



Important Links:

Texas Administrative Code 157.38 – Continuing Education Rules:

<http://www.dshs.texas.gov/emstraumasystems/ruldraft.shtm>

DSHS Education Webpage:

<http://www.dshs.texas.gov/emstraumasystems/educationprograms.aspx>

DSHS Licensing Services:

<https://vo.ras.dshs.state.tx.us/>

Items to collect before applying:

CE Program Information	
Legal Entity Name	The legal entity name of the CE Program.
Assumed / Operating Name (dba)	If your CE Program regularly conducts business under a name other than its legal name you must submit a copy of your assumed name certificate.
Employer Identification Number (EIN) aka Federal Tax ID Number (FEIN)	EIN or FEIN is the unique nine-digit number assigned by the IRS to entities operating in the US for the purposes of identification.
Sponsoring Organization	CE Programs shall be sponsored by organizations or individuals with adequate resources and dedication such as licensed EMS provider, EMS medical director, teaching hospital, etc.
CE Program Owner	The legal name of the owner of the CE Program.

Program Information: The following information must be submitted	
Organization and audience description	Explain what type of organization you are and the audience you plan to deliver your CE Program do.
How CE is determined via QA plan	Applicants that are EMS providers and first responder organizations need to submit an explanation of how this program will link to their QA/QI process and include a general list of topics to be provided throughout the 2-year period.
Faculty and instructor qualifications	Enclose an explanation and appropriate documentation to show the faculty and/or instructors have appropriate educational, work and teaching experience. Examples of documentation include a resume or curriculum vitae if they adequately reflect qualification.
Content review	An explanation of how the program reviews the courses for medical accuracy.

Description of facilities/equipment	A description of the facilities to be used which includes an explanation of how they are adequate for the program and courses to be conducted.
Course delivery method	An Explanation of how courses will be delivered, whether face to face instruction, computer based learning or other delivery methods.
Course completion documents	Explain how completion documents or transcripts will be provided to students. Include a sample completion document or transcript.
Description of record keeping	Description of how the program will attest to the successful completion of participants. The program will also need to explain where the records will be stored.
Explanation of grading system	An explanation of the program's grading system must be included. A minimum "pass/fail" grading system utilizing a written evaluation tool that covers the entire scope of objectives being taught. If the system uses numerical grades, such as 70, the application must indicate the grade which participants must achieve in order to successfully complete the class and receive CE credit.
Course evaluations	The program should have a standard course evaluation that will be used for each class conducted. It should ask students about: achievement of objectives, relevance of content presented, effectiveness of instructor teaching methods, appropriateness of physical facilities, equipment, audio visuals and other class material. The evaluation should allow participants to provide feedback on the class and should be in a format to allow measurable responses. Include an explanation of how the student evaluations will be tabulated and used to alter future courses.
Physician Advisor	The provider shall be responsible for verifying that continuing education program(s) has physician medical oversight when the education is involving patient care.

First Course Information: The following information must be submitted	
Didactic objectives	These objectives shall be the basis for determining the content of the class and the class evaluation. The objectives should be measurable, specific, and appropriate to participants. There should be 2-5 objectives per hour of content. There should be objectives covering each component of the entire class.
Psychomotor objectives	If applicable, see didactic objectives.
Lesson plan	A lesson plan should outline the content of the presentation. This plan should be detailed enough to ascertain the depth in which the instructor will cover the material. This content must be clinically correct. If using audio visuals, the plan should explain when and where they would be used in the presentation.
Post exam with key	The exam to be given at the end of class to determine achievement of objectives.

Instructions:

If you have not already created an account on the DSHS Licensing Services page you will need to before applying for a CE Program.

Create an initial application by using the dropdown lists under “Apply for a New License”. You will choose “Emergency Medical Services” and then “Initial CE Provider Registration”.

Follow the instructions, reading the top portion of each section for specific instructions on that section of the application.

Attachment section – many common mistakes happen in this section.

1. Attachments must be in **PDF** format.
2. The maximum file size per attachment is **5MB** with an overall upload limit of **30MB**.
3. The maximum name length on a file is **16 characters**.
4. Once a file is selected, use the notes field to add a brief description of the file before continuing. Doing so may help with the processing time of your application.
5. Each time you select a file you must press “Attach” to upload the file to our server. If the “Attach” button is not pressed the file will not be received and your application will be deficient. Once the “Attach” button is pressed a list of uploaded files can be seen on the screen.

Once the application is completed, if you are unable pay online you may use the “Pay Later” option and mail a check or money order to DSHS.

If any items must be mailed the following items should be included, if these items are not included this may delay the processing of your application and your items may not make it to the correct destination:

1. DSHS Mailing Coversheet – Found on the Education Webpage
2. Application summary – Emailed to you after submitting your application