

**109-1-1. Definitions.** Each of the following terms, as used in the board's regulations, shall have the meaning specified in this regulation:

(a) "AEMT" means advanced emergency medical technician.

(b) "Advanced life support" and "ALS" mean the statutorily authorized activities and interventions that may be performed by an advanced emergency medical technician or paramedic.

(c) "Air ambulance" means a fixed-wing or rotor-wing aircraft that is specially designed, constructed or modified, maintained, and equipped to provide air medical transportation and emergency care of patients.

(d) "Air medical director" means a physician as defined by K.S.A. 65-6112, and amendments thereto, who meets the following requirements:

(1) Is trained and experienced in care consistent with the air ambulance service's mission statement; and

(2) is knowledgeable in altitude physiology and the complications that can arise due to air medical transport.

(e) "Air medical personnel" means the attendants EMS providers listed on the attendant EMS provider roster, health care personnel identified on the service health care personnel roster of the air ambulance service, specialty patient care providers specific to the mission, and the pilot or pilots necessary for the operation of the aircraft.

(f) "Airway maintenance," as used in K.S.A. 65-6121 and amendments thereto and as applied to the authorized activities of an advanced emergency medical

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technician, means the use of any invasive oral equipment and procedures necessary to ensure the adequacy and quality of ventilation and oxygenation.

(g) "Attendant" means EMS provider.

(h) "Basic life support" and "BLS" mean the statutorily authorized activities and interventions that may be performed by an emergency medical responder or emergency medical technician.

~~(h)~~ (i) "CAPCE" means the commission on accreditation for pre-hospital continuing education.

~~(i)~~ (j) "Certified mechanic," as used in K.A.R. 109-2-2, means an individual employed or contracted by the ambulance service, city or county, qualified to perform maintenance on licensed ambulances and inspect these vehicles and validate, by signature, that the vehicles meet both mechanical and safety considerations for use.

~~(j)~~ (k) "Class," as used in these regulations, means the period during which a group of students meets.

~~(k)~~ "Clinical preceptor" means an individual who is responsible for the supervision and evaluation of students in clinical training in a health care facility.

~~(l)~~ "Continuing education" means a formally organized learning experience that has education as its explicit principal intent and is oriented towards the enhancement of emergency medical services practice, values, skills, and knowledge.

~~(m)~~ "Contrived experience," as used in K.A.R. 109-11-3a, means a simulated ambulance call and shall include dispatch communications, responding to the scene,

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~~assessment and management of the scene and patient or patients, biomedical communications with medical control, ongoing assessment, care, and transportation of the patient or patients, transference of the patient or patients to the staff of the receiving facility, completion of records, and preparation of the ambulance for return to service.~~

(~~n~~) (l) "Coordination" means the submission of an application for approval of initial courses of instruction or continuing education courses and the oversight responsibility of those same courses and instructors once the courses are approved.

(~~o~~) (m) "Course of instruction" means a body of prescribed EMS studies approved by the board.

(~~p~~) (n) "Critical care transport" means the transport by an ambulance of a critically ill or injured patient who receives care commensurate with the care rendered by health care personnel as defined in this regulation or a paramedic with specialized training as approved by service protocols and the medical director.

(~~q~~) "~~Educator~~" means ~~instructor coordinator, as defined in K.S.A. 65-6112 and amendments thereto.~~

(~~r~~) (o) "Emergency" means a serious medical or traumatic situation or occurrence that demands immediate action.

(~~s~~) (p) "Emergency call" means an immediate response by an ambulance service to a medical or trauma incident that happens unexpectedly.

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~~(t)~~ (g) "Emergency care" means the services provided after the onset of a medical condition of sufficient severity that the absence of immediate medical attention could reasonably be expected to cause any of the following:

- (1) Place the patient's health in serious jeopardy;
- (2) seriously impair bodily functions; or
- (3) result in serious dysfunction of any bodily organ or part.

~~(u)~~ (r) "EMS" "EMR" means emergency medical services responder.

~~(v)~~ (s) "EMR" "EMS" means emergency medical responder services.

~~(t)~~ "EMS provider" means emergency medical service provider.

~~(w)~~ (u) "EMT" means emergency medical technician.

~~(x)~~ "Field internship preceptor" means an individual who is responsible for the supervision and evaluation of students in field training with an ambulance service.

~~(y)~~ (v) "Ground ambulance" means a ground-based vehicle that is specially designed and equipped for emergency medical care and transport of sick and injured persons and meets the requirements in K.A.R. 109-2-8.

~~(z)~~ (w) "Health care personnel" and "health care provider," as used in these the board's regulations, means a physician, physician assistant, licensed professional nurse, advanced practice registered nurse, or respiratory therapist.

~~(aa)~~ (x) "Incompetence," as applied to ~~attendants~~ EMS providers and as used in K.S.A. 65-6133 and amendments thereto, means a demonstrated lack of ability, knowledge, or fitness to perform patient care according to applicable medical protocols

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or as defined by the authorized activities of the attendant's EMS provider's level of certification.

~~(bb)~~ (y) "Incompetence," as applied to instructor-coordinators and training officers and as used in K.S.A. 65-6129b and ~~K.S.A. 65-6129c~~ and amendments thereto, means a pattern of practice or other behavior that demonstrates a manifest incapacity, inability, or failure to coordinate or to instruct attendant EMS provider training programs.

~~(cc)~~ (z) "Incompetence," as applied to an operator and as used in K.S.A. 65-6132 and amendments thereto, means either of the following:

(1) The operator's inability or failure to provide the level of service required for the type of permit held; or

(2) the failure of the operator or an agent or employee of the operator to comply with a statute or regulation pertaining to the operation of a licensed ambulance service.

~~(dd)~~ (aa) "Instructor-coordinator" and "I-C" mean any of the following individuals who are certified to instruct and coordinate attendant EMS provider training programs:

- (1) Emergency medical technician;
- (2) physician;
- (3) physician's assistant;
- (4) advanced practice registered nurse;
- (5) licensed professional nurse;
- (6) advanced emergency medical technician; or
- (7) paramedic.

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~~(ee)~~ (bb) "Interoperable" means that one system has the ability to communicate or work with another.

~~(ff)~~ (cc) "Lab assistant" means an individual who is assisting a primary instructor in the instruction and evaluation of students in classroom laboratory training sessions.

~~(gg)~~ (dd) "Long-term provider approval" means that the sponsoring organization has been approved by the executive director to provide any continuing education program as prescribed in K.A.R. 109-5-3.

~~(hh)~~ "~~Mentoring educator~~" ~~means an instructor coordinator, as defined in K.S.A. 65-6112 and amendments thereto, who has obtained additional credentials prescribed by the board.~~

~~(ii)~~ (ee) "Out of service," as used in K.A.R. 109-2-5, means that a licensed ambulance is not immediately available for use for patient care or transport.

~~(jj)~~ (ff) "Primary instructor" means an instructor-coordinator who is listed by the sponsoring organization as the individual responsible for the competent delivery of cognitive, psychomotor, and affective objectives of an approved initial course of instruction or continuing education program and who is the person primarily responsible for evaluating student performance and developing student competency.

~~(kk)~~ (gg) "Prior-approved continuing education" means material submitted by a sponsoring organization, to the board, that is reviewed and subsequently approved by the executive director, in accordance with criteria established by regulations, and that is assigned a course identification number.

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(hh) "Program manager" means an individual who has been appointed, employed, or designated by a sponsoring organization, as defined in K.S.A. 65-6112 and amendments thereto, to ensure that the sponsoring organization is in conformance with applicable regulations and to ensure that quality EMS education is provided by the sponsoring organization's qualified instructors.

~~(H)~~ (ii) "Public call" means the request for an ambulance to respond to the scene of a medical emergency or accident by an individual or agency other than any of the following:

- (1) A ground ambulance service;
- (2) the Kansas highway patrol or any law enforcement officer who is at the scene of an accident or medical emergency;
- (3) a physician, as defined by K.S.A. 65-6112 and amendments thereto, who is at the scene of an accident or medical emergency; or
- (4) an attendant EMS provider who has been dispatched to provide emergency first response and who is at the scene of an accident or medical emergency.

~~(mm)~~ (jj) "Quality management plan" means a written plan developed by a sponsoring organization that describes all processes utilized by the sponsoring organization to ensure that the EMS education provided meets the requirements of the community's EMS training needs assessment or meets the training needs of the intended audience. Each quality management plan shall, at a minimum, include a

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review and analysis by the medical director and program manager of each completed course and the instructor evaluations.

(kk) "Reinstatement" means the process by which a person may be issued a certificate at the same level of certification as that of an expired certificate.

(ll) "Retroactively approved continuing education" means credit issued to an attendant EMS provider after attending a program workshop, conference, seminar, or other offering that is reviewed and subsequently approved by the executive director, in accordance with criteria established by the board.

~~(nn) "Roster" means a document whose purpose is to validate attendance at an educational offering and that includes the following information:~~

- ~~(1) Name of the sponsoring organization;~~
- ~~(2) location where the educational offering occurred;~~
- ~~(3) signature, time of arrival, and time of departure of each attendee;~~
- ~~(4) course identification number issued by the board;~~
- ~~(5) title of the educational offering;~~
- ~~(6) date of the educational offering; and~~
- ~~(7) printed name and signature of the program manager.~~

~~(oo) (mm) "Service director" means an individual who has been appointed, employed, or designated by the operator of an ambulance service to handle daily operations and to ensure that the ambulance service is in conformance with local, state,~~

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and federal laws and ensure that quality patient care is provided by the ambulance service attendants EMS providers.

~~(pp)~~ (nn) "Service records" means the documents required to be maintained by state regulations and statutes pertaining to the operation and education within a licensed ambulance service.

~~(qq)~~ (oo) "Single-program provider approval" means that the sponsoring organization has been granted approval to offer a specific continuing education program.

~~(rr)~~ "Site coordinator" means a person supervising, facilitating, or monitoring students, facilities, faculty, or equipment at a training site.

~~(ss)~~ "Syllabus" means a summary of the content of a course of instruction that includes the following:

- ~~(1) A summary of the course goals and objectives;~~
- ~~(2) student prerequisites, if any, for admission into the course;~~
- ~~(3) instructional and any other materials required to be purchased by the student;~~
- ~~(4) student attendance policies;~~
- ~~(5) student requirements for successful course completion;~~
- ~~(6) a description of the clinical and field training requirements, if applicable;~~
- ~~(7) student discipline policies; and~~
- ~~(8) instructor, educator, or mentoring educator information, which shall include~~

the following:

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~~(A) The name of the instructor, educator, or mentoring educator;~~

~~(B) the office hours of the instructor, educator, or mentoring educator or the hours during which the instructor, educator, or mentoring educator is available for consultation; and~~

~~(C) the electronic mail address of the instructor, educator, or mentoring educator.~~

~~(tt) (pp)~~ "Sufficient application" means that the information requested on the application form is provided in full, any applicable fee has been paid, all information required by statute or regulation has been submitted to the board, and no additional information is required to complete the processing of the application.

~~(uu) (qq)~~ "Teach" means instruct or coordinate training, or both.

~~(vv) (rr)~~ "Unprofessional conduct," as applied to ~~attendants~~ EMS providers and as used in K.S.A. 65-6133 and amendments thereto, means conduct that violates those standards of professional behavior that through professional experience have become established by the consensus of the expert opinion of the members of the ~~emergency medical services~~ EMS profession as reasonably necessary for the protection of the public. This term shall include any of the following:

- (1) Failing to take appropriate action to safeguard the patient;
- (2) performing acts beyond the activities authorized for the level at which the individual is certified;
- (3) falsifying a patient's or an ambulance service's records;
- (4) verbally, sexually, or physically abusing a patient;

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- (5) violating statutes or regulations concerning the confidentiality of medical records or patient information obtained in the course of professional work;
- (6) diverting drugs or any property belonging to a patient or an agency;
- (7) making a false or misleading statement on an application for certification renewal or any agency record;
- (8) engaging in any fraudulent or dishonest act that is related to the qualifications, functions, or duties of an attendant EMS provider; or
- (9) failing to cooperate with the board and its agents in the investigation of complaints or possible violations of the emergency medical services EMS statutes or board regulations, including failing to furnish any documents or information legally requested by the board. Attendants EMS providers who fail to respond to requests for documents or requests for information within 30 days from the date of request shall have the burden of demonstrating that they have acted in a timely manner.

~~(ww)~~ (ss) "Unprofessional conduct," as applied to instructor-coordinators and as used in K.S.A. 65-6129b and K.S.A. 65-6129e and amendments thereto, means any of the following:

- (1) Engaging in behavior that demeans a student. This behavior shall include ridiculing a student in front of other students or engaging in any inhumane or discriminatory treatment of any student or group of students;
- (2) verbally or physically abusing a student;
- (3) failing to take appropriate action to safeguard a student;

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- (4) falsifying any document relating to a student or the sponsoring organization;
- (5) violating any statutes or regulations concerning the confidentiality of student records;
- (6) obtaining or seeking to obtain any benefit, including a sexual favor, from a student through duress, coercion, fraud, or misrepresentation, or creating an environment that subjects a student to unwelcome sexual advances, which shall include physical touching or verbal expressions;
- (7) an inability to instruct because of alcoholism, excessive use of drugs, controlled substances, or any physical or mental condition;
- (8) reproducing or duplicating a state examination for certification without board authority;
- (9) engaging in any fraudulent or dishonest act that is related to the qualifications, functions, or duties of an instructor-coordinator ~~or training officer~~;
- (10) willfully failing to adhere to the course syllabus; or
- (11) failing to cooperate with the board and its agents in the investigation of complaints or possible violations of the board's statutes or regulations, including failing to furnish any documents or information legally requested by the board. Instructor-coordinators ~~and training officers~~ who fail to respond to requests for documents or requests for information within 30 days of the request shall have the burden of demonstrating that they have acted in a timely manner. (Authorized by K.S.A. 2016

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2020 Supp. 65-6110, and K.S.A. 2020 Supp. 65-6111, and ~~65-6133~~; implementing  
K.S.A. ~~2016~~ 2020 Supp. 65-6110, K.S.A. 2020 Supp. 65-6111, K.S.A. 2020 Supp. 65-  
6129, K.S.A. 2020 Supp. 65-6129b, ~~65-6129c~~, K.S.A. 65-6132, and K.S.A. 2020 Supp.  
65-6133; effective May 1, 1985; amended May 1, 1986; amended, T-88-12, May 18,  
1987; amended, T-88-24, July 15, 1987; amended May 1, 1988; amended July 17,  
1989; amended March 16, 1992; amended Jan. 31, 1994; amended Jan. 30, 1995;  
amended Jan. 31, 1997; amended Nov. 12, 1999; amended Jan. 27, 2012; amended  
March 15, 2013; amended April 29, 2016; amended Dec. 29, 2017; amended P-  
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**109-2-1. Ambulance service operator.** (a) Each operator of an ambulance service shall perform the following:

(1) Notify the board of any change in the service director within seven days of the change; and

(2) designate a person as the ambulance service director to serve as an agent of the operator.

(b) The ambulance service director shall meet the following requirements:

(1) Be responsible for the operation of the ambulance service;

(2) be available to the board regarding permit, regulatory, and emergency matters;

(3) be responsible for maintaining a current list of the ambulance service's attendants;

(4) notify the board of each addition or removal of an attendant from the attendant roster within ~~90~~ seven days of the addition or removal;

(5) notify the board of any known resignation, termination, incapacity, or death of a medical adviser once known and the plans for securing a new medical director; and

(6) submit written notification of each change in the medical director within 30 days of the change. (Authorized by K.S.A. ~~2015~~ 2020 Supp. 65-6110; and K.S.A. 2020 Supp. 65-6111, and 65-6132; implementing K.S.A. ~~2015~~ 2020 Supp. 65-6110 and K.S.A. 2020 Supp. 65-6130; effective May 1, 1985; amended July 17, 1989; amended Jan. 31, 1997; amended Jan. 27, 2012; amended April 29, 2016; amended P-

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**109-3-1.** (Authorized by and implementing K.S.A. 65-6110; effective July 17, 1989; amended Jan. 31, 1997; amended July 10, 2009; revoked P-\_\_\_\_\_.)

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**109-5-1. Continuing education.** (a) “Continuing education” shall mean a formally organized learning experience that has education as its explicit principal intent and is oriented towards the enhancement of EMS practice, values, skills, and knowledge.

~~(b) Continuing education credit shall be awarded in quarter-hour increments for instruction for which an individual meets the requirements in subsection (b) and shall not be issued for more than one hour of credit for a 60-minute period.~~

~~(b) Each individual seeking continuing education credit for a course shall submit either of the following:~~

- ~~(1) The individual’s certificate of attendance; or~~
- ~~(2) the individual’s certificate of completion.~~

~~(c) Each acceptable certificate of attendance or certificate of completion shall include the following:~~

- ~~(1) The name of the provider of the continuing education course;~~
- ~~(2) the name of the attendant being issued the certificate;~~
- ~~(3) the title of the course;~~
- ~~(4) the date or dates on which the course was conducted;~~
- ~~(5) the location where the course was conducted;~~
- ~~(6) the amount of approved continuing education credit issued to the individual~~

~~for attending the course;~~

~~(7) the course identification number issued by the board, by CAPCE, or by another state’s emergency medical services regulatory or accrediting body; and~~

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~~(8) the name of the person or entity authorized by the provider to issue the certificate.~~

~~(d)~~(1) Acceptable continuing education programs shall include the following:

~~(A)~~ (1) Initial courses of instruction and prior-approved continuing education provided by a sponsoring organization and ~~approved by the board~~;

~~(B)~~ (2) programs approved or accredited by CAPCE, which shall be presumptively accepted by the board unless the board determines that a particular program does not meet board requirements; and

~~(C)~~ (3) programs or courses approved by another state's emergency medical services EMS regulatory or accrediting body, which shall be presumptively accepted by the board unless the board determines that a particular program does not meet board requirements.

(2) ~~(d)~~ Any program not addressed in this subsection (c) may be submitted for approval by the attendant EMS provider as specified in K.A.R. 109-5-5.

(e) The ~~number of clock hours received for~~ amount of continuing education credit ~~during~~ obtained in one calendar day shall not exceed 12 clock-hours.

(f) Each attendant EMS provider and instructor-coordinator ~~sponsoring organization~~ shall keep documentation of completion of approved continuing education for at least three years and shall provide this documentation to the board upon request by the executive director.

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(g) Documentation of completion of approved continuing education shall verify the following for each continuing education course completed:

- (1) The name of the provider of the continuing education course;
- (2) the name of the individual being issued the continuing education credit;
- (3) the title of the continuing education course;
- (4) the date or dates on which the course was conducted;
- (5) the location where the course was conducted;
- (6) the amount of continuing education credit issued to the individual; and

(7) the course identification number. (Authorized by K.S.A. 2020 Supp. 65-6110 and K.S.A. 2020 Supp. 65-6111; implementing K.S.A. 2020 Supp. 65-6129; effective T-88-122, May 18, 1987; amended T-88-24, July 15, 1987; amended May 1, 1988; amended July 17, 1989; amended Feb. 3, 1992; amended Aug. 16, 1993; amended Dec. 19, 1994; amended Nov. 1, 1996; amended Nov. 12, 1999; amended, T-109-8-8-00, Aug. 8, 2000; amended Nov. 13, 2000; amended Aug. 30, 2002; amended Sept. 10, 2010; amended, T-109-2-7-11, Feb. 7, 2011; amended June 3, 2011; amended Jan. 4, 2016; amended Dec. 29, 2017; amended March 1, 2019; amended P-  
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**109-5-3. Continuing education approval for long-term providers.** (a) Any sponsoring organization may submit an application to the board requesting approval as a long-term provider of continuing education.

(b) Each sponsoring organization seeking long-term provider approval for continuing education courses shall meet the following requirements:

(1) submit a complete application packet to the executive director at least 30 calendar days before the first initial course to be offered as part of the long-term provider of continuing education training program management plan at least 30 calendar days before the first course offering as a long-term provider. A complete application packet shall include the following:

(A) A complete application form provided by the executive director that includes the signatures of the training program manager and the medical director; and

(B) a long-term continuing education training program management plan that describes how the applicant shall meet the requirements of subsection (b);

(2) appoint a training program manager who will serve as the liaison to the board concerning continuing education training;

(3) appoint a physician who will serve as the medical director for the training program;

(4) provide a sufficient number of lab instructors to maintain a student-to-instructor ratio of 6:1 during laboratory training sessions;

(5) provide a sufficient quantity of EMS training equipment to maintain a student-to-equipment ratio of 6:1 during laboratory training sessions;

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- ~~(6) provide to each student, upon request, the following:~~
- ~~(A) A course schedule that includes the following:~~
- ~~(i) The date and time of each class lesson;~~
  - ~~(ii) the title of each lesson; and~~
  - ~~(iii) the name of the qualified instructor and that individual's qualifications, as specified in K.A.R. 109-11-9, to teach each lesson; and~~
- ~~(B) a certificate of attendance that includes the following:~~
- ~~(i) The name of the training program;~~
  - ~~(ii) a statement that the training program has been approved by the board as a long-term provider of continuing education training;~~
  - ~~(iii) the title of the continuing education offering;~~
  - ~~(iv) the date and location of the continuing education offering;~~
  - ~~(v) the amount of continuing education credit awarded to each participant for the offering;~~
  - ~~(vi) the course identification number issued by the board; and~~
  - ~~(vii) the printed name and signature of the program manager;~~
- ~~(7) maintain training program records and continuing education course records for at least three years. The following records shall be maintained:~~
- ~~(A) A copy of the application form and all documents required to be submitted with the application for training program approval;~~

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~~(B) student attendance rosters;~~  
~~(C) course educational objectives; and~~  
~~(D) master copies and completed copies of each student's evaluations of the educational offerings;~~

~~(8) establish a continuing education program quality management plan that includes the following:~~

~~(A) A description of the training needs assessment used to determine the continuing education courses to be conducted;~~

~~(B) a description of the training program evaluations to be conducted and a description of how a review and analysis of the completed evaluations by the training program's medical director and the training program manager shall be conducted;~~

~~(C) equipment use, maintenance, and cleaning policies; and~~

~~(D) training program infection control policies;~~

~~(9) submit quarterly reports to the executive director that include the following:~~

~~(A) —The date, title, and location of each EMS continuing education course offered;~~

~~(B) the amount of EMS continuing education credit issued for each EMS course offered; and~~

~~(C) the printed name and signature of the training program manager; and~~

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~~(10) a description of how the program will ensure that all education offered under the auspices of the long-term provider approval meets the definition of continuing education as specified in K.A.R. 109-1-1.~~

~~(c) Each approved long-term provider wanting to offer continuing education in a distance learning format shall incorporate the following items into the provider's long-term continuing education training program management plan shall include a description of the plan and all policies or documents demonstrating how the sponsoring organization will utilize its quality management plan to ensure that each continuing education course provided meets the following requirements:~~

~~(1) A definition of the process by which students can access the qualified instructor, as specified in K.A.R. 109-11-9, during any distance learning offerings is provided in a manner that protects the health and safety of students and participants;~~

~~(2) a definition of the procedures used to ensure student participation in course offerings is oriented towards the enhancement of EMS practice, values, skills, and knowledge; and~~

~~(3) specification of each learning management system that will be used and how each system is to be used in the course issues continuing education credit as specified in K.A.R. 109-5-1.~~

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~~(d) Each long term provider of continuing education courses shall submit any change of program manager or medical director and any change to the long term continuing education program management plan to the board office no later than 30 calendar days after the change has occurred. Failure to submit any of these changes may result in suspension of approval as a long term provider of continuing education.~~

~~(e) Each approved long term provider of continuing education training shall provide the executive director with a copy of all training program records and continuing education course records upon the executive director's request. (Authorized by and implementing K.S.A. 2016 2020 Supp. 65-6111; effective, T-88-12, May 18, 1987; amended, T-88-24, July 15, 1987; amended May 1, 1988; amended July 17, 1989; amended Nov. 12, 1999; amended May 15, 2009; amended Sept. 10, 2010; amended March 15, 2013; amended Dec. 29, 2017; amended P-\_\_\_\_\_.)~~

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**109-5-6. Single-program Continuing education approval for single-program providers provider of continuing education.** (a) Any entity specified in K.A.R. 109-1-4(b) sponsoring organization may submit an application to the executive director to conduct board requesting approval as a single-program continuing education provider.

(b) Each ~~provider of~~ sponsoring organization seeking single-program continuing education provider approval shall meet the following requirements:

(1) ~~submit a complete application for single-program approval to the executive director at least 30 days before the requested offering. A complete application shall include that provides~~ the following:

(A) ~~The signatures of the program manager and the program medical advisor;~~  
and

(B) (1) ~~A Course schedule that includes the date and time of each continuing education program, the title of each continuing education topic in the program and the instructor~~ educational objectives that are oriented towards the enhancement of EMS practice, values, skills, and knowledge;

(2) ~~provide name of each student with a certificate of attendance that includes the following:~~ qualified instructor for the course; and

(A) ~~The name of the continuing education program;~~

(B) ~~a statement that the continuing education program has been approved by the board;~~

(C) ~~the title of the continuing education program;~~

(D) (3) ~~the date, title, and location of the continuing education program~~ course;

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~~(E) the amount of continuing education credit completed by the attendant for the continuing education program;~~

~~(F) the board assigned course identification number; and~~

~~(G) the printed name and signature of the program coordinator; and~~

~~(3) maintain the following records for at least three years;~~

~~(A) A copy of all documents required to be submitted with the application for single program approval;~~

~~(B) a copy of the curriculum vitae or other documentation of the credentials for each instructor and lab instructor;~~

~~(C) student attendance records;~~

~~(D) course educational objectives; and~~

~~(E) completed copies of student evaluations of the educational offering.~~

~~(c) Upon request by the executive director, each provider of single program continuing education shall provide a copy of all continuing education program records and continuing education course records. (Authorized by and implementing K.S.A. 2020 Supp. 65-6111, as amended by L. 2008, ch. 47, sec. 1; effective May 15, 2009; amended P-\_\_\_\_\_.)~~

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**109-6-2. Renewal of attendant EMS provider and instructor-coordinator**

**certificates.** (a) Each attendant EMS provider certificate shall expire on December 31 of the second complete calendar year following the date of issuance.

(b) An attendant EMS provider and an instructor-coordinator who is also an attendant EMS provider may renew that person's certificate for each biennial period ~~in accordance with this regulation and with K.A.R. 109-5-1e~~ upon submission of a sufficient application for renewal as specified in subsection (d).

(c) Each application for certification renewal shall be submitted ~~on a form provided by the executive director or through the online renewal process~~ license management system. ~~Copies, facsimiles, and other reproductions of the certification renewal form shall not be accepted.~~

(d) Each application for renewal shall be deemed sufficient when all of the following conditions are met:

(1) The applicant provides in full the information requested ~~on the form,~~ and no additional information is required by the board to complete the processing of the application.

(2) The applicant submits a renewal fee in the applicable amount specified in K.A.R. 109-7-1.

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(3) The applicant has completed the requirements in K.A.R. 109-5-1, K.A.R. 109-5-1a, K.A.R. 109-5-1b, K.A.R. 109-5-1c, K.A.R. 109-5-1d, and K.A.R. 109-5-1e that are applicable to the application being submitted.

(e) The date of receipt of a document the renewal application shall mean the ~~date stamped~~ electronic time stamp on the document indicating when the document renewal application is received in the board office submitted in the license management system. (Authorized by K.S.A. ~~2016~~ 2020 Supp. 65-6111; implementing K.S.A. ~~2016~~ 2020 Supp. 65-6129 and 65-6129b; effective Nov. 1, 1996; amended Oct. 31, 1997; amended Nov. 12, 1999; amended, T-109-8-8-00, Aug. 8, 2000; amended Nov. 13, 2000; amended Feb. 12, 2010; amended Dec. 29, 2017; amended P-\_\_\_\_\_.)

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**109-6-4. Inactive certificate.** (a) Before expiration of an active certificate, any emergency medical service provider may apply for an inactive certificate on a form provided by the board. The application shall be accompanied by the inactive certificate fee specified in K.A.R. 109-7-1.

(b) An inactive certificate may be renewed upon submission of a sufficient renewal application and the inactive certificate renewal fee specified in K.A.R. 109-7-1.

(c) The inactive certificate of a person may be reinstated to an active certificate by the board if the person meets the following requirements:

(1) Submits a completed application to the board on forms provided by the executive director;

(2) pays the applicable fee specified in K.A.R. 109-7-1;

(3) has completed any training necessitated by changes to the authorized activities specific to the person's level of certification that occurred after issuance of the inactive certificate; and

(4) meets either of the following requirements:

(A) Completed continuing education in an amount to meet or exceed the number of clock-hours specified for renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic for each two-year period after issuance of the inactive certificate; or

(B) successfully completed the cognitive and psychomotor assessment for the person's level of certification, within three attempts. (Authorized by K.S.A. 2020 Supp. 65-6110 and 65-6111; implementing K.S.A. 2020 Supp. 65-6129d; effective P-\_\_\_\_\_.)

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**109-7-1. Schedule of fees.** (a) Attendant, I-C, and ambulance service application fees shall be nonrefundable.

(b) Emergency medical responder fees:

- (1) Application for certification fee .....\$15.00
- (2) certification renewal application fee for a renewal that expires on a biennial basis if received before certificate expiration .....20.00
- (3) certification ~~renewal~~ reinstatement application fee if received within 31 calendar days after certificate expiration .....40.00
- (4) certification ~~renewal~~ reinstatement application fee if received on or after the 32nd calendar day after certificate expiration .....80.00

(c) Paramedic fees:

- (1) Application for certification fee .....65.00
- (2) certification renewal application fee if received before certificate expiration .....50.00
- (3) certification ~~renewal~~ reinstatement application fee if received within 31 calendar days after certificate expiration .....100.00
- (4) certification ~~renewal~~ reinstatement application fee if received on or after the 32nd calendar day after certificate expiration .....200.00

(d) EMT and AEMT fees:

- (1) Application for certification fee .....50.00
- (2) certification renewal application fee if received before certificate expiration .....30.00

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(3) certification ~~renewal~~ reinstatement application fee if received within 31  
calendar days after certificate expiration .....60.00

(4) certification ~~renewal~~ reinstatement application fee if received on or after the  
32nd calendar day after certificate expiration .....120.00

(e) Inactive certificate fees:

(1) Application for inactive certificate .....10.00

(2) inactive certificate renewal fee .....25.00

(3) application fee for reinstatement of inactive certificate .....20.00

(f) Instructor-coordinator fees:

(1) Application for certification fee .....65.00

(2) certification renewal application fee if received before certificate expiration  
.....30.00

(3) certification ~~renewal~~ reinstatement application fee if received within 31  
calendar days after certificate expiration .....60.00

(4) certification ~~renewal~~ reinstatement application fee if received on or after the  
32nd calendar day after certificate expiration .....120.00

(f) (g) Ambulance service fees:

(1) Service permit application fee .....100.00

(2) service permit renewal fee if received on or before permit expiration ...100.00

(3) service permit renewal fee if received after permit expiration .....200.00

(4) vehicle license application fee .....40.00

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(5) Temporary license for an ambulance .....10.00

~~(g)~~ (h) Each application for certification shall include payment of the prescribed application for certification fee to the board.

~~(h)~~ (i) Payment of fees may be made by either of the following:

(1) An individual using a personal, certified, or cashier's check, a money order, a credit card, or a debit card; or

(2) an ambulance service, fire department, or municipality using warrants, payment vouchers, purchase orders, credit cards, or debit cards.

~~(i)~~ (j) Payment submitted to the board for application for certification fee, reinstatement fee, or renewal fee for more than one attendant or I-C shall not be accepted, unless the fee amount is correct. (Authorized by K.S.A. ~~2016~~ 2020 Supp. 65-6110, K.S.A. ~~2016~~ 2020 Supp. 65-6111, K.S.A. 2020 Supp. 65-6127, K.S.A. ~~2016~~ 2020 Supp. 65-6129, and K.S.A. ~~2016~~ 2020 Supp. 65-6129b; implementing K.S.A. ~~2016~~ 2020 Supp. 65-6111, K.S.A. 2020 Supp. 65-6127, K.S.A. 65-6128, K.S.A. ~~2016~~ 2020 Supp. 65-6129, and K.S.A. ~~2016~~ 2020 Supp. 65-6129b; effective July 1, 1990; amended Feb. 3, 1992; amended Nov. 1, 1996; amended, T-109-8-8-00, Aug. 8, 2000; amended Nov. 13, 2000; amended Oct. 31, 2003; amended March 9, 2012; amended April 29, 2016; amended Dec. 29, 2017; amended P-\_\_\_\_\_.)

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**109-10-3.** (Authorized by and implementing K.S.A. 2016 Supp. 65-6111; effective Jan. 31, 1994; amended Sept. 2, 2011; amended Dec. 29, 2017; revoked P-\_\_\_\_\_.)

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**109-10-6.** (Authorized by and implementing K.S.A. 65-6110 and K.S.A. 2009 Supp. 65-6111, as amended by L. 2010, ch. 119, sec.1; effective Nov. 12, 1999; amended, T-109-2-7-11, Feb. 7, 2011; amended June 3, 2011; revoked P-\_\_\_\_\_.)

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**109-10-7.** (Authorized by and implementing K.S.A. 2016 Supp. 65-6110 and 65-6111;  
effective Feb. 12, 2010; amended May 1, 2015; amended Dec. 29, 2017;  
revoked P-\_\_\_\_\_.)

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**109-11-1a. Emergency medical responder (EMR) course approval.** (a) Emergency medical responder EMR initial courses of instruction pursuant to K.S.A. 65-6144, and amendments thereto, may be approved by the executive director and shall be conducted only by sponsoring organizations.

(b) Each sponsoring organization requesting approval to conduct an EMR initial courses course of instruction shall submit a complete application packet to the executive director, including all required signatures, and the following documents: at least 30 calendar days before the first scheduled course session.

- ~~(1) A course syllabus that includes at least the following information:~~
  - ~~(A) A summary of the course goals and objectives;~~
  - ~~(B) instructional and any other materials required to be purchased by the student;~~
  - ~~(C) student attendance policies;~~
  - ~~(D) student requirements for successful course completion;~~
  - ~~(E) a description of the clinical and field training requirements, if applicable;~~
  - ~~(F) student discipline policies; and~~
  - ~~(G) instructor information, which shall include the following:~~
    - ~~(i) Instructor name;~~
    - ~~(ii) office hours or hours available for consultation; and~~
    - ~~(iii) instructor electronic mail address;~~
- ~~(2) course policies that include at least the following information:~~
  - ~~(A) Student evaluation of program policies;~~

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- ~~(B) student and participant safety policies;~~
- ~~(C) Kansas requirements for certification;~~
- ~~(D) student dress and hygiene policies;~~
- ~~(E) student progress conferences; and~~
- ~~(F) equipment use policies;~~
- ~~(3) a course schedule that identifies the following:~~
  - ~~(A) The date and time of each class session, unless stated in the syllabus;~~
  - ~~(B) the title of the subject matter of each class session;~~
  - ~~(C) the instructor of each class session; and~~
  - ~~(D) the number of psychomotor skills laboratory hours for each session; and~~
- ~~(4) letters or contracts from the ambulance service director of the ambulance service that will provide field training to the students, if applicable, and the administrator of the medical facility in which the clinical rotation is provided, if applicable, indicating their commitment to provide the support as defined in the curriculum.~~

~~(c) Each complete application shall be received in the board office not later than 30 calendar days before the first scheduled course session.~~

~~(d) Each approved initial course shall meet include the following conditions:~~

~~(1) Meet or exceed the course requirements described in the board's regulations~~

~~Name of the primary instructor;~~

~~(2) be approved by the sponsoring organization's medical director name of each ambulance service and medical facility utilized for field or clinical training; and~~

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~~(3) maintain a course records for at least three years. schedule that identifies the~~  
following records shall be maintained:

~~(A) A copy of all documents required to be submitted with the application for~~  
~~course approval The date and time of each class session;~~

~~(B) student attendance the title of the subject matter of each class session;~~

~~(C) student grades the qualified instructor for each class session; and~~

~~(D) student conferences the number of psychomotor skills laboratory hours for~~  
~~each class session;~~

~~(E) course curriculum;~~

~~(F) lesson plans for all lessons;~~

~~(G) clinical training objectives, if applicable;~~

~~(H) field training objectives, if applicable;~~

~~(I) completed clinical and field training preceptor evaluations for each~~  
student;

~~(J) master copies and completed copies of the outcome assessment and~~  
~~outcome analyses tools used for the course that address at least the following:~~

~~(i) Each student's ability to perform competently in a simulated or actual field~~  
situation, or both; and

~~(ii) each student's ability to integrate cognitive and psychomotor skills to~~  
appropriately care for sick and injured patients;

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~~(K) a copy of each student's psychomotor skills evaluations as specified in the course syllabus;~~

~~(L) completed copies of each student's evaluations of each course, all instructors for the course, and all lab instructors for the course; and~~

~~(M) a copy of the course syllabus.~~

~~(e) (d) Each primary instructor approved EMR initial course shall provide the executive director with a student registration form from meet or exceed each student within 20 days of the date of the first class session educational standards specified in K.A.R. 109-10-1a.~~

~~(f) Each sponsoring organization shall provide any course documentation requested by the executive director.~~

~~(g) (e) Any approved course may be monitored by the executive director.~~

~~(h) (f) Program Course approval may be withdrawn by the board if the sponsoring organization fails to comply with or violates any regulation or statute that governs sponsoring organizations. (Authorized by K.S.A. 2020 Supp. 65-6110, K.S.A. 2020 Supp. 65-6111; implementing K.S.A. 2020 Supp. 65-6110, K.S.A. 2020 Supp. 65-6111, K.S.A. 2020 Supp. 65-6129, and K.S.A. 65-6144; effective, T-109-2-7-11, Feb. 7, 2011; effective June 3, 2011; amended Dec. 29, 2017; amended Jan. 24, 2020; amended P-\_\_\_\_\_.)~~

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**109-11-3a. Emergency medical technician (EMT) course approval.** (a) ~~Emergency medical technician (EMT) EMT~~ initial courses of instruction pursuant to K.S.A. 65-6121, and amendments thereto, may be approved by the executive director and shall be conducted only by sponsoring organizations.

(b) Each sponsoring organization requesting approval to conduct an EMT initial ~~courses~~ course of instruction shall meet the following requirements:

- (1) ~~Meet the course requirements specified in K.A.R. 109-11-1a (b)-(e); and~~
- (2) ~~in each initial course of instruction, include hospital clinical training and ambulance field training that provide the following:~~
  - (A) ~~An orientation to the hospital and to the ambulance service; and~~
  - (B) ~~supervised participation in patient care and assessment, including the performance of~~ submit a complete patient assessment on at least one patient in compliance with K.S.A. 65-6129a and amendments thereto. In application at least 30 days before the absence of participatory clinical or field training, contrived experiences may be substituted first scheduled course session.

(c) Each sponsoring organization complete application shall ensure that the instructor coordinator provides any course documentation requested by include the executive director. following:

- (1) Name of the primary instructor;
- (2) name of each ambulance service and medical facility utilized for field or clinical training; and

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(3) a course schedule that identifies the following:

(A) The date and time of each class session;

(B) the title of the subject matter of each class session;

(C) the qualified instructor for each class session; and

(D) the number of psychomotor skills laboratory hours for each class session.

(d) In the absence of participatory field or clinical training, contrived experiences may be substituted. As used in this regulation, "contrived experience" shall mean a simulated ambulance call and shall include dispatch communications; responding to the scene; assessment and management of the scene and the patient or patients; communications with medical control; ongoing assessment, care and transportation of the patient or patients; the transfer of the patient or patients to the staff of the receiving facility; completion of records; and preparation of the ambulance for return to service.

(e) Each approved EMT initial course shall meet or exceed each of the educational standards specified in K.A.R. 109-10-1b.

(f) Any approved course may be monitored by the executive director.

(e) (g) Program Course approval may be withdrawn by the board if the sponsoring organization fails to comply with or violates any regulation or statute that governs sponsoring organizations. (Authorized by K.S.A. 2014 2020 Supp. 65-6110 and K.S.A. 2020 Supp. 65-6111; implementing K.S.A. 2014 2020 Supp. 65-6110, K.S.A. 2020 Supp. 65-6111, and K.S.A. 65-6121; effective, T-109-2-7-11, Feb. 7, 2011; effective June 3, 2011; amended May 1, 2015; amended P-\_\_\_\_\_.)

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**109-11-4a. Advanced emergency medical technician (AEMT) course approval.** (a) AEMT initial courses of instruction pursuant to K.S.A. 65-6120, and amendments thereto, may be approved by the executive director ~~to~~ and shall be conducted only by sponsoring organizations.

(b) Each sponsoring organization requesting approval to conduct an AEMT initial ~~courses~~ course of instruction shall ~~meet the course requirements in K.A.R. 109-11-1a (b) (e)~~ submit a complete application at least 30 calendar days before the first scheduled course session.

(c) Each ~~approved AEMT course shall ensure, and shall establish in writing, how each student is provided with experiences, which~~ complete application shall include at a minimum the following:

(1) ~~Successfully perform 20 venipunctures, of which 10 shall be for the purpose of initiating intravenous infusions~~ Name of the primary instructor;

(2) ~~administer one nebulized breathing treatment during~~ name of each ambulance service and medical facility utilized for field or clinical training; and

(3) ~~successfully perform five intraosseous infusions;~~ a course schedule that identifies the following:

(4) (A) ~~The date and time perform a complete patient assessment on each of 15 patients, of which at least 10 shall be accomplished during field internship training~~ each class session;

(5) ~~while directly supervised by an AEMT, a paramedic, a physician, an advanced practice registered nurse, or a professional nurse, respond to 10 ambulance calls;~~

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~~(6) perform 10 intramuscular or subcutaneous injection procedures;~~

~~(7) complete 10 patient charts or patient care reports, or both; and~~

~~(8) (B) perform the title application and interpretation of the electrocardiogram on eight patients during clinical training and field internship training. subject matter of each class session;~~

~~(C) the qualified instructor for each class session; and~~

~~(D) the number of psychomotor skills laboratory hours for each class session.~~

~~(d) Each approved AEMT initial course shall meet or exceed each of the educational standards specified in K.A.R. 109-10-1c.~~

~~(e) Any approved course may be monitored by the executive director.~~

~~(e) Each sponsoring organization shall ensure that the instructor coordinator provides any course documentation requested by the executive director.~~

~~(f) Program Course approval may be withdrawn by the board if the sponsoring organization fails to comply with or violates any regulation or statute that governs sponsoring organizations. (Authorized by K.S.A. 2014 2020 Supp. 65-6110 and K.S.A. 2020 Supp. 65-6111; implementing K.S.A. 2014 2020 Supp. 65-6110, and K.S.A. 2020 Supp. 65-6111, and K.S.A. 2020 Supp. 65-6129a; effective March 2, 2012; amended May 1, 2015; amended P-\_\_\_\_\_.)~~

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**109-11-6a. Paramedic course approval.** (a) Paramedic initial courses of instruction pursuant to K.S.A. 65-6119, and amendments thereto, may be approved by the executive director and shall be conducted only by sponsoring organizations that are accredited postsecondary educational institutions.

(b) Each sponsoring organization requesting approval to conduct a paramedic initial courses course of instruction shall ~~meet the following requirements:~~ submit a complete application at least 30 calendar days before the first scheduled class session.

(c) Each complete application shall include the following:

(1) ~~Meet the requirements in K.A.R. 109-11-1a (b) (h)~~ Name of the primary instructor;

~~(2)(A) Ensure, and establish in writing, how each student is provided with hospital clinical and~~ name of each ambulance service and medical facility utilized for field internship experiences ~~or clinical training;~~ and

~~(B) provide evidence of agreement to participate in the paramedic education process as follows:~~

~~(i) Ambulance service provision of field training for students during the field internship component of the paramedic educational process; and~~

~~(ii) health facility provision of clinical training for students during the clinical component of the paramedical educational process;~~

~~(3) require that, on or before completion of the required paramedic course, each student provide confirmation of eligibility to be conferred, at a minimum, an associate~~

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~~degree in applied science by the postsecondary institution; and a course schedule that identifies the following:~~

~~(4)(A) Provide evidence that The sponsoring organization has completed the letter of review process with the committee on accreditation of educational programs for emergency medical services professions date and time of each class session; or~~

~~(B) provide evidence of accreditation from the title committee on accreditation of allied health education programs before the commencement of the third course subject matter of each class session;~~

~~(C) the qualified instructor for each class session; and~~

~~(D) the number of psychomotor skills laboratory hours for each class session.~~

~~(e) (d) Each approved paramedic course shall meet the following requirements:~~

~~(1) Meet or exceed each of the educational standards specified curriculum requirements in K.A.R. 109-10-1d; and~~

~~(2) require completion of both clinical and field internship components that provide the students with experiences for integration of assessment findings to formulate a field impression and implement a comprehensive treatment or disposition plan for real patients presenting with any medical or traumatic ailment.~~

~~(e) Any approved course may be monitored by the executive director.~~

~~(d) (f) Course approval may be withdrawn by the board if the sponsoring organization fails to comply with or violates any regulation or statute that governs sponsoring organizations. (Authorized by K.S.A. 2020 Supp. 65-6110 and K.S.A. 2020~~

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Supp. 65-6111; implementing K.S.A. 2020 Supp. 65-6110, K.S.A. 2020 Supp. 65-6111,  
and K.S.A. 2020 Supp. 65-6129a; effective, T-109-2-7-11, Feb. 7, 2011; effective June  
3, 2011; amended May 1, 2015; amended March 1, 2019; amended P-  
\_\_\_\_\_.)

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**109-11-7. Instructor-coordinator course approval.** (a) ~~Each~~ Instructor-coordinator initial course courses of instruction may be approved by the executive director and shall be provided ~~conducted only by the board or by an agency with which the board contracts~~ sponsoring organizations.

(b) Each sponsoring organization requesting approval to conduct an approved instructor-coordinator initial course of instruction shall submit a complete application at least 30 calendar days before the first scheduled class session.

(c) Each complete application shall include the following:

(1) ~~Meet or exceed the curriculum described in K.A.R. 109-10-1 (g)~~ Name of the primary instructor; and

(2) ~~consist of a~~ course schedule that identifies the following ~~minimum of 90 hours of training; and;~~

(A) The date and time of each class session;

(B) the title of the subject matter of each class session;

(C) the qualified instructor for each class session; and

(3) ~~(D) use a text or texts approved by the board~~ the number of psychomotor skills laboratory hours for each class session.

(d) Each approved instructor-coordinator course shall meet or exceed each of the standards specified in K.A.R. 109-10-1e.

(e) Any approved course may be monitored by the executive director.

(f) Course approval may be withdrawn by the board if the sponsoring organization fails to comply with or violates any regulation or statute that governs

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sponsoring organizations. (Authorized by and implementing K.S.A. 1988 2020 Supp.  
65-6110; ~~implementing K.S.A. 1988 Supp. 65-6110~~ and K.S.A. 2020 Supp. 65-6111;  
effective, T-109-1-19-89, Jan. 19, 1989; effective July 17, 1989; amended P-  
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**109-11-8. Successful completion of a course of instruction.** (a) To successfully complete a an initial course of instruction as ~~an attendant~~ for EMS provider or instructor-coordinator, each student shall meet the following requirements:

(1) ~~Attend at least 90%~~ Demonstrate application of the class sessions as described in the course syllabus a cognitive understanding of each EMS educational standard;

(2) ~~maintain an average grade of at least 70% for all examinations given during the program~~; and

(3) ~~demonstrate all practical skills to the satisfaction of the course coordinator~~ primary instructor;

(3) for an EMT initial course of instruction, demonstrate successful completion of each of the following:

(A) One complete patient assessment; and

(B) one nebulized breathing treatment during clinical training or field internship training;

(4) for an AEMT initial course of instruction, demonstrate successful completion of the following:

(A) 20 venipunctures, of which at least 10 shall be for the purpose of initiating intravenous infusions;

(B) five intraosseous infusions;

(C) 15 complete patient assessments, of which at least 10 shall be accomplished during field internship training;

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(D) 10 ambulance calls while being directly supervised by an AEMT, a paramedic, a physician, an advanced practice registered nurse, or a professional nurse;

(E) 10 intramuscular or subcutaneous injection procedures;

(F) 10 completed patient charts or patient care reports, or both; and

(G) eight electrocardiogram applications and interpretations during clinical training and field internship training; and

(5) for a paramedic initial course of instruction, demonstrate each of the following:

(A) Successful completion of both clinical and field internship components; and

(B) confirmation of eligibility to be conferred, at a minimum, an associate degree in applied science by the postsecondary institution.

(b) ~~The course coordinator~~ primary instructor shall provide written approval verification, within 15 days of the final class and at least seven days before the state examination for certification, that the primary instructor's students have met the requirements of subsection (a) of this regulation have been met. Evidence of a grade of C or better on a course of instruction given by an accredited post-secondary school shall substitute for written approval. (Authorized by K.S.A. 2020 Supp. 65-6110, as amended by L. 1993, Chap. 71, Sec. 1; implementing K.S.A. 2020 Supp. 65-6111, as amended by L. 1993, Chap. 71, Sec. 2, K.S.A. 2020 Supp. 65-6129, as amended by L. 1993, Chap. 71, Sec. 5, and K.S.A. 65-6142; effective, T-109-1-19-89, Jan. 19, 1989; effective July 17, 1989; amended Jan. 31, 1994; amended P-\_\_\_\_\_.)

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**109-11-9.** (Authorized by and implementing K.S.A. 2016 Supp. 65-6110 and 65-6111;  
effective Feb. 3, 1992; amended Dec. 29, 2017; revoked P-  
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**109-15-1. Reinstating attendant EMS provider certificate after expiration.** (a) The certificate of a person who applies for attendant EMS provider certification after the person's certificate has expired may be reinstated by the board if the person meets the following requirements:

- (1) Submits a completed application to the board on forms provided by the executive director;
- (2) pays the applicable fee specified in K.A.R. 109-7-1;
- (3) provides validation of completed education requirements; and
- (4) if the applicant is either currently certified or licensed in another jurisdiction or has been certified or licensed in another jurisdiction, provides information adequate for the board to determine the applicant's current status of certification or licensure for the level of certification being sought and confirm that the applicant is in good standing with that jurisdiction.

(b) For the purposes of this regulation, the date of expiration for the certificate shall be one of the following:

- (1) The expiration date of the person's Kansas attendant EMS provider certificate;
- (2) 31 calendar days after the expiration date of the person's certificate or license, if the person is currently certified or licensed in another jurisdiction; or
- (3) the most recent expiration date of the person's certificate or license in another jurisdiction, if the person is not currently certified or licensed in another jurisdiction but previously held a certificate or license in that jurisdiction.

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(c) Completion of education requirements shall be validated by submission of the following:

(1) For applications submitted less than two years from the date of expiration and not more than three years from the last date of issuance of the person's Kansas EMS provider certificate, documentation of continuing education ~~for the three years before from that last date of issuance to~~ the date of application in sufficient quantity to meet or exceed the following:

(A) For applications submitted ~~within~~ not more than 31 calendar days from the date of expiration, the number of clock-hours specified for renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic; and

(B) for applications submitted more than 31 calendar days but less than two years from the date of expiration, two times the number of clock-hours specified for renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic;

~~(C) for applications submitted two or more years but less than four years from the date of expiration, three times the number of clock-hours specified for renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic;~~

~~(D) for applications submitted four or more years but less than six years from the date of expiration, four times the number of clock-hours specified for renewal of a~~

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~~certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic;~~

~~(E) for applications submitted six or more years but less than eight years from the date of expiration, five times the number of clock-hours specified for renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic; and~~

~~(F) for applications submitted eight or more years from the date of expiration, six times the number of clock-hours specified for renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic;~~

(2) for applications submitted less than two years from the date of expiration and three or more years from the last date of issuance of the person's Kansas EMS provider certificate, documentation of continuing education for the three years before the date of application in sufficient quantity to meet or exceed the following:

(A) For applications submitted not more than 31 calendar days from the date of expiration, the number of clock-hours specified for renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic; and

(B) for applications submitted more than 31 calendar days but less than two years from the date of expiration, two times the number of clock-hours specified for

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renewal of a certificate in K.A.R. 109-5-1a for EMR, K.A.R. 109-5-1b for EMT, K.A.R. 109-5-1c for AEMT, or K.A.R. 109-5-1d for paramedic; and

~~(3)~~ for applications submitted ~~two or more~~ than two years from the date of expiration, validation of cognitive and psychomotor competency by the following:

(A) Successful completion of a cognitive assessment for the level of certification being sought, within three attempts;

(B) successful completion of a psychomotor assessment for the level of certification being sought, within three attempts; and

~~(3)~~ (C) ~~for applications submitted two or more years from the date of expiration,~~ documentation of successful completion of a cardiopulmonary resuscitation course for healthcare providers.

(d) Each person who applies for reinstatement of certification two or more years after the date of expiration shall take an entire initial course of instruction if the person is unable to provide validation of cognitive or psychomotor competency by one of the following, whichever occurs first:

(1) The person has exhausted the allowed attempts.

(2) One year has passed from the date of application. (Authorized by K.S.A. 2013 ~~2013~~ 2020 Supp. 65-6111; implementing K.S.A. 2013 ~~2013~~ 2020 Supp. 65-6129; effective May 15, 2009; amended Sept. 2, 2011; amended March 15, 2013; amended Jan. 2, 2015; amended P-\_\_\_\_\_.)

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**109-15-2. Recognition of non-Kansas credentials.** (a) Any individual who is currently or was previously licensed or certified as an attendant EMS provider in another jurisdiction may apply for Kansas certification through recognition of non-Kansas credentials by submitting the following:

(1) A completed application for recognition of non-Kansas credentials on a form provided by the board;

(2) application for certification fee for the level of certification sought, as specified in K.A.R. 109-7-1;

(3) documentation from another state or jurisdiction verifying one of the following:

(A) That the applicant is currently licensed or certified for the level of certification sought and is in good standing; or

(B) that the applicant was previously licensed or certified for the level of certification being sought and was in good standing at the time of expiration of that credential;

(4) documentation from another state or jurisdiction verifying that the applicant has successfully completed coursework that is substantially equivalent to the curriculum prescribed by the board for the level of certification sought, in accordance with subsection (b); and

(5) documentation from another state or jurisdiction verifying that the applicant has successfully completed an examination prescribed by the board for the level of certification sought, in accordance with subsection (b); and

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(6) a fingerprint card and criminal history record check fee of \$50 for the board to successfully perform a state and national criminal history record check.

(b) Any applicant may validate successful completion of coursework in another state or jurisdiction that is substantially equivalent to the curriculum prescribed by the board for the level of certification sought by submitting one of the following:

(1) Documentation that the applicant is currently registered with the national registry of emergency medical technicians at the level for which certification is sought; or

(2) documentation that the applicant has successfully completed the following within four years before the date of application:

(A) The national registry of emergency medical technicians' cognitive assessment or examination for the level of certification being sought; and

(B) the psychomotor skills examination prescribed by the national registry of emergency medical technicians or by the board for the level of certification being sought; and

~~(B)(i) For emergency medical responder, coursework that included the United States department of transportation national highway traffic safety administration "emergency medical responder instructional guidelines," DOT HS 811 077B, dated January 2009, which is hereby adopted by reference;~~

~~(ii) for emergency medical technician, coursework that included the United States department of transportation national highway traffic safety administration "emergency~~

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medical technician instructional guidelines," DOT HS 811 077C, dated January 2009, which is hereby adopted by reference;

(iii) ~~for advanced emergency medical technician, coursework that included the United States department of transportation national highway traffic safety administration "advanced emergency medical technician instructional guidelines," DOT HS 811 077D, dated January 2009, which is hereby adopted by reference; or~~

~~(iv) for paramedics, either coursework completed after December 31, 2008 that included the United States department of transportation national highway traffic safety administration "paramedic instructional guidelines," DOT HS 811 077E, dated January 2009, which is hereby adopted by reference, or coursework completed before January 1, 2009 that included the United States department of transportation national highway traffic safety administration "EMT paramedic national standard curriculum," DOT HS 808 862, dated March 1999, which is hereby adopted by reference.~~

(c) Information obtained from the state and national criminal history record check may be used to verify the identity of each applicant and to assist in determining the qualifications and fitness of the applicant seeking issuance of an EMS provider certificate.

(d) The results from each applicant's criminal history record check shall be received by the board before the issuance of Kansas certification. (Authorized by and implementing K.S.A. 2012 2020 Supp. 65-6111; implementing and K.S.A. 2012 2020

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Supp. 65-6129, as amended by L. 2013, ch. 95, sec. 4; effective May 15, 2009;  
amended Sept. 2, 2011; amended Jan. 17, 2014; amended P-\_\_\_\_\_.)

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**109-15-3. EMS provider certification.** (a) Any individual who successfully completed an approved initial course of instruction may apply for Kansas EMS provider certification.

(b) An application for certification shall not be considered complete unless all requested information has been provided and the applicable application for certification fee, as specified in K.A.R. 109-7-1, has been submitted.

(c) Each applicant shall have 15 days to correct all identified deficiencies and submit a complete application. If the applicant fails to correct the deficiencies and submit a complete application within 15 days, the application may be considered by the board as withdrawn. All fees shall be nonrefundable.

(d) Each applicant shall be at least 17 years of age and meet the following requirements before the date of application:

(1) Have successfully completed an approved initial course of instruction at the level of certification being sought and within the previous 24 months;

(2) have passed both the cognitive and psychomotor examinations for the level of certification being sought after the date of the last class of the approved initial course of instruction completed and as specified in K.A.R. 109-8-1;

(3) if the level of certification being sought is AEMT, currently hold EMS provider certification as an EMT;

(4) if the level of certification being sought is paramedic, currently hold EMS provider certification as an EMT or AEMT; and

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(5) if the applicant has not previously held an EMS provider certificate in Kansas, have submitted a fingerprint card and criminal history record check fee of \$50 for the board to successfully perform a state and national criminal history record check.

(e) Information obtained from the state and national criminal history record check may be used to verify the identity of each applicant and to assist in determining the qualifications and fitness of the applicant seeking issuance of an EMS provider certificate.

(f) The results from each applicant's criminal history record check shall be received by the board before the issuance of an initial EMS provider certificate.

(Authorized by and implementing K.S.A. 2020 Supp. 65-6111 and K.S.A. 2020 Supp. 65-6129; effective P-\_\_\_\_\_.)

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**Article 17. Sponsoring Organizations**

**109-17-1. Sponsoring organization; general requirements; program manager. (a)**

Each sponsoring organization, as defined in K.S.A. 65-6112 and amendments thereto, shall perform the following:

- (1) Designate a person as the program manager to serve as an agent of the sponsoring organization;
- (2) notify the board of any change in the program manager within seven days of the change;
- (3) designate a physician to serve as the medical director of the sponsoring organization;
- (4) maintain training program records for at least three years from the last date of class;
- (5) develop and maintain a quality management plan;
- (6) ensure that EMS training equipment and supplies, including simulation models and empty pharmaceutical packages or containers for pharmaceutical training that are necessary to facilitate the teaching of all psychomotor skills being provided, meet the following requirements:
  - (A) Are available for use with the class;
  - (B) are functional, clean, serviceable, and in sufficient quantity to ensure that no more than six students are practicing together on one piece of equipment at any one time; and

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(C) are functional, clean, and provided in sufficient quantity for each student to utilize without sharing if the equipment or supplies are for the purpose of protecting the student from exposure to bloodborne or airborne pathogens;

(7) select qualified instructors as determined by training and knowledge of subject matter as follows:

(A) Each didactic instructor and each instructor for medical skills shall possess certification, registration, or licensure in the subject matter or medical skills being taught;

(B) each instructor for nonmedical skills shall have technical training in and shall possess knowledge and expertise in the skill being taught;

(C) each instructor of clinical training being conducted in a clinical health care facility shall be a licensed physician or a licensed professional nurse; and

(D) each instructor of field internship training being conducted with a prehospital emergency medical service shall be an emergency medical services provider certified at or above the level of training being conducted; and

(8) maintain records of all individuals used as instructors or lab assistants to provide training for at least three years from the last date of class. These records shall include the following:

(A) The individual's name and qualifications;

(B) the subject matter that the individual taught, assisted in teaching, or evaluated;

(C) the dates on which the individual instructed, assisted, or evaluated; and

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(D) the students' evaluation of the individual.

(b) Each program manager shall meet the following requirements:

- (1) Be responsible for the EMS education provided by the sponsoring organization;
- (2) be available to the board regarding regulatory and emergency matters;
- (3) be responsible for maintaining a current list of the sponsoring organization's qualified instructors;
- (4) submit written notification of each addition or removal of a qualified instructor to the board within seven days of the addition or removal;
- (5) submit written notification and the content of each change in the quality management plan to the board no later than seven days after the effective date of the change;
- (6) submit written notification and the content of each change in the long-term provider continuing education program management plan to the board no later than seven days after the effective date of the change;
- (7) submit written notification of any known resignation, termination, incapacity, or death of a medical director once known and the plans for securing a new medical director to the board; and
- (8) submit written notification of each change in the medical director to the board within seven days of the change. (Authorized by K.S.A. 2020 Supp. 65-6110; implementing K.S.A. 2020 Supp. 65-6111; effective P-\_\_\_\_\_.)

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**109-17-2. Sponsoring organization; application for approval; approval renewal. (a)**

Each applicant for sponsoring organization approval shall indicate the EMS education that the applicant requests to provide as one or both of the following:

(1) Initial course of instruction; and

(2) continuing education.

(b) All sponsoring organization approval application and renewal forms shall be submitted in a format required by the executive director.

(c) Each applicant that submits an insufficient initial application or renewal application for a sponsoring organization approval shall have 30 days to correct all identified deficiencies and submit a sufficient application. If the applicant or operator fails to correct the deficiencies and submit a sufficient application, the application may be considered by the board as withdrawn.

(d) Each initial application for sponsoring organization approval shall meet the following requirements:

(1) Designate a program manager;

(2) designate a medical director;

(3) designate an office address where all training program records shall be maintained;

(4) provide a list of training equipment and supplies, or a copy of each equipment-sharing agreement, necessary to support training requirements; and

(5) provide a copy of the quality management plan, as defined in K.A.R. 109-1-1.

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(e) Each sponsoring organization approval shall expire on April 30 of each year.

Any approval may be renewed annually in accordance with this regulation.

(f) Each renewal application for sponsoring organization approval shall affirm that the following information is current and accurate:

(1) Personnel affiliated with the sponsoring organization, including the program manager, medical director, and qualified instructors;

(2) the EMS education that the sponsoring organization requests approval to provide;

(3) the business address where all training program records shall be maintained;

(4) list of training equipment and supplies, or a copy of each equipment-sharing agreement, necessary to support training requirements;

(5) quality management plan; and

(6) all of the following that are applicable to the sponsoring organization:

(A) Initial course of instruction course policies;

(B) clinical and field training agreements; and

(C) long-term provider continuing education program management plan.

(Authorized by K.S.A. 2020 Supp. 65-6110; implementing K.S.A. 2020 Supp. 65-6111; effective P-\_\_\_\_\_.)

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**109-17-3. Sponsoring organization; initial course of instruction.** (a) Any sponsoring organization may conduct an approved initial course of instruction through in-person instruction or distance learning, or a combination of both.

(b) Each sponsoring organization shall provide an enrollment roster listing each student enrolled in the course to the executive director within 20 days of the date of the first scheduled class session.

(c) Each sponsoring organization providing an initial course of instruction shall permit each student and the board access at each scheduled class session for in-person inspection of the course syllabus and all policies or documents addressing the following:

- (1) Student evaluation of course;
- (2) student attendance;
- (3) student discipline;
- (4) student and participant safety;
- (5) student requirements for successful course completion;
- (6) Kansas requirements for certification;
- (7) student dress and hygiene;
- (8) student progress conferences;
- (9) equipment use;
- (10) infection control; and
- (11) acknowledgement of the commitment to provide the support as defined in

the course curriculum from each of the following:

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- (A) Educational medical director;
- (B) ambulance service director for each ambulance service utilized for field training; and
- (C) administrator of each medical facility utilized for clinical training.
- (d) The course syllabus shall include at least the following information:
  - (1) A summary of course goals and objectives;
  - (2) student prerequisites, if any, for admission into the course;
  - (3) instructional and any other materials required to be purchased by the student;
  - (4) a description of the clinical and field training requirements, if applicable; and
  - (5) instructor information, which shall include the following:
    - (A) Instructor name;
    - (B) office hours or hours available for consultation; and
    - (C) instructor electronic-mail address.
- (e) Each sponsoring organization providing an initial course of instruction shall provide confirmation of each student's successful course completion to the board.
- (f) Each sponsoring organization shall schedule a psychomotor skills examination for the student's initial examination as specified in K.A.R. 109-8-2.
- (g) Each sponsoring organization shall maintain the following course records for each initial course of instruction for at least three years from the last date of class:
  - (1) Course syllabus;
  - (2) all policies or documents addressing the listed items in subsection (c);

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- (3) student attendance;
- (4) student grades;
- (5) student conferences;
- (6) course curriculum;
- (7) lesson plans for all lessons;
- (8) clinical training objectives;
- (9) field training objectives;
- (10) completed clinical and field training preceptor evaluations for each student;
- (11) a copy of each student's psychomotor skills evaluations;
- (12) a completed copy of each student's evaluations of each course, all instructors for the course, and all lab instructors for the course; and
- (13) a completed copy of the outcome assessment and outcome analyses tools used for the course that address at least the following:
  - (A) Each student's ability to perform competently in a simulated or actual field situation, or both; and
  - (B) each student's ability to integrate cognitive and psychomotor skills to appropriately care for sick and injured patients.
  - (h) Each sponsoring organization providing initial courses of instruction shall maintain an average pass rate of at least 70 percent on the cognitive examination for certification at each level of certification that the sponsoring organization instructs for all attempts made by the students in the preceding calendar year. Each sponsoring

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organization that fails to meet or exceed this average pass rate shall submit to the board a plan for ensuring that future cognitive examination pass rates meet or exceed this average no later than March 1.

(i) Any sponsoring organization may allow a student to enroll late in an initial course of instruction upon submitting to the executive director a make-up schedule that includes the provision of educational standards that the late enrollee missed, within seven days of the student's enrollment.

(j) Each sponsoring organization providing a paramedic initial course of instruction shall provide one of the following:

(1) Evidence that the sponsoring organization has been issued and maintains a current letter-of-review from the committee on accreditation of educational programs for emergency medical services professions; or

(2) evidence that the sponsoring organization holds accreditation from the committee on accreditation of allied health education programs.

(k) Each sponsoring organization shall provide any course documentation requested by the executive director within 30 days of the request.

(l) Violation of any provision of this regulation may subject the sponsoring organization to a civil fine and may result in a suspension of sponsoring organization approval. (Authorized by K.S.A. 2020 Supp. 65-6110; implementing K.S.A. 2020 Supp. 65-6111; effective P- \_\_\_\_\_.)

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**109-17-4. Sponsoring organization; continuing education.** (a) Any sponsoring organization may provide prior-approved continuing education as a long-term provider or a single-program provider through in-person instruction or distance learning, or a combination of both.

(b) Each sponsoring organization providing prior-approved continuing education shall submit a training report on a form provided by the board.

(c) The training report shall include the following:

- (1) The date or dates, title, and location of the class;
- (2) a list of all qualified instructors used in the class;
- (3) the name and certification number of each attendee; and
- (4) the amount of continuing education awarded to each attendee.

(d) Each sponsoring organization shall maintain the following course records for each prior-approved continuing education class for at least three years from the last date of class:

- (1) Course educational objectives;
- (2) completed course attendance sheet;
- (3) a completed copy of each student's evaluation of the class and each instructor; and
- (4) a copy of the submitted training report.

(e) Each completed course attendance sheet shall have the name and signature of each attendee of the prior-approved continuing education class.

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(f) Each sponsoring organization providing prior-approved continuing education as a long-term provider shall develop and maintain a long-term continuing education program management plan.

(g) Each sponsoring organization shall provide any continuing education documentation requested by the executive director within 30 days of the request.

(h) Violation of any provision of this regulation may subject the sponsoring organization to a civil fine and may result in a suspension of sponsoring organization approval. (Authorized by K.S.A. 2020 Supp. 65-6110; implementing K.S.A. 2020 Supp. 65-6111; effective P-\_\_\_\_\_.)

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