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October 9, 2017

MEMORANDUM

TO: EMT Selected for Random Audit

FROM: Hawaii Medical Board

SUBJECT: 2018 Certification Renewal/Continuing Education ("CE") Audit

CERTIFICATION RENEWAL

The Hawaii Medical Board ("Board") would like to advise you that EMT certifications expire on January 31, 2018, unless renewed. In order to renew, EMTs must meet the CE requirement as described on the subsequent pages of this memorandum.

RANDOM AUDIT

By law, the Board may conduct a random audit to determine whether the CE requirement has been met. Through a computer-generated program, you have been randomly selected for participation in the Board's audit. To this end, you are being asked to provide CE documentation when you renew your certificate.

RENEWAL NOTICE

In November 2017, you will receive a notice of renewal. Because you are being audited and required to submit documentation of CE with your renewal application, **you will not be able to renew online. Instead, please follow the instructions below.**

TO RENEW

1. Submit your completed renewal application (enclosed);
2. Renewal fee; and
3. CE documentation (as described below) to the Hawaii Medical Board, P.O. Box 3469, Honolulu, HI 96801.

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DO NOT SUBMIT THE ITEMS SEPARATELY AS IT WILL CAUSE A DELAY IN YOUR RENEWAL.

RENEWAL DEADLINE

The deadline to renew is January 31, 2018. However, in order to receive your identification card by that date, we strongly encourage you to submit the information as early as possible due to the anticipated volume of renewals.

Thank you for your kind attention to this matter. If you have any questions regarding this memo, please call the Board's office at (808) 586-2699.

CE REQUIREMENT FOR EMTs

The CE requirement may be met by having a **current certificate** from the National Registry of Emergency Medical Technicians (NREMT) in your respective class. Please submit a copy of your current NREMT certificate or NREMT certification verification.

If you do **not have a current NREMT certificate** prior to October 5, 2016, you will need to complete 48 hours of CE.

The 48 hours of CE may be met in the following:

- A maximum of 24 hours can be applied from any topic area:

Topic: Preparatory

Suggested Courses:

Roles and Responsibilities;

Well-being of the Emergency Medical Technician;

Medical Direction;

Quality Improvement;

Personal Protection;

Scene Safety;

Medical/Legal;

Human Anatomy; or

Lifting and Moving

Topic: Airway

Suggested Courses:

Basic Airway Management;

Oxygen Delivery Systems and Techniques;

Oxygen Therapy; or

Adjuncts

Topic: OB, Infants & Children

Suggested Courses: Obstetrical Emergencies, Gynecological Emergencies, Childbirth and Complications, Care of the Newborn, Assessing the Pediatric Patient, Medical Emergencies in Pediatric Patients, Airway Management in Pediatric Patients, Trauma Emergencies and Care in Pediatric Patients

Topic: Patient Assessment

Suggested Courses: Scene Size-up, Primary Survey, Vital Signs and History Taking, Assessment of Trauma Patients, Assessment of Medical Patients, Secondary Assessment, Communications, Documentation

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Topic: Medical / Behavioral

Suggested Courses: General Pharmacology, Respiratory Emergencies, Environmental Emergencies, Acute Abdominal Emergencies, Diabetic Emergencies, Allergic Reactions, Poisoning and Overdose, Behavioral Emergencies

Topic: Trauma

Suggested Courses: Management of Shock, Bleeding/Wounds, Soft Tissue Injuries, Musculoskeletal Injuries, Chest Trauma, Injuries to Head and Spine, Burns

Topic: Electives

Suggested Courses: Emergency Driving, HAZMAT, Ambulance Operations, Incident Command System

- Hour-for-hour credit can be applied for standardized courses (including, but not limited to: ABLS, ACLS, AMLS, EMPACT, EPC, ITLS, PHTLS, PALS, PEPP, etc.)
- A maximum number of 12 hours can be applied from each of the following courses: Teaching CPR – Emergency Driving – Dispatch Training
- A maximum number of 24 hours can be applied from distributive education towards this section and must be state or Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) (Formerly known as CECBEMS) approved.
- Credit can be applied for college courses that relate to your role as an EMS professional (1 college credit = 8 hours of continuing education, not to exceed 24 hours per topic). For example, but not limited to anatomy, physiology, biology, chemistry, pharmacology, psychology, sociology, statistics, etc.
- Hours from the following courses can be applied hour-for-hour with no maximum: EMS Course Instruction, and Wilderness EMS Training.

DOCUMENTATION OF CE

Documentation is to consist of:

1. A letter;
2. Copy of transcripts;
3. Computer printout; or
4. Copy of certificates

from the CE provider which includes your name and the dates, title, and number of hours of the CE. If the employers offered the CE, we will accept documentation from them.