



STATE OF NEVADA  
 Department of Health and Human Services  
 Division of Public and Behavioral Health  
**Emergency Medical Systems Program**  
 4150 Technology Way, Suite 101  
 Carson City, Nevada 89706

**APPLICATION FOR AUTHORIZATION TO OPERATE A  
 CONTINUING EDUCATION TRAINING CENTER**

Any university, college, school, service or other entity that wishes to establish a training center to provide continuing education courses must submit an application, with applicable fees and supporting documentation, at least 90 days before they intend to begin operating as a continuing education training center.

Entity Name				Permit Number, <i>if applicable</i>
Training Center Address				Education Coordinator
City	County	State	Zip Code	Secondary Contact
(_____) _____ Primary Phone	(_____) _____ Fax Number	_____ Email Address		

What types of state-regulated continuing education do you intend to conduct? (check all that apply)

<input type="checkbox"/> State-Approved Continuing Education	<input type="checkbox"/> State Refresher – EMT (24 Hour Minimum)
<input type="checkbox"/> State Refresher – EMR (12 Hour Minimum)	<input type="checkbox"/> State Refresher – Paramedic (40 Hour Minimum)
<input type="checkbox"/> State Refresher –Advanced EMT (30 Hour Minimum)	

What types of non-state regulated trainings do you intend to conduct? (check all that apply)

<u>American Heart Association</u> <input type="checkbox"/> BLS for Healthcare Providers* <input type="checkbox"/> Advanced Cardiac Life Support* <input type="checkbox"/> Pediatric Advanced Life Support*  <u>Emergency Driving Courses</u> <input type="checkbox"/> Emergency Vehicle Operators Course (EVOC)* <input type="checkbox"/> Certified Emergency Vehicle Operator (EVOC)*	<u>Pre-Hospital Trauma Life Support</u> <input type="checkbox"/> PHTLS Provider Course*  <u>International Trauma Life Support</u> <input type="checkbox"/> ITLS Provider Course*	<u>Other Courses</u> _____ _____ _____ _____ _____
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All non-state regulated trainings must be taught in accordance with the sponsoring organization of the course.

\* Participants who show a certificate of completion will receive four (4) CEUs which may be put towards the total required for renewal of their certification.

**Required Documents to be submitted with application:**

- \$200 Application Fee – DO NOT SEND CASH!
  - Checks – Make checks payable to: DPBH-EMS
  - Credit Card – Contact Jenna Burton at (775) 687-7578
- List of instructor pool, including EMS certification number and level;
  - If your instructor pool includes Physicians, Physician Assistants or Registered Nurses, please include of a copy of their state licenses/credentials.
- A letter of support from a Physician who will be overseeing the training center.
- Any additional information requested by the Division.

**GENERAL REQUIRMENTS FOR CONTINUING EDUCATION TRAINING CENTERS**

1. ANY UNIVSERITY, COLLEGE, SCHOOL, SERVICE OR OTHER ENTITY THAT WISHES TO ESTABLISH A CONTINUING EDUCATION TRAINING CENTER TO PROVIDE STATE-APPROVED CONTINUING EDUCATION COURSES MUST SUBMIT AN APPLICATION FOR AUTHORIZATION TO OPERATE A CONTINUING EDUCATION TRAINING CENTER AT LEAST NINTY (90) DAYS BEFORE THEY INTEND TO BEGIN OPERATING AS A CONTINUING EDUCATION TRAINING CENTER, IN ACCORDANCE WITH LCB REGULATION FILE NO. R068-16, EFF DT 01/27/2017.
2. AN APPLICATION FOR AUTHORIZATION TO OPERATE A CONTINUING EDUCATION TRAINING CENTER MUST BE ACCOMPANIED BY AN APPLICATION FEE OF \$200, IN ACCORDANCE WITH LCB REGULATION FILE NO. R068-16, EFF DT 01/27/2017.
3. AUTHORIZATION TO OPERATE A CONTINUING EDUCATION TRAINING CENTER SHALL EXPIRE ON JUNE 30<sup>TH</sup> OF EACH YEAR AND MAY BE RENEWED BY SUBMITTING AN APPLICATION FOR RENEWAL, WHICH MUST BE ACCOMPANIED BY A RENEWAL APPLICATION FEE OF \$200, IN ACCORDANCE WITH LCB REGULATION FILE NO. R068-16, EFF DT 01/27/2017.
4. STATE-REGULATED EDUCATION MUST BE TAUGHT IN ACCORDANCE WITH THE MOST CURRENT NATIONAL EMS EDUCATION STANDARDS AS PREPARED BY THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, IN ACCORDANCE WITH LCB REGULATION FILE NO. R068-16, EFF DT 01/27/2017.
5. THE DIVISION RESERVES THE RIGHT TO AUDIT A TRAINING CENTER AT ANY TIME, FOR ANY REASON. TRAINING CENTERS ARE REQUIRED TO SUBMIT DOCUMENTATION REQUESTED BY THE DIVISION WITHIN 30 DAYS OF THE REQUEST. FAILURE TO COMPLY MAY RESULT IN SUSPENSION OR REVOKATION OF AUTHORIZATION TO OPERATE A TRAINING CENTER.
6. TRAINING CENTERS ARE REQUIRED TO KEEP COPIES OF ALL COURSE DOCUMENTATION FOR A PERIOD OF NO-LESS THAN FIVE (5) YEARS. IT IS PERMISSABLE TO KEEP ELECTRONIC COPIES IN LIEU OF HARD-COPIES, IN ACCORDANCE WITH LCB REGULATION FILE NO. R068-16, EFF DT 01/27/2017.
7. TRAINING CENTERS ARE PROHIBITED FROM ISSUING CONTINUING EDUCATION UNITS FOR COURSES OF WHICH CONTINUING EDUCATION UNITS ARE AUTOMATICALLY AWARDED BY THE DIVISION. IN ADDITION, HOURS TOWARDS COURSES OF WHICH CONTINUING EDUCATION UNITS ARE AUTOMATICALLY AWARDED BY THE DIVISION MAY NOT COUNT TOWARDS THE MINIMUM HOUR REQUIREMENT FOR REFRESHER TRAININGS. THE FOLLOWING COURSES ARE AUTOMATICALLY AWARDED CONTINUING EDUCATION UNITS:
  - CARDIOPULMONARY RESUSCITATION (CPR/BLS)
  - ADVANCED CARDIAC LIFE SUPPORT (ACLS)
  - PEDIATRIC ADVANCED LIFE SUPPORT (PALS)
  - INTERNATIONAL TRAUMA LIFE SUPPORT (ITLS)
  - PRE-HOSPITAL TRAUMA LIFE SUPPORT (PHTLS)
  - EMERGENCY VEHICLE OPERATORS COURSE (EVOC)
  - CERTIFIED EMERGENCY VEHICLE OPERATOR (CEVO)
  - OTHER COURSES AS APPROVED BY THE DIVISION
8. STUDENTS WHO PARTICIPATE IN ANY COURSE OFFERED BY A CONTINUING EDUCATION TRAINING CENTER IS REQUIRE TO ATTEND 100% OF THE COURSE TO RECEIVE CREDIT. MAKE-UP SESSIONS ARE NOT PERMITTED.
9. TRAINING CENTERS ARE REQUIRED TO ISSUE A CERTIFICATE OF COMPLETION TO STUDENTS FOR ANY COURSE TAUGHT WHICH PROVIDES CONTINUING EDUCATION UNITS. THIS CERTIFICATE IS REQUIRED TO HAVE THE FOLLOWING INFORMATION:
  - TRAINING CENTER NAME
  - TRAINING CENTER NUMBER
  - NAME OF STUDENT
  - STATE EMS NUMBER OF STUDENT
  - DATE COMPLETED
  - NUMBER OF CONTINUING EDUCATION UNITS AWARD
  - SIGNATURE OF AUTHORIZING PERSONNEL

I, \_\_\_\_\_, HAVE READ AND UNDERSTAND THE GENERAL REQUIREMENTS FOR OPERATION OF A TRAINING CENTER.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE