



Petersburg Volunteer Fire Department

Petersburg Volunteer Fire Department (PVFD) Policy:

Continuing Education Documentation and Compliance

1. Purpose

The purpose of this policy is to establish the specific documentation and compliance requirements for the Petersburg Volunteer Fire Department (PVFD), operating as an Emergency Medical Services Training and Educational Institution (EMS-TEI), or any approved contractual department or agency utilized by the PVFD to provide continuing education (CE). This ensures that all CE activities meet regulatory standards and accreditation requirements.

2. Policy Statement

The PVFD EMS-TEI, or any contracted CE provider, shall be required to maintain comprehensive records for all continuing education courses delivered and demonstrate continuous compliance with all applicable accreditation agency standards, policies, and the requirements outlined in this administrative regulation.

3. Continuing Education (CE) Documentation Requirements

The EMS-TEI or contracted CE provider must maintain the following documentation for every continuing education course taught:

3.1 Record Retention Period

All required CE documentation must be maintained on file for a minimum period of three (3) years beyond the end date of each specific EMS course.

3.2 Required Course Files

For each continuing education course, the following specific records must be retained:

- **Course Roster:** A complete roster of all students who attended the course, including:
 - Student name (printed clearly).
 - Student signature.
 - Certification level (e.g., EMT, Paramedic).



- KEMSIS ID number
 - Certification number (if applicable).
 - Date(s) of attendance.
 - Total CE hours awarded.
- **Course Objectives:** A written statement of the specific, measurable learning objectives intended to be achieved by the students upon completion of the course.
 - **Course Outline/Lesson Plan:** A detailed outline or lesson plan of the CE course, including the topics covered, the instructional methods used (e.g., lecture, practical skill session), and the time allocated for each component.
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4. Accreditation and Regulatory Compliance

The EMS-TEI or contracted CE provider must maintain all documentation necessary to prove continuous compliance with the standards of the applicable accreditation agency and any state or local administrative regulations.

4.1 Documentation of Accreditation Compliance

This documentation includes, but is not limited to:

- Records demonstrating that all faculty teaching CE courses possess the required qualifications and instructor certifications.
- Verification that the course content aligns with the accreditation agency's curriculum standards and scope.
- Records of internal audits or quality assurance checks related to the CE program.

4.2 Regulatory Compliance

The EMS-TEI or contracted CE provider must actively ensure and document that all continuing education activities meet the requirements of this administrative regulation and all other applicable state EMS laws and rules governing CE providers.

5. Responsibility and Auditing

The PVFD Program Coordinator is responsible for overseeing and auditing the record-keeping practices of both the EMS-TEI and any contracted CE provider to ensure adherence to this

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three-year retention policy and full regulatory compliance. Records must be made available immediately upon request for internal review or external regulatory inspection.

END OF POLICY

Policy Approved By:

Approved on (Date): 12/09/25

Brian K Copeland
Brian K. Copeland
EMS Coordinator

Brian Hall
Brian Hall (Dec 9, 2025 15:44:28 EST)
Brian Hall
Assistant Chief (Chief Elect)

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Final Audit Report

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