before the start date of a course session, reviews the course content outline and final examinations to ensure consistency with, as applicable:
  - a. the national educational standards for the applicable EMCT classification level; or
  - b. Either:
    - i. The national educational standards for an EMR, or
    - ii. The topics specified in A.R.S. § 36-2201(17).
- B. A training program certificate holder shall ensure that a training program director:
  - 1. Is one of the following:
    - a. A physician with at least two years of experience providing emergency medical services as a physician;
    - b. A doctor of allopathic medicine or osteopathic medicine licensed in another state or jurisdiction with at least two years of experience providing emergency medical services as a doctor of allopathic medicine or osteopathic medicine;
    - c. An individual who meets the definition of registered nurse in A.R.S. § 32-1601 with at least two years of experience providing emergency medical services as a registered nurse;
    - d. A physician assistant with at least two years of experience providing emergency medical services as a physician assistant;
  - or
  - e. An EMCT with at least two years of experience at that classification of EMCT, only for courses to prepare an individual for certification or recertification at the same or lower classification level of EMCT;
- 2. Has completed 24 hours of training related to instructional methodology including:
  - a. Organizing and preparing materials for didactic instruction, clinical training, field training, and skills practice;
  - b. Preparing and administering tests and practical examinations;
  - c. Using equipment and supplies;
  - d. Measuring student performance;
  - e. Evaluating student performance;
  - f. Providing corrective feedback; and
  - g. Evaluating course effectiveness;
- 3. Supervises the day-to-day operation of the courses offered by the training program;



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4. Supervises and evaluates the lead instructor for a course session;
5. Monitors the training provided by all preceptors providing clinical training or field training; and
6. Does not participate as a student in a course session, take a refresher challenge examination, or receive a certificate of completion for a course given by the training program.

C. A training program certificate holder shall:

1. Maintain with an insurance company authorized to transact business in this state:
  - a. A minimum single claim professional liability insurance coverage of \$500,000, and
  - b. A minimum single claim general liability insurance coverage of \$500,000 for the operation of the training program; or
2. Be self-insured for the amounts in subsection (C)(1).

D. A training program certificate holder shall ensure that policies and procedures are:

1. Established, documented, and implemented covering:
  - a. Student enrollment, including verification that a student has proficiency in reading at the 9th grade level and meets all course admission requirements;
  - b. Maintenance of student records and medical records, including compliance with all applicable state and federal laws governing confidentiality, privacy, and security; and
  - c. For each course offered:
    - i. Student attendance requirements, including leave, absences, make-up work, tardiness, and causes for suspending or expelling a student for unsatisfactory attendance;
    - ii. Grading criteria, including the minimum grade average considered satisfactory for continued enrollment and standards for suspending or expelling a student for unsatisfactory grades;
    - iii. Administration of final examinations; and
    - iv. Student conduct, including causes for suspending or expelling a student for unsatisfactory conduct;
2. Reviewed annually and updated as necessary; and
3. Maintained on the premises and provided to the Department at the Department's request



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3	YES	NO	N/A
Changes Affecting a Training Program Certificate (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))	XX		

**Refer to: R9-25-303**

**Narrative:**

A. No later than 10 days after a change in the name, address, or e-mail address of the training program certificate holder listed on a training program certificate, the training program certificate holder shall notify the Department of the change, in a Department-provided format, including:

1. The current name, address, and e-mail address of the training program certificate holder;
2. The certificate number for the training program;
3. The new name, new address, or new e-mail address and the date of the name, address, or e-mail address change;
4. If applicable, attestation that the training program certificate holder has insurance required in R9-25-302(C) that is valid for the new name or new address;
5. Attestation that all information submitted to the Department is true and correct; and
6. The signature or electronic signature of the applicant's chief administrative officer or the chief administrative officer's designated representative and date of signature or electronic signature.

B. No later than 10 days after a change in the training program medical director or training program director, a training program certificate holder shall notify the Department, in a Department-provided format, including:

1. The name and address of the training program certificate holder;
2. The certificate number for the training program;
3. The name, telephone number, and e-mail address of the new training program medical director or training program director and the date of the change; and
4. The signature or electronic signature of the applicant's chief administrative officer or the chief administrative officer's designated representative and date of signature or electronic signature.

C. A training program certificate holder that intends to add a course shall submit to the Department a request for approval, in a Department-provided format, including:

1. The name and address of the training program certificate holder;
2. The certificate number for the training program;
3. The name, telephone number, and e-mail address of the applicant's chief administrative officer;



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4. The name of each course the training program certificate holder plans to add;
5. Attestation that the training program certificate holder has the equipment and facilities that meet the requirements established according to A.R.S. § 36-2204 and available through the Department at [www.azdhs.gov](http://www.azdhs.gov) for the courses specified in subsection (C)(4);
6. Attestation that all information required as part of the request is true and accurate; and
7. The signature or electronic signature of the applicant's chief administrative officer or the chief administrative officer's designated representative and date of signature or electronic signature.

D. For notification made under subsection (A) of a change in the name or address of a certificate holder, the Department shall issue an amended certificate to the training program certificate holder that incorporates the new name or address but retains the date on the current certificate.

E. The Department shall approve or deny a request for the addition of a course in subsection (C) according to Article 12 of this Chapter.

F. A training program certificate holder shall not conduct a course until an amended certificate is issued by the Department.

4	YES	NO	N/A
Course and Examination Requirements (Authorized by A.R.S. §§ 36-2201, 36-2202(A)(3) and (4), and 36-2204(1),(2), and (3))	XX		
<b>Refer to: R9-25-304</b>			
<b>Narrative:</b>			
<p>A. For each course provided, a training program director shall ensure that:</p> <ol style="list-style-type: none"><li>1. The required equipment and facilities established for the course are available for use;</li><li>2. The following are prepared and provided to course applicants before the start date of a course session:<ol style="list-style-type: none"><li>a. A description of requirements for admission, course content, course hours, course fees, and course completion, including whether the course prepares a student for:<ol style="list-style-type: none"><li>i. For a national certification organization examination for the a specific EMCT classification level,</li><li>ii. For a statewide standardized certification test under the state certification process, or</li><li>iii. For recertification at a specific EMCT classification level, or</li><li>iv. To function as an EMR;</li></ol></li><li>b. A list of books, equipment, and supplies that a student is required to purchase for the course;</li></ol></li></ol>			



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- c. Notification of eligibility for the course as specified in R9-25-305(D), (F),(G)(1) and (2), (I)(1) and (2), or (K)(1) and (2), as applicable;
- d. Notification of any specific requirements for a student to begin any component of the course, including, as applicable:
  - i. Prerequisite knowledge, skill, and abilities;
  - ii. Physical examinations;
  - iii. Immunizations;
  - iv. Documentation of freedom from infectious tuberculosis;
  - v. Drug screening; and
  - vi. The ability to perform certain physical activities; and
- e. The policies for the course on student attendance, grading, student conduct, and administration of final examinations, required in R9-25-302(D)(1)(c)(i) through (iv);

3. Information is provided to assist a an EMCT student to:

- a. Register for and take an applicable national certification organization examination;
- b. Complete application forms for registration in a national certification organization; and
- c. Complete application forms for certification under 9 A.A.C. 25, Article 4;

4. A lead instructor is assigned to each course session who:

- a. Is one of the following:
  - i. A physician with at least two years of experience providing emergency medical services;
  - ii. A doctor of allopathic medicine or osteopathic medicine licensed in another state or jurisdiction with at least two years of experience providing emergency medical services;
  - iii. An individual who meets the definition of registered nurse in A.R.S. § 32-1601 with at least two years of experience providing emergency medical services;
  - iv. A physician assistant with at least two years of experience providing emergency medical services; or
- v. An EMCT with at least two years of experience at that classification of EMCT, only for courses to prepare an individual:
  - (1) For certification or recertification at the same or lower EMCT classification level, or
  - (2) To function as an EMR;
- b. Has completed training related to instructional methodology specified in R9-25-302(B)(2);



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c. Except as provided in subsection (A)(4)(d), is available for student-instructor interaction during all course hours established for the course session; and

d. Designates an individual who meets the requirements in subsections (A)(4)(a) and (b) to be available and act as the lead instructor when the lead instructor is not available; and

5. Clinical training and field training are provided:

a. Under the supervision of a preceptor who has at least two years of experience providing emergency medical services and is one of the following:

- i. An individual licensed in this or another state or jurisdiction as a doctor of allopathic medicine or osteopathic medicine;
- ii. An individual licensed in this or another state or jurisdiction as a registered nurse;
- iii. An individual licensed in this or another state or jurisdiction as a physician assistant; or
- iv. An EMCT, only for courses to prepare an individual:
  - (1) For certification or recertification at the same or lower EMCT classification level, or
  - (2) To function as an EMR;

b. Consistent with the clinical training and field training requirements established for the course; and

c. If clinical training or field training are provided by a person other than the training program certificate holder, under a written agreement with the person providing the clinical training or field training that includes a termination clause that provides sufficient time for a student to complete the training upon termination of the written agreement.

B. A training program director may combine the students from more than one course session for didactic instruction.

C. For a final examination or refresher challenge examination for each course offered, a training program director shall ensure that:

1. The final examination or refresher challenge examination for the course is completed onsite at the training program or at a facility used for course instruction;
2. Except as provided in subsection (D), the final examination or refresher challenge examination for a course includes a:
  - a. Written test:
    - i. With one absolutely correct answer, two incorrect answers, and one distractor, none of which is "all of the above" or "none of the above";
    - ii. With 150 multiple-choice questions for the:



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- (1) Final examination for a refresher course, or
- (2) Refresher challenge examination for a course;

- iii. That covers the learning objectives of the course with representation from all topics covered by the course; and
- iv. That requires a passing score of 75% or higher in no more than three attempts for a final examination and no more than one attempt for a refresher challenge examination; and

- b. Comprehensive practical skills, hands-on test:

- i. For a course preparing an individual for EMCT certification:
  - (1) Evaluating the student's technical proficiency in skills consistent with the national education standards for the applicable EMCT classification level, and
  - (2) Reflecting the skills necessary to pass a national certification organization examination at the applicable EMCT classification level; or
- ii. For a course preparing an individual to function as an EMR, evaluating the student's technical proficiency in skills consistent with the topics in A.R.S. § 36-2201(17);

- 3. The identity of each student taking the final examination or refresher challenge examination is verified;
- 4. A student does not receive verbal or written assistance from any other individual or use notes, books, or documents of any kind as an aid in taking the examination;
- 5. A student who violates subsection (C)(4) is not permitted to complete the examination or to receive a certificate of completion for the course or refresher challenge examination; and
- 6. An instructor who allows a student to violate subsection (C)(4) or assists a student in violating subsection (C)(4) is no longer permitted to serve as an instructor.

- D. A training program director shall ensure that a standardized certification test for a student under the state certification process includes:
  - 1. A written test that meets the requirements in subsection (C)(2)(a); and
  - 2. Either:
    - a. A comprehensive practical skills test that meets the requirements in subsection (C)(2)(b), or
    - b. An attestation of practical skills proficiency on a Department-provided form.
- E. A training program director shall ensure that:
  - 1. A student is allowed no longer than six months after the date of the last day of classroom instruction for a course session to complete all course requirements,



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2. There is a maximum ratio of four students to one preceptor for the clinical training portion of a course, and
3. There is a maximum ratio of one student to one preceptor for the field training portion of a course.

F. A training program director shall:

1. For a student who completes a course, issue a certificate of completion containing:
  - a. Identification of the training program,
  - b. Identification of the course completed,
  - c. The name of the student who completed the course,
  - d. The date the student completed all course requirements,
  - e. Attestation that the student has met all course requirements, and
- f. The signature or electronic signature of the training program director and the date of signature or electronic signature; and

2. For an individual who passes a refresher challenge examination, issue a certificate of completion containing:
  - a. Identification of the training program,
  - b. Identification of the refresher challenge examination administered,
  - c. The name of the individual who passed the refresher challenge examination,
  - d. The date or dates the individual took the refresher challenge examination,
  - e. Attestation that the individual has passed the refresher challenge examination, and
- f. The signature or electronic signature of the training program director and the date of signature or electronic signature.

5	YES	NO	N/A
Supplemental Requirements for Specific Courses (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))	XX		
<b>Refer to: R9-25-305</b>			
<b>Narrative:</b>			
A. For the purposes of this Section, “contact hour” means a 60-minute period during which a student is: <ol style="list-style-type: none"><li>1. For didactic instruction, in a classroom situation and receiving instruction, with the lead instructor for the course, as specified in R9-25-304(A)(4), or a designee, according to R9-25-304(A)(4)(d);</li><li>2. For practical skills training, in a classroom situation and receiving instruction, with the lead instructor for the course, as specified in R9-25-304(A)(4), or a designee, according to R9-25-304(A)(4)(d), present on-site; and</li></ol>			



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3. For clinical training or field training, with the student's preceptor, according to R9-25-304(A)(5)(a), and receiving supervised, one-on-one interaction with a patient or, if necessary, simulated patient.
- B. A training program certificate holder shall ensure that, for a course to prepare an individual to provide services as an EMR, the course:
  1. Covers the knowledge, skills, and competencies established for an emergency medical responder program, as defined in A.R.S.§ 36-2201(17);
  2. Has a minimum course length of 75 hours, including:
    - a. A minimum of 70 contact hours of didactic instruction and practical skills training, and
    - b. A minimum of five contact hours of clinical training and field training, with at least five patient or simulated patient interactions; and
  3. Has no more than 24 students enrolled in each session of the course.
- C. A training program certificate holder shall ensure that a certification course offered by the training program:
  1. Covers knowledge, skills, and competencies comparable to the national education standards established for a specific EMCT classification level;
  2. Prepares a student for:
    - a. A national certification organization examination for the specific EMCT classification level, or
    - b. A standardized certification test under the state certification process;
  3. Has no more than 24 students enrolled in each session of the course; and
  4. Has a minimum course length of:
    - a. For an EMT certification course, 130 hours, including:
      - i. A minimum of 120 contact hours of didactic instruction and practical skills training, and
      - ii. A minimum of 10 contact hours of clinical training and field training, with at least 10 patient or simulated patient interactions;
    - b. For an AEMT certification course, 244 hours, including:
      - i. A minimum of 100 contact hours of didactic instruction and practical skills training, and
      - ii. A minimum of 144 contact hours of clinical training and field training; and
    - c. For a Paramedic certification course, 1000 hours, including:
      - i. A minimum of 500 contact hours of didactic instruction and practical skills training, and



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- ii. A minimum of 500 contact hours of clinical training and field training.
- D. A training program director shall ensure that, in addition to the requirements in subsection (C), for an AEMT certification course or a Paramedic certification course, a student has one of the following:
  1. Current certification from the Department as an EMT or higher EMCT classification level,
  2. Documentation of completion of prior training in an EMT course or a course for a higher EMCT classification level provided by a training program certified by the Department or an equivalent training program, or
  3. Documentation of current registration in a national certification organization at the EMT classification level or higher EMCT classification level.
- E. A training program director shall ensure that for a course to prepare an EMT-I(99) for Paramedic certification:
  1. A student has current certification from the Department as an EMT-I(99);
  2. The course covers the knowledge, skills, and competencies established according to A.R.S. § 36-2204 and available through the Department at [www.azdhs.gov/ems-regulatory-references](http://www.azdhs.gov/ems-regulatory-references);
  3. The minimum course length is 600 hours, including:
    - a. A minimum of 220 contact hours of didactic instruction and practical skills training, and
    - b. A minimum of 380 contact hours of clinical training and field training; and
  4. A minimum of 60 contact hours of training in anatomy and physiology are completed by the student:
    - a. As a prerequisite to the course,
    - b. As preliminary instruction completed at the beginning of the course session before the didactic instruction required in subsection (E)(3)(a) begins, or
    - c. Through integration of the anatomy and physiology material with the units of instruction required in subsection (E)(3).
- F. A training program director shall ensure that for a course to prepare a Paramedic for an additional endorsement to provide critical care services:
  1. A student has:
    - a. Current certification from the Department as a Paramedic, and
    - b. Worked for at least two years as a Paramedic;
  2. The course:
    - a. Covers the knowledge, skills, and competencies established according to A.R.S. § 36-2204 and available through the Department at [www.azdhs.gov/ems-regulatory-references](http://www.azdhs.gov/ems-regulatory-references);



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- b. Prepares a student for a national certification organization examination in critical care paramedicine; and
- c. Has no more than 24 students enrolled in each session of the course; and

3. The minimum course length is 200 hours, including:

- a. A minimum of 135 contact hours of didactic instruction and practical skills training in:
- i. Critical care transport;
- ii. Patient assessment and safety;
- iii. Advanced pharmacology;
- iv. Advanced hemodynamics;
- v. Neurologic, obstetric, and medical emergencies;
- vi. Mechanical ventilation and airway management;
- vii. Flight physiology, safety, and transport;
- viii. Interpretation of laboratory values; and
- ix. Sepsis; and

b. A minimum of 40 contact hours of clinical training and 25 contact hours of field training, which may include the use of high-fidelity patient simulators, life-like manikins that mimic human body functions and provide physiologically accurate reactions to procedures.

G. A training program director shall ensure that for an EMT refresher course:

- 1. A student has one of the following:
- a. Current certification from the Department as an EMT or higher EMCT classification level,
- b. Documentation of completion of prior training in an EMT course or a course for a higher EMCT classification level provided by a training program certified by the Department or an equivalent training program,
- c. Documentation of current registration in a national certification organization at the EMT classification level or higher EMCT classification level, or
- d. Documentation from a national certification organization requiring the student to complete the EMT refresher course to be eligible to apply for registration in the national certification organization;

2. A student has documentation of current certification in adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs;

3. The EMT refresher course covers the knowledge, skills, and competencies in the national education standards established at the



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EMT classification level;

4. No more than 32 students are enrolled in each session of the course; and
5. The minimum course length is 24 contact hours.

H. A training program authorized to provide an EMT refresher course may administer a refresher challenge examination covering materials included in the EMT refresher course to an individual eligible for admission into the EMT refresher course.

I. Except as provided in subsection (K), a training program director shall ensure that for an ALS refresher course:

1. A student has one of the following:

- a. Current certification from the Department as an AEMT, an EMT-I(99), or a Paramedic;
- b. Documentation of completion of a prior training course, at the AEMT classification level or higher, provided by a training

program certified by the Department or an equivalent training program;

- c. Documentation of current registration in a national certification organization at the AEMT or Paramedic classification level; or

d. Documentation from a national certification organization requiring the student to complete the ALS refresher course to be eligible to apply for registration in the national certification organization;

2. A student has documentation of current certification, completed before beginning the ALS refresher course, in:

a. Adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs; and

b. For a student who has current certification as an EMT-I(99) or higher level of EMCT classification, advanced emergency cardiac life support;

3. The ALS refresher course covers:

a. For a student who has current certification as an AEMT or documentation of completion of prior training at an AEMT classification level, the knowledge, skills, and competencies in the national education standards established for an AEMT;

b. For a student who has current certification as an EMT-I(99), the knowledge, skills, and competencies established according to A.R.S. § 36-2204 for an EMT-I(99) and available through the Department at [www.azdhs.gov/ems-regulatory-references](http://www.azdhs.gov/ems-regulatory-references); and

c. For a student who has current certification as a Paramedic or documentation of completion of prior training at a Paramedic classification level, the knowledge, skills, and competencies in the national education standards established for a Paramedic; and

4. No more than 32 students are enrolled in each session of the course; and



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5. The minimum course length is 48 contact hours.

J. A training program authorized to provide an ALS refresher course may administer a refresher challenge examination covering materials included in the ALS refresher course to an individual eligible for admission into the ALS refresher course.

K. A training program director shall ensure that for a refresher course for a Paramedic with an additional endorsement to provide critical care services:

1. A student has current certification from the Department as a Paramedic with an additional endorsement to provide critical care services;

2. A student has documentation of current certification, completed before beginning the refresher course, in:

a. Adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs; and

b. Advanced emergency cardiac life support;

3. The refresher course covers the knowledge, skills, and competencies established according to A.R.S. § 36-2204 for a Paramedic with an additional endorsement to provide critical care services and available through the Department at [www.azdhs.gov/emsregulatory-references](http://www.azdhs.gov/emsregulatory-references);

4. No more than 32 students are enrolled in each session of the course; and

5. The minimum course length is 60 contact hours and includes at least 8 contact hours on topics pertinent to providing critical care services.

L. A training program authorized to provide a refresher course for a Paramedic with an additional endorsement to provide critical care services may administer a refresher challenge examination covering materials included in the refresher course to an individual eligible for admission into the refresher course.

**6**

Training Program Notification and Recordkeeping (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))	YES	NO	N/A
	XX		

Refer to: [R9-25-306](#)

**Narrative:**

A. At least 10 days before the start date of a course session, a training program certificate holder shall submit to the Department the following information in a Department-provided format:

1. Identification of the training program;



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2. Identification of the course;
3. The name of the training program medical director;
4. The name of the training program director;
5. The name of the course session's lead instructor;
6. The course session start date and end date;
7. The physical location at which didactic training and practical skills training will be provided;
8. The days of the week and times of each day during which didactic training and practical skills training will be provided;
9. The number of clock hours of didactic training and practical skills training;
10. If applicable, the number of hours of clinical training and field training included in the course session;
11. The date, start time, and location of the final examination for the course;
12. Attestation that the lead instructor is qualified under R9-25-304(A)(4)(a); and
13. The name and signature of the chief administrative officer or program director and the date signed.

B. The Department shall review the information submitted according to subsection (A) and, within five days after receiving the information:

1. Approve a course session, issue an identifying number to the course session, and notify the training program certificate holder of the approval and identifying number; or
2. Disapprove a course session that does not comply with requirements in this Article and notify the training program certificate holder of the disapproval.

C. A training program certificate holder shall ensure that:

1. No later than 10 days after the date a student completes all course requirements, the training program director submits to the Department the following information in a Department- provided format:
  - a. Identification of the training program;
  - b. The name of the training program director;
  - c. Identification of the course and the start date and end date of the course session completed by the student;
  - d. The name, date of birth, and mailing address of the student who completed the course;
  - e. The date the student completed all course requirements;
  - f. The score the student received on the final examination;



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- g. Attestation that the student has met all course requirements;
- h. Attestation that all information submitted is true and accurate; and
- i. The signature of the training program director and the date signed; and

2. No later than 10 days after the date an individual passes a refresher challenge examination administered by the training program, the training program director submits to the Department the following information in a Department-provided format;

- a. Identification of the training program;
- b. Identification of the:
  - i. Refresher challenge examination administered, and
  - ii. Course for which the refresher challenge examination substitutes;
- c. The name of the training program medical director;
- d. The name of the training program director;
- e. The name, date of birth, and mailing address of the individual who passed the refresher challenge examination;
- f. The date and location at which the refresher challenge examination was administered;
- g. The score the individual received on the refresher challenge examination;
- h. Attestation that the individual:
  - i. Met the requirements for taking the refresher challenge examination, and
  - ii. Passed the refresher challenge examination;
- i. Attestation that all information submitted is true and accurate; and
- j. The name and signature of the training program director and the date signed.

D. A training program certificate holder shall ensure that:

- 1. A record is established for each student enrolled in a course session, including:
  - a. The student's name and date of birth;
  - b. A copy of the student's enrollment agreement or contract;
  - c. Identification of the course in which the student is enrolled;
  - d. The start date and end date for the course session;



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- e. Documentation supporting the student's eligibility to enroll in the course;
- f. Documentation that the student meets prerequisites for the course, established as specified in R9-25-304(A)(2)(d)(i)
- g. The student's attendance records;
- h. The student's clinical training records, if applicable;
- i. The student's field training records, if applicable;
- j. The student's grades;
- k. Documentation of the final examination for the course, including:
  - i. A copy of each scored written test attempted or completed by the student, and
  - ii. All forms used as part of the comprehensive practical skills test attempted or completed by the student; and
- l. A copy of the student's certificate of completion required in R9-25-304(F)(1);
- 2. A student record required in subsection (D)(1) is maintained for at least three years after the end date of a student's course session and provided to the Department at the Department's request;
- 3. A record is established for each individual to whom a refresher challenge examination is administered, including:
  - a. The individual's name and date of birth;
  - b. Identification of the refresher challenge examination administered to the individual;
  - c. Documentation supporting the individual's eligibility for a refresher challenge examination;
  - d. The date the refresher challenge examination was administered;
  - e. Documentation of the refresher challenge examination, including:
    - i. A copy of the scored written test attempted or completed by the individual, and
    - ii. All forms used as part of the comprehensive practical skills test attempted or completed by the individual; and
  - f. A copy of the individual's certificate of completion required in R9-25-304(F)(2); and
- 4. A record required in subsection (D)(3) is maintained for at least three years after the date the refresher challenge examination was administered and provided to the Department at the Department's request



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Refer to: **R9-25-307**

## Narrative:

A. The Department may take an action listed in subsection (B) against a training program certificate holder who

1. Violates the requirements in A.R.S. Title 36, Chapter 21.1 or 9 A.A.C. 25; or
2. Knowingly or negligently provides false documentation or information to the Department.

B. The Department may take the following action against a training program certificate holder:

1. After notice is provided according to A.R.S. Title 41, Chapter 6, Article 10, issue:
  - a. A letter of censure, or
  - b. An order of probation; or
2. After notice and opportunity to be heard is provided according to A.R.S. Title 41, Chapter 6, Article 10:
  - a. Suspend the training program certificate, or
  - b. Decertify the training program.

**8**

The certificate holder has met the requirements for certification/recertification set forth by the Arizona Department of Health Services Emergency Medical services and Trauma Bureau's Statutes and Rules.

YES	NO	N/A
XX		

## Program Notes

Authorized courses: Initial BLS/ALS, Refresher BLS/ALS, Challenge exams.

A handwritten signature in black ink, appearing to read "Dan Modrzejewski".

**Dr. Dan Modrzejewski, Ed.D., EMCT-P**  
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