

## Southern Maine EMS CEH Policy

In order to improve the CEH application process we have changed the policy. Starting January 1, 2006 you have two ways of applying for CEH approval. The process for both is listed below.

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### **Option # 1    Apply at least seven days before the CEH course date by mail, email or fax.**

Send a SMEMS CEH Approval Request Form and a course outline at least seven days before the course. If approved you will receive:

- a. a roster with the CEH approval number listed
- b. a blank CEH certificate (You may use the SMEMS certificate or make up your own using the CEH numbers)
- c. an evaluation form

Once the CEH class is complete the CEH roster needs to be mailed in to the SMEMS office within one week of the CEH course date. CEH courses with rosters outstanding for more than 30 days will be canceled.

Advantages:                      Confirms that your course was approved, the categories assigned and gives you the CEH numbers for your records.

Disadvantages:                Does not allow for courses offered on short notice.

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### **Option # 2    Apply after the CEH course date by mail only.**

If you do not apply seven (7) days before the course date, submit a SMEMS CEH Approval Request Form after the course has been offered. The CEH request form must be submitted no later than thirty days after the course was offered and must be accompanied by:

- a. a course outline
- b. completed CEH roster (rosters are available on the SMEMS website) with attendance verified by either the instructor or the program coordinator
- c. evaluation forms.

If approved you will be mailed a copy of the front sheet with the approval numbers. We will make every attempt to return the front sheet to the program coordinator within 2 weeks.

Advantages: Allows for courses to be offered on short notice. Covers programs where the course was not submitted due to outside reasons (training officer not available, confusion about who was to submit, course outline not available before class, etc).

Disadvantages: No CEH numbers to put on certificate at time of class.  
The hours and categories assigned may not reflect requested hours.  
CEH request may be denied.  
Assignment of CEH numbers can take up to two weeks

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