

New Mexico Emergency Medical Systems Bureau

APPLICATION / INTENT TO CONDUCT A CONTINUING EDUCATION PROGRAM

This application must be received by the State EMS Training Coordinator **at least 30 days** prior to the start of the first class listed in this notification. Only classes listed and approved through the EMS Bureau will be accepted as Continuing Education and valid as part of the EMS licensure process. Failure to complete and submit this form as prescribed may result in disapproval. The EMS Bureau may monitor and evaluate approved continuing education offerings. This may include site visits, audits of teaching and training documents and lectures, and audits of sponsor records. Presentation and Lecture material may be requested for review as part of the EMS CE application process. A roster with signatures of those individuals who attended each continuing education offering must be kept on file with your permanent records for at least 36 months.

Complete all sections:

Program Sponsor:

Address:

CE Coordinator:

Email:

Contact Phone:

Type of Request:

<input type="checkbox"/>	Bi-Annual CE Program	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Course
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Location of Training:

CE Coordinator Signature:

Date Requested:

CE Coordinator –

The approval of educational offerings is determined by a review of the course objectives, teaching plan, instructor and student materials, faculty, and the program evaluation and validation process. Through the approval process, the NM EMS Bureau strives to verify that all content conforms to national, state or local standards and guidelines or best practice of any nature.

Please provide the CE Category, hours and designate whether it is Distributive, or Classroom based format. Detail the objectives for each class individually.

Refer to the [EMS Continuing Education & Renewal Guide](#) available on the EMS Bureau Website: www.NMEMSB.org.

- **Classroom - Synchronous:** links an educator(s) and student(s) in real-time and is interactive.
- **Distributive - Asynchronous:** does not require an educator and student to interact in real-time.

Send the completed CE application to Charles Becvarik, NMEMSB. Charles.becvarik@state.nm.us

New Mexico Emergency Medical Systems Bureau

1301 Siler Road, Building F

Santa Fe, NM. 87507

(505) 476-8200



New Mexico Emergency Medical Systems Bureau

***Please complete all information for each class/course being applied for NM EMS Bureau CE Credit.**

Course Title:				
Sponsor:	Instructor:	Hours:	CE Category:	Dist. or Classroom:
Course Objective:				
Course Title:				
Sponsor:	Instructor:	Hours:	CE Category:	Dist. or Classroom:
Course Objective:				
Course Title:				
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