



# STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.  
*Commissioner*

James W. Clyne, Jr.  
*Executive Deputy Commissioner*

June 22, 2010

Dear CME Sponsor, Agency, Participant,

The Bureau of Emergency Medical Services (BEMS) is sending this letter to inform you of the changes that are occurring to the CME Recertification Program. Please review these changes and disseminate this information to other sponsors, agencies, coordinators and providers who participate in the CME program.

## **Enrollment for New Agencies**

The Bureau of EMS has begun to require new agencies to develop a specific policy and procedure plan to guide the management of an agency and its participants. This is an amendment to page 5, paragraph 1 and 2 of the administrative manual, "How does an Agency apply?".

Agencies interested in participating in the CME Recertification Program must first submit an "Agency Registration form" DOH-4227. This registration is simply an expression of interest to provide the CME Program to the agency's EMT's.

The Agency must then make a commitment to support the program. Upon receipt of the registration form BEMS will request from the agency a policy and procedure plan that outlines how the agency will manage the program. Included in the plan should be the following: how the agency will assist its members to achieve success; what training opportunities will be offered and are acceptable from other sources; how the agency will track its member's activities; and how the agency will maintain records of the continuing education and skills activities of its members.

The Plan must be authorized by the Agency's governing authority as specified by 10 NYCRR 800.3 and the Chief Executive Officer and Medical Director.

Upon receipt of the agency's CME policy and procedure plan BEMS will issue a letter to the CME Coordinator indicating the enrollment of the agency into the CME Program. Members of the agency may then register into the agency's program and begin to submit their applications for recertification. No applications for recertification will be accepted prior to the BEMS approval.

## **CME Core-Refresher Funding Reimbursement**

The Bureau of Emergency Medical Services has made several changes to the vouchering process to assist in obtaining training reimbursement money. To meet these changes the BEMS is updating reimbursement instructions on page 13 of the CME Recertification Administration Manual.

*In the CME Program either the Course Sponsor **OR** the EMS Agency may apply for reimbursement.*

A **Course Sponsor** offering CME Core Refresher training that covers all the required core-content material may request state reimbursement for an EMT refresher candidate provided that candidate has completed all core-content requirements. The sponsor must submit a Standard Voucher AC-92 with the DOH-788 modification to box 6 and a course memorandum listing each student with their EMT number and level of training no later than **ninety (90) days** after completion of the course.

If the **Agency** pays for the CME participants Core refresher training, the agency may voucher for the Core training expense only after the participant has successfully recertified through the CME Program. The agency must submit a Standard Voucher AC-92 filling out all required fields plus box #6 listing the name, level of certification and EMT number of each provider for when you are vouchering. Vouchers must be submitted no later than **ninety (90) days** after the participant has recertified in the CME Program.

The ninety-day (90) vouchering period is an increased time period from the previous sixty-day (60) period. The ninety-day period will be strictly enforced. **Vouchers received beyond this time period will be denied** and returned to the sponsor or agency.

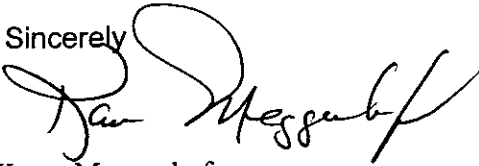
## **CME Forms and Applications for Recertification**

The Bureau of EMS has now made all forms for the CME Program available on-line in a fillable, PDF format. This means any form needed for the CME Program can be found on our web site at; < <http://www.health.state.ny.us/nysdoh/ems/emsforms> > the forms can be filled in then printed. The forms will still require needed original signatures. You will not be able to save forms once they are filled in. Once you have closed the page, the page resets and any information on the page is erased.

The Bureau of EMS has two updated CME forms. The **Participant Registration Form** now listed as, DOH-4226 revised (4/10). This new form now requires the agency's CME Coordinator or Training officer to accept and sign off on the form. Forms received without the agency Coordinator's acknowledgement (signature) will be returned to the participant and the participant will not be enrolled into the CME Program.

For additional questions about the NYS CME Recertification Program please contact the Bureau of EMS department at (518) 402- 0996 ext; 1, 4.

Sincerely

A handwritten signature in black ink, appearing to read 'Karen Meggenhofen', written in a cursive style.

Karen Meggenhofen  
Associate Director- Education & Certification  
Bureau of Emergency Medical Services