



NORTH CAROLINA OFFICE OF EMERGENCY MEDICAL SERVICES
DIVISION OF HEALTH SERVICE REGULATION • DEPARTMENT OF HEALTH AND HUMAN SERVICES

GUIDELINES FOR THE REGISTRATION OF AN EMS COURSE

Prior to offering any EMS course, the approved teaching institution must submit a course outline/syllabus with the supporting documentation detailing the content of the course to the Office of Emergency Medical Services for approval. The following information is provided as guidance in the preparation and submission of the required course materials. Failure to comply with the criteria contained in this document may result in disapproval of the course and the student's loss of eligibility for the credentialing examination.

1. To register an EMS program (Initial or Recertification) with the OEMS, the approved educational institution must submit an electronic request through CONTINUUM a minimum of 28 days prior to the start of the class.
2. Once the electronic request has been submitted through CONTINUUM, the EMS Program Coordinator has twenty-four (24) hours to submit an electronic course outline including course dates, instructional objectives and hours of instruction to the appropriate Regional Educational Liaison for course approval.
3. A copy of the course outline must be kept on file locally for compliance monitoring by the OEMS.
 - a. Any subsequent updates are expected to accompany the original course outline.
4. The Educational Institution will be required to ensure all students are registered for the appropriate course in Continuum no later than the 14th calendar day from the start of the class.
 - a. In the event a student enrolls into a course prior to the 10% point, which happens to occur after the 14th calendar day from the start of the class:
 - i. The OEMS identified Program Coordinator will have 5 business days to notify the appropriate Regional Educational Liaison of same and the student will be force added to the course.
 - b. In the event the OEMS identified Program Coordinator fails to notify the appropriate Regional Educational Liaison of same, the student will not be added to the course.
5. Failure to adhere to these guidelines will result in the disapproval of the submitted course
6. Courses allowed to proceed without the approval of the Office of Emergency Medical Services, will result in the application of enforcement rules NCAC 10A NCAC 13P .1505 EMS EDUCATIONAL INSTITUTIONS and 10A NCAC 13P .1507 EMS PERSONNEL CREDENTIALS