

**Iowa Western Community College is pleased to be able to assist you and your agency with EMS Continuing education.**

**All of our request forms are available to you on our webpage  
<http://www.iwcc.edu/ce/ems/default.asp> in the upper right hand**

Guidelines for requesting CEU hours:

1. Requests must be submitted at least 14 days prior to the class date.
2. Using the on-line request form ensures the fastest response  
(<http://www.iwcc.edu/ce/ems/default.asp>)
3. There are 2 types of numbers that can be awarded to a qualifying course:  
Formal hours – signified by FE in the course number  
Optional hours – signified by OE in the course number
4. Write your objectives to clarify your course content.  
**(HINT: start each objective with the wording “At the completion of this course the student will be able to \_\_\_\_\_”)** The numbers are assigned based on the course content, so make sure your objectives are clear. .
5. Your request response will be e-mailed back to the e-mail address provided
6. Courses must have EMS content – not all courses will qualify for CEU hours.
7. Below are the guidelines as provided by the Iowa Bureau of EMS:  
*Formal hours (FE) are topics that directly relate to patient care and/or documentation and that are taught in a traditional classroom/lab format with a live instructor. They also must fall into one of the six following categories: Airway Management, Patient Assessment, Trauma/Medical/Behavioral Emergencies, Obstetrics/Gynecology, Infants and Children, or Patient Care Record Documentation. Formal hours are required to be pre-approved by a training program and be assigned a continuing education sponsor number (eg. 09-1300-987-FE).*  
*Topics falling outside of the Formal hours are Optional (ie. Haz-Mat, Vehicle Extrication, Disaster Preparedness, etc.). Optional hours (OE) are not required to, but certainly may have a sponsor number assigned to them.*
8. Please call or e-mail if you have any questions at all. We understand that this process is sometimes delegated to unsuspecting individuals, and we are here to walk you through the steps and make your classes successful.

Happy Training,

Cherri Lynch  
Director of EMS Education  
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712-325-3446  
712-325-3729 fax

Iowa Western Community College  
EMS Education Program  
Continuing Education Agreement

This agreement is between Iowa Western Community College (IWCC) and any agency presenting continuing education with the sponsorship of IWCC.

**In presenting EMS continuing education classes or programs, the cooperating agency agrees to:**

- ❖ Submit an approved IWCC - EMS Education Program Continuing Education Request form.
- ❖ Assign an individual to supervise the program and assure that the number of awarded hours is met.
- ❖ Provide qualified instruction as mandated by IWCC and the Iowa Department of Public Health.
- ❖ Provide physical arrangements that are suitable for conducting the program.
- ❖ Issue documentation of completion with evidence of the CEHs awarded.
- ❖ Submit a completed paperwork to IWCC within one week of the completion of the class or program.
  - Completed Roster
  - Student evaluations
  - Continuing Education Certificate from each student
  - Course Outline
  - Any handout used in the course
- ❖ Maintain CEH files on each person in attendance of approved program.
- ❖ In the event that the class or program does not go the entire time requested or the times and dates had to be changed, the cooperating agency will contact the IWCC EMS Education Program immediately so that the records can be adjusted.

**IWCC agrees to:**

- ❖ Understand that IWCC reserves the right to visit and audit any courses that they sponsor, in order to ensure quality of instruction.
- ❖ Maintain records of approved programs.
- ❖ Notify the Iowa Department of Public Health - Bureau of EMS of any approved programs.
- ❖ Periodically visit and audit courses that they have sponsored, in order to ensure quality of instruction.
- ❖ Issue provider/sponsor numbers for approved CEH requests.
- ❖ Notify the cooperating agency of the approved CEH requests.
- ❖ Provide registration and evaluation materials.