

DEPARTMENT OF PUBLIC SAFETY

Division of Fire Prevention and Control

FIRST RESPONDER CERTIFICATION PROGRAM

8 CCR 1507-16

[Editor's Notes follow the text of the rules at the end of this CCR Document.]

SECTION 1 PURPOSE AND AUTHORITY FOR ESTABLISHING RULES

1.1 The purpose of the First Responder Certification Program is to measure the level of knowledge, skills and abilities possessed by first responders and to attest that these individuals meet nationally recognized standards. These competency based standards permit evaluation of training programs and promotes uniformity in first responder training.

1.2 The purpose of these rules is to replace the existing rules pertaining to the First Responder Certification Program with rules that will more adequately address:

1.2.1 current practices in pre-hospital emergency medical care;

1.2.2 the relationship of this program to the emergency medical technician certification programs administered by the Emergency Medical Services (EMS) Division of the Colorado Department of Public Health and Environment;

1.2.3 the recognition process for first responder training centers and training groups to assure standardized training;

1.2.4 the certification process for the first responder level of certification;

1.2.5 disciplinary procedures for denial, revocation, limitation, or suspension of an individual's first responder certificate and/or a training center's or training group's recognition; and

1.2.6 compliance with C.R.S. 24-4-103 (12.5), concerning incorporation by reference requirements, and to reinstate certain rules that were not extended by Senate Bill 96-236 for noncompliance with these requirements.

1.3 These rules apply to and are controlling for:

1.3.1 applicants seeking recognition as a Training Center or Training Group for the purpose of conducting first responder training and/or continuing education;

1.3.2 certification requirements for all persons who desire to be state certified as a first responder; and

1.3.3 disciplinary procedures for denial, revocation, limitation, or suspension of an individual's first responder certificate and/or a training center's or training group's recognition.

1.4 Authority for the promulgation of these rules is set forth in C.R.S. 24-33.5-1202 through 24-33.5-1209.

- 1.5 The rules pertaining to the First Responder Certification Program were previously included as part of the rules pertaining to the Firefighter Voluntary Certification Program (8 CCR 1507-3).
- 1.6 All publications, standards or rules adopted and incorporated by reference in these rules are on file and available for public inspection during normal business hours by contacting the certification program administrator for the Colorado Division of Fire Safety, 700 Kipling Street, Suite 1000, Denver, CO 80215. All publications, standards or rules adopted and incorporated by reference in these rules may also be examined at any state publications depository library. This rule does not include later amendments to or editions of any materials incorporated by reference.
- 1.7 The Advisory Board, in its discretion, may adopt policies concerning the implementation or interpretation of these rules at any regular or special meeting.
- 1.8 The Division, in its discretion, may adopt policies or guidelines concerning the methods, procedures and processes for administering the certification program.
- 1.9 Questions, clarification, or interpretation of these rules should be addressed in writing to: Fire Safety Advisory Board, Colorado Division of Fire Safety, 700 Kipling Street, Suite 1000, Denver, CO 80215.

SECTION 2 DEFINITIONS

- 2.1 All definitions which appear in C.R.S. 24-33.5-1202 shall apply to these rules.
- 2.2 **ADVISORY BOARD** - The Fire Safety Advisory Board created pursuant to 24-33.5-1204. Also refers to the members appointed by the Governor to serve on the Advisory Board for prescribed terms.
- 2.3 **APPLICANT** - A person who has satisfied the requirements to be examined) for certification or an entity that applies for recognition as a Training Center or Training Group.
- 2.4 **BOARD OF MEDICAL EXAMINERS RULES** - Rules adopted by the Board of Medical Examiners which establish responsibilities of physician advisors and all authorized acts of emergency medical technicians.
- 2.5 **COUNCIL** - State Advisory Council on Emergency Medical Services.
- 2.6 **CERTIFIED** - Applicants who have successfully met or exceeded cognitive and psychomotor behavioral objectives of the First Responder Certification Program.
- 2.7 **CERTIFIED PROCTOR** - An individual who meets or exceeds the requirements to be certified as a written or practical examination proctor.
- 2.8 **CERTIFYING AGENCY** - The Division of Fire Safety, Colorado Department of Public Safety.
- 2.9 **CLASS** - A single meeting or session devoted to specific first responder objectives.
- 2.10 **COGNITIVE OBJECTIVE** - Pertinent written questions, lists, or problems relative to the level at which a person is being tested.
- 2.11 **CONTINUING EDUCATION** - A course of instruction or a self directed program, extended over a period of three years, which meets the educational requirements for renewal of certification.
- 2.12 **COURSE** - Any grouping of classes, or series of lessons or lectures combined to provide training to persons for the purpose of preparing them for certification or to attain a particular education level.

- 2.13 CPR - Basic Cardiac Life Support certification for Health Care Providers issued by the American Heart Association or American Red Cross, or equivalent.
- 2.14 DEMONSTRATE - To show by actual use. This may be supplemented by or, when actual use is not feasible, replaced by simulation, explanation, illustration, or a combination of these methods.
- 2.15 DEPARTMENT HEAD - The chief executive officer of an organization.
- 2.16 DIRECTOR - The Director of the Division of Fire Safety, Colorado Department of Public Safety.
- 2.17 DIVISION - The Division of Fire Safety, Colorado Department of Public Safety.
- 2.18 DOT - The U.S. Department of Transportation.
- 2.19 EMS DIVISION - Emergency Medical Services Division of the Colorado Department of Public Health and Environment.
- 2.20 EMERGENCY MEDICAL TECHNICIAN (EMT-B, EMT-I, EMT-P) - An individual who has successfully completed a Colorado approved training course in emergency medical care and has successfully fulfilled the examination requirements for EMT certification and who is authorized to provide emergency care in accordance with the acts allowed by the Colorado Board of Medical Examiners.
- 2.21 FIRE SERVICE UNIT - A public government or private fire department or a fire service organization of a federal, state, county, municipality, or special district whose responsibility includes fire protection.
- 2.22 FIRST RESPONDER - An individual who has successfully completed a Colorado approved training course in basic emergency medical care and has successfully fulfilled the examination requirements for first responder certification and who provides assistance to the injured or ill until more highly trained and qualified personnel arrive.
- 2.23 MEDICAL DIRECTOR - A Colorado licensed physician who is specifically designated and has accepted responsibility for directing the conduct of pre-hospital training courses conducted by a recognized Training Center or Training Group, and for evaluating the performance of students in such training courses.
- 2.24 NHTSA - National Highway Traffic Safety Administration, U.S. Department of Transportation.
- 2.25 NON-CERTIFIED - Any individual who does not possess a valid certification recognized by the Board.
- 2.26 PHYSICIAN ADVISOR - A Colorado licensed physician who establishes protocols and standing orders for medical acts performed by EMT-Basics, EMT-Intermediates, or EMT- Paramedics of a pre-hospital emergency medical care service agency and who is specifically identified as being responsible to assure the competency of the performance of those acts by such EMT-Basics, EMT-Intermediates, or EMT-Paramedics.
- 2.27 POLICIES - Formal guidelines promulgated by the Division and/or the Advisory Board concerning the methods, procedures and processes for implementing these rules and administering the certification program.
- 2.28 PSYCHOMOTOR OBJECTIVE - Actual use or performance, safely and efficiently accomplished within a specified time limit and in accordance with procedures and standards adopted by the Advisory Board as its basis.

- 2.29 REFRESHER TRAINING - A course of instruction, condensed over a short period of time, designed to provide training to persons for the purpose of preparing them for renewal of certification
- 2.30 SAFELY - Performance of the objective without endangering or injuring oneself or others.
- 2.31 TRAINING CENTER - A university, college, vocational educational institution, fire department training academy, or licensed hospital, or other organization that has been formally recognized to conduct training courses for the purpose of preparing individuals for state certification or course completion certificates issued by the Division.
- 2.32 TRAINING COURSE - A series of lectures and other training activity that has been developed from curricula adopted by the Advisory Board.
- 2.33 TRAINING COURSE POLICIES - Policies and procedures adopted by the Advisory Board that provide the basis for proper instruction of specialized curricula to be conducted by the Training Center or Training Group.
- 2.34 TRAINING GROUP - A fire service unit, EMS provider agency, or other organization that has been formally recognized by the Advisory Board to conduct training courses for the purpose of preparing individuals for renewal of certification as first responders.
- 2.35 WITH COMPETENCE - Possessing knowledge, training, skills and judgment needed to satisfactorily and safely perform indicated objectives, as determined by the examining authority.

SECTION 3 ROLES AND RESPONSIBILITIES

- 3.1 In connection with the First Responder Certification Program, the Advisory Board, in consultation with the Division, shall:
 - 3.1.1 adopt rules and regulations for the First Responder Certification Program; and
 - 3.1.2 approve first responder training centers and training groups to conduct courses for the purpose of preparing individuals for state certification or course completion certificates issued by the Division.
- 3.2 In connection with the First Responder Certification Program, the Division shall:
 - 3.2.1 administer the First Responder Certification Program; and
 - 3.2.2 provide office space, equipment, and the services of clerical staff as necessary.
 - 3.2.3 review *Applications for Recognition as a Training Center or Training Group* and make recommendations to the Advisory Board concerning such recognition; and
 - 3.2.4 monitor first responder training centers and training groups for compliance with adopted rules, guidelines and generally accepted practices; and make recommendations to the Advisory Board concerning denial, revocation, limitation, or suspension of recognition as a first responder training center or training group.

SECTION 4 FIRST RESPONDER CURRICULUM

- 4.1 The Advisory Board has established the *First Responder National Standard Curriculum, (DOT HS 80-8291)*, August, 1995 developed by the National Highway Traffic Safety Administration, U.S. Department of Transportation, as the minimum curriculum leading to state certification.

- 4.2 First Responder training programs, including refresher training programs, shall include at least 36 hours of instruction and shall also include a module of instruction in airway adjuncts and oxygen therapy.

SECTION 5 RECOGNITION OF TRAINING CENTERS AND TRAINING GROUPS FOR THE PURPOSE OF ESTABLISHING ELIGIBILITY TO CONDUCT TRAINING COURSES LEADING TO STATE CERTIFICATION

- 5.1 The Advisory Board will recognize training centers and training groups which demonstrate the capability to conduct First Responder courses and/or continuing education classes and complies with these rules.

- 5.2 Application for Recognition as a Training Center or Training Group. To qualify the applicant must submit documentation containing the following:

5.2.1 An application form provided by the Division containing information deemed appropriate by the Division.

5.2.2 A narrative description of the first responder training course, the area to be served by the Training Center or Training Group, justification that the training course is needed within the area of service, and the approximate number of Courses that will be conducted over the three year recognition period.

5.2.3 An agreement acknowledging the role of the Division in the recognition process and attesting to the fact that the applicant will conduct training courses that will be overseen by the Training Center or Training Group Medical Director and in conformance with training course policies established by the Division and/or Advisory Board.

5.2.4 An outline of the administrative structure of the program to include a brief description of lines of authority and roles and responsibilities of key personnel involved in implementation of the program (see Appendix A of these rules for recommended qualifications and roles; and responsibilities for key personnel).

5.2.5 A personnel roster, to include a curriculum vitae for the course coordinator and medical director and the names of the: instructional staff.

5.2.6 A description of the facilities to be used for course didactic and clinical instruction and a listing of all training aids, and medical equipment necessary for the course.

5.2.7 Course policies and procedures, which at a minimum shall include:

- a) admission requirements;
- b) attendance requirements;
- c) course schedule which details a breakdown of the didactic, clinical, skills evaluations and testing criteria of the training course;
- d) discipline/counseling of students;
- e) grievance procedures;
- f) successful course completion requirements;
- g) testing policies;

- h) tuition policy statement;
- i) infection control plan;
- j) description of insurance coverage for students;
- k) state practical examination policies, if applicable; and
- l) continuous quality improvement plan.

5.2.8 Payment of the application fee for recognition as a training center or training group must be made at time of application.

5.3 Procedure for Training Center or Training Group Recognition.

5.3.1 *Applications for Recognition as a Training Center or Training Group* shall be reviewed by the Division who will make recommendations to the Advisory Board concerning recognition.

5.3.2 The Division will notify the applicant regarding the status of the application. This notification will either specify official recognition, indicate that a site visit is required, or identify deficiencies with the application.

5.3.3 If the notification specifies a site visit, the applicant should be prepared to introduce staff, faculty, medical director, and show all documentation, equipment, supplies and facilities.

5.3.4 Applications determined to be incomplete shall be returned to the applicant with a list specifying elements to be completed.

5.3.5 Official recognition shall be in written form from the Advisory Board and shall be based upon proof that the applicant has met all application requirements, has demonstrated the ability to conduct training courses in compliance with training course policies, has the necessary professional staff, equipment and supplies to provide the training, and has justified the need for training within the area of service.

5.3.6 Denial of recognition will be in accordance with Section 7 of these rules.

5.3.7 Training Center recognition shall be valid for a period of three (3) years from the date of the final recognition letter. Renewal of recognition shall be based upon satisfactory past performance and submission of an application form containing information as specified in Section 5.2. The Division may require an additional site visit in conjunction with the renewal application.

5.4 Recognition Procedures for Currently Recognized Training Programs

5.4.1 By no later than July 1, 1997, all First Responder Training Programs recognized by the Division prior to the enactment of these rules shall be required to submit all information as specified in Section 5.2 of these rules.

5.4.2 Currently recognized Training Programs complying with the provisions stated in Rule 5.4.1 shall receive official recognition as a Training Center or Training Group which shall be valid for a period of three (3) years from the date of issue.

5.4.3 Currently recognized Training Programs which fail to comply with Rule 5.4.1 will no longer be recognized as a Training Program.

SECTION 6 RESPONSIBILITY OF THE TRAINING PROGRAM

- 6.1 The First Responder training program, refresher training, or continuing education training administered by any Training Center or Training Group has the responsibility to:
 - 6.1.1 Comply with these rules and conduct all training courses and classes in accordance with training course policies and procedures (Rule 5.2.7), and generally accepted standards.
 - 6.1.2 Select class locations, dates, coordinators, and instructors.
 - 6.1.3 Provide and assure a process whereby all required textbooks and course materials are ordered prior to the first class meeting and all necessary training equipment is made available to class locations.
 - 6.1.4 Establish a record keeping system and policies that will assure appropriate information is provided to the Advisory Board.
 - 6.1.5 Provide an ongoing evaluation method for First Responder classes to assure a uniform quality of training, operation of classes, course coordinators, instructors and lecturers.
 - 6.1.6 Notify the Advisory Board of changes in course administrative personnel at the time they occur.
 - 6.1.7 Issue a course completion certificate.
- 6.2 All medical instruction is to be provided by a Colorado Licensed Physician; a Colorado Registered Nurse; a Colorado Certified EMT; or a Colorado Certified First Responder. Instructors are required to be experienced in the given topics.
- 6.3 Practical lessons must be instructed by individuals with experience and knowledge in the emergency service area.
- 6.4 Primary instructors for cardiopulmonary resuscitation must be currently certified as a Basic Cardiac Life Support (CPR) instructor by the American Heart Association (AHA) or American Red Cross (ARC), or equivalent.
- 6.5 Video tapes or other audiovisual presentations must not be used in lieu of an instructor. A person qualified to discuss the subject of the audiovisual presentation must be in attendance and available for discussion at the session.
- 6.6 Assisting and recognizing student achievement.

The training course should include several means for assessing student achievement of performance objectives. The Course Coordinator shall assure that written test items assess student achievement utilizing standardized and appropriate evaluation criteria. Observation during practical sessions and interim written examinations should be used to monitor student progress with a comprehensive written and practical examination at the end of the course.

6.7 Record Keeping

- 6.7.1 The course coordinator is responsible for the maintenance of all class; records which includes:
 - a) Course schedule including dates, the instructors.

- b) Course roster.
- c) Application forms.
- d) Grades on all interim examinations, both written and practical.
- e) Attendance records.

6.7.2 Records must be retained by the training program and made available to the Advisory Board or Division, upon their request.

6.7.3 Records shall be retained for three (3) years.

SECTION 7 DENIAL, REVOCATION, SUSPENSION, OR LIMITATIONS OF TRAINING CENTER OR TRAINING GROUP RECOGNITION

7.1 The Division, in accordance with the Administrative Procedures Act, C.R.S. 24-4-101, et seq., may initiate action to deny recognition if any of the following conditions apply.

7.1.1 The applicant does not possess the necessary qualifications to conduct an adequate training course in conformance with established training course policies.

7.1.2 The applicant has committed fraud, misrepresentation, or deception in applying for recognition.

7.1.3 The applicant fails to meet the application requirements specified in Section 5 of these rules.

7.2 Any currently recognized Training Center or Training Group may have their recognition suspended, revoked, limited, or placed on probation by the Division in accordance with the provision of the Administrative Procedures Act as defined in C.R.S. 24-4-101, et seq, for the following reasons:

7.2.1 Failure to conduct the training courses in compliance with these rules and training course policies and procedures.

7.2.2 Students are not receiving a course of instruction which meets generally accepted standards.

7.2.3 Failure to notify the Division of changes in the medical director or course coordinator.

7.2.4 Providing false information to the Division with regard to successful completion of training or successful completion of the state practical examination on behalf of students.

7.2.5 Misconduct or wilful violation of rules, policies or procedures of the Advisory Board or Division concerning examination security.

7.2.6 Failure to comply with the provisions specified in Rule 5.4.1.

7.3 Complaints relating to the conduct of any recognized Training Center or Training Group.

7.3.1 Complaints relating to the conduct of any recognized Training Center or Training Group may be made by any person in writing or may be initiated by the Advisory Board or Division.

- 7.3.2 All complaints received by the Advisory Board will be forwarded to the Division in writing, along with any documentation.
- 7.3.3 Upon receipt of a complaint, the Division may make inquiry as to the validity of such complaint prior to initiating an investigation. If the Division determines that the complaint warrants a more extensive review, an investigation may be initiated.
- 7.3.4 If the complaint does not warrant further review or the inquiry determines that the complaint is not within the regulatory jurisdiction of the Advisory Board or Division, the Division will notify the complainant of such.
- 7.3.5 If, during the course of inquiry or investigation, it is determined that a violation of criminal law may have occurred, the Division will turn the matter over to the District Attorney having jurisdiction, along with any written documentation.
- 7.3.6 The Division shall notify the Advisory Board of all complaints relating to the conduct of any recognized Training Center or Training Group, the findings of their inquiry and any investigation, and their recommendations concerning disposition of the complaint.

SECTION 8 INITIAL FIRST RESPONDER CERTIFICATION

8.1 General Requirements

- 8.1.1 No person shall hold themselves out as a Certified First Responder unless that person is currently state certified as a First Responder under these regulations, or otherwise authorized by law.
- 8.1.2 All applicants must complete certification requirements within six (6) months from successful completion of the training course. Successful completion of training shall be the date specified on the course completion certificate issued by the Training Center or Training Group. If an individual does not successfully complete certification requirements within six months from successful completion of training, that individual may still receive initial certification by complying with the re-entry requirements specified in Section 10.

8.2 The Division shall issue an initial First Responder certificate to any applicant who:

- 8.2.1 is at least fourteen (14) years of age at the time of application; and
- 8.2.2 submits an application form containing such information as deemed appropriate by the Division;
- 8.2.3 successfully completes an initial First Responder training course from a Division recognized training center, or meets the requirements of Section 11;
- 8.2.4 successfully completes the state practical examination requirements conducted by a recognized training center; and
- 8.2.5 successfully completes the state written examinations requirements; and
- 8.2.6 pays all required fees at the time of application.
- 8.2.7 The requirement specified in 8.2.4 must be completed prior to taking the State written examination.

8.3 All certificates issued by the Division shall be valid for three years from the date of issue.

SECTION 9 RENEWAL OF FIRST RESPONDER CERTIFICATES

9.1 General Requirements

9.1.1 Any individual who holds an expired First Responder certificate is not classified as a state certified First Responder and shall not hold themselves out as such or provide medical care in the capacity of a state certified First Responder.

9.1.2 All persons who have permitted their certification to expire for a period not to exceed three (3) months from the expiration date may renew their certification by complying with the provisions of this Section 9. Any person permitting their certification to expire for a period greater than 3 months from the expiration date will not be eligible for renewal of certification and, if desiring to reinstate their certification, will be subject to compliance with the re-entry program requirements specified in Section 10 of these rules.

9.2 The Division shall renew a current and valid First Responder certificate or a certificate not more than three (3) months expired for individuals who:

9.2.1 submits an application form containing such information as deemed appropriate by the Division;

9.2.2 successfully completes the appropriate level refresher training course or a minimum of thirty-six (36) hours of documented continuing education training conducted by a Division recognized Training Center or Training Group;

9.2.3 possess current Basic Cardiac Life Support (CPR) certification for Health Care Providers issued by the American Red Cross or American Heart Association, or equivalent, at the time of application; and

9.2.4 pays all required fees at the time of application.

SECTION 10 REINSTATEMENT PROCESS FOR PERSONS THAT HAVE PERMITTED THEIR CERTIFICATION TO EXPIRE FOR A PERIOD GREATER THAN 3 MONTHS BUT NOT GREATER THAN 36 MONTHS

10.1 General Requirements

10.1.1 Any person permitting their certification to expire for a period greater than three (3) months, or any person who has not successfully completed initial certification requirements within six (6) months from the date of course completion, may become certified by complying with Section 10 of these rules provided:

- a) The certificate has not been expired for more than thirty-six (36) months, or
- b) Successful completion of the initial training course has not exceeded thirty-six (36) months.

10.1.2 Any person with an expired certificate greater than 36 months from the date of expiration, or any person who has not been initially certified within 36 months from the date of successful completion of an initial training course shall not be eligible for certification until such time as the person successfully completes an initial training course conducted by a recognized Training Center.

10.2 Persons meeting the criteria specified in 10.1.1 may obtain certification for First Responder by fulfilling the following requirements:

- 10.2.1 submits an application form containing such information as deemed appropriate by the Division;
- 10.2.2 successfully complete the appropriate level refresher training course or a minimum of twelve (12) hours of documented continuing education training per calendar year, conducted by a Division recognized Training Center or Training Group;
- 10.2.3 successfully completes the state practical examination as identified in training course policies for initial certification;
- 10.2.4 possess current professional level Basic Cardiac Life Support (CPR) certification issued by the American Heart Association or American Red Cross, or equivalent;
- 10.2.5 successfully complete the state written examination, in accordance with the provisions of Section 12 of these rules; and
- 10.2.6 pays all required fees at the time of application.
- 10.2.7 All requirements specified in paragraphs 10.2.1 through 10.2.4 and 10.2.6 must be completed prior to taking the state written examination.

SECTION 11 RECOGNITION OF PERSONS POSSESSING OUT OF STATE FIRST RESPONDER CERTIFICATION (RECIPROCITY)

- 11.1 The Division may issue a First Responder certificate to an applicant possessing a substantially equivalent from another state, United States territory, Canadian Province, or the National Registry provided that:
 - 11.1.1 the Division determines that training received by the applicant is at least equivalent to the training requirements for Colorado First Responder Certification, and provided the following requirements are met.
 - a) the individual is fourteen (14) years of age or older and submits an application form containing such information as deemed appropriate by the Division.
 - b) the applicant's non-Colorado certification is current and valid at the time of application.
 - c) the applicant possesses current basic cardiac life support certification for health care providers (CPR) issued by the American Heart Association or American Red Cross, or equivalent; and
 - d) the Division receives written verification from the non-Colorado certifying authority that the applicant's non -Colorado certification is current, valid and in good standing.
 - 11.1.2 Any certificate issued under these provisions will be classified as a transfer of the out-of-state certification and will be valid for a period not to exceed thirty six (36) months or the expiration date on the out-of-state certificate, whichever comes sooner.
- 11.2 The Division may enter into agreements with other states that may allow a direct transfer of certification provided that:
 - 11.2.1 the applicant submits an application form containing such information as deemed appropriate by the Division;

11.2.2 the Division determines that the training received by the applicant and the certification requirements performed by the certifying agency are at least equivalent to the requirements for Colorado First Responder Certification;

11.2.3 the applicant is at least fourteen (14) years of age at the time of application; and

11.2.4 the applicant pays all required fees at the time of application.

11.2.5 The certificate issued by the Division will be valid for a period not to exceed thirty six (36) months or the expiration date on the out-of-state certificate, whichever comes sooner.

SECTION 12 WRITTEN EXAMINATIONS AND PRACTICAL SKILLS EVALUATIONS

12.1 State Practical Skills Evaluation Requirements

12.1.1 The State practical skills evaluation will be conducted by recognized training centers after successful completion of the training course.

12.1.2 The practical skills evaluation adopted by the Advisory Board shall be that which is prescribed by the National Registry of Emergency Medical Technicians (NREMT).

12.2 State Written Certification Examinations Requirements

12.2.1 The Division shall prepare and administer the state written certification examination. The written examination will only be administered to individuals who have successfully completed all training requirements and the State Practical Skills Evaluation Examination. Successful completion requires a minimum score of 70%.

12.2.2 Applicants will be allowed two (2) attempts to successfully complete the written examination. Applicants failing the first attempt shall have six (6) months from the date of the first examination to complete the second examination. Applicants not successfully completing the written examination after two (2) attempts will not be eligible for certification until such time as they complete the requirements specified in Section 8 of these rules.

12.3 National Registry Examination

12.3.1 Any individual who is eligible to take the State written examination for First Responder is also eligible to take the optional National Registry examination.

12.3.2 The Division shall administer the National Registry examination to qualified applicants, following receipt of an application and payment of required fees.

SECTION 13 DENIAL. SUSPENSION. REVOCATION. MODIFICATION OR LIMITATION OF CERTIFICATION

13.1 Denial of Certification

The Division, in accordance with the Administrative Procedures Act, C.R.S. 24-4-101, et seq., as amended, may deny any certificate or refuse to renew a certificate to any applicant for, but not limited to, the following reasons:

13.1.1 Failure to meet requirements specified in Section 8 or 9 of these rules pertaining to the Issuance of Certificates and the renewal of certification.

- 13.1.2 Any conduct as described in Section 13.2.2 pertaining to good cause for disciplinary action.
- 13.1.3 Fraud, misrepresentation, or deception in applying for or securing certification, or in taking any written or practical certification examination.
- 13.1.4 Aiding and abetting another person in procuring First Responder certification for any person who is not eligible for certification.
- 13.1.5 Creating a disturbance during a state practical skills evaluation or a state written examination, or conducting themselves in a manner that disrupts other persons taking the examination or prevents the examination proctor from conducting the examination.

13.2 Revocation, Suspension, or Limitation of First Responder Certification

- 13.2.1 Any certification issued by the Division may be suspended, summarily suspended, revoked, or limited for good cause in accordance with the Administrative Procedures Act, C.R.S. 24-4-101 et seq., as amended.
- 13.2.2 Good cause for disciplinary sanctions listed in this section shall include, but not be limited to:
 - a) Unlawful use, possessing, dispensing, administering, or distributing controlled substances.
 - b) Conviction of, or a plea of no contest to, unlawful conduct that relates to certification status.
 - c) Driving an emergency vehicle in a reckless manner, or while under the influence of alcohol or other performance altering drugs.
 - d) Responding to or providing patient care while under the influence of alcohol or other performance altering drugs.
 - e) Demonstrating a pattern of alcohol or other substance abuse.
 - f) Obtaining certification or recertification by fraud, misrepresentation, deception, or subterfuge.
 - g) Materially altering any Division certificate, or using and/or possessing any such altered certificate.
 - h) Having a First Responder or equivalent certificate suspended or revoked in another state while holding a Colorado First Responder certificate.
 - i) Unlawfully discriminating in the provisions of services based upon national origin, race, color, creed, religion, sex, age, physical or mental disability, sexual preference, infectious disease, or economic status.
 - j) Representing qualifications at any level other than the person's current certification level.
 - k) Failing to follow accepted standards of care in the management of a patient, or in response to a medical emergency.

- l) Failing to administer treatment in a responsible manner and/or in accordance with the physician advisor's orders or protocols, if applicable.
- m) Failing to maintain confidentiality of patient information.
- n) A pattern of behavior that demonstrates routine response to medical emergencies without being under the policies and procedures of the designated emergency medical response agency.
- o) Performing medical acts not authorized at the person's current certification level.
- p) Failing to provide care, or discontinuing care when a duty to provide care has been established.
- q) Appropriating or possessing without authorization medications, supplies, equipment or personal items of a patient or employer.
- r) Falsifying entries or failing to make essential entries in a patient's run report, state pre-hospital care reporting form, or medical record.
- s) Violating any state or federal rule or regulation that would jeopardize the health or safety of a patient or the public.
- t) Unprofessional conduct at the scene of an emergency which hinders, delays, eliminates, or deters the provisions of medical care to the patient or endangers the safety of the public.

13.3 Complaints relating to the conduct of any Colorado certified First Responder

13.3.1 Complaints relating to the conduct of any Colorado certified First Responder may be made by any person in writing or may be initiated by the Advisory Board or the Division.

13.3.2 Upon receipt of a complaint, the Division may make inquiry as to the validity of such complaint prior to initiating an investigation. If the Division determines that the complaint warrants a more extensive review, an investigation may be initiated.

13.3.3 If the complaint does not warrant further review or the inquiry determines that the complaint is not within the regulatory jurisdiction of the Advisory Board or Division, the Division will notify the complainant of such.

13.3.4 If, during the course of inquiry or investigation, it is determined that a violation of criminal law may have occurred, the Division will turn the matter over to the District Attorney having jurisdiction, along with any written documentation.

13.3.4 The Division shall notify the Advisory Board of all complaints relating to the conduct of any Colorado certified First Responder, the findings of their inquiry and any investigation, and their recommendations concerning disposition of the complaint.

13.4 In accordance with C.R.S. 24-4-104(4), the Division may summarily suspend a certificate when the Division has reasonable grounds to believe and finds that the holder of the certificate has been guilty of deliberate and willful violations of these rules or that the public health, safety or welfare imperatively required such emergency action by the Division.

SECTION 14 APPLICATION FOR FIRST RESPONDER CERTIFICATION

- 14.1 To initiate the certification process, the Division must receive a completed *Application and Request for Examination* from a recognized Training Center or Training Group. The application forms are available from the Division upon request.
- 14.2 The training center or training group requesting certification testing must submit applications and fees a minimum of thirty (30) days prior to the scheduled examination date.
- 14.3 The training center or training group requesting certification testing will assume responsibility for setting the location of the examination and coordination of the date and time with the certified proctor.
- 14.4 The testing material will be made available for the certified proctor designated by the training center or training group requesting examinations. It is the responsibility of the training center or training group to provide number 2 pencils for all applicants taking the written examination.
- 14.5 Any incomplete application received by the Division will be returned to the training center or training group.
- 14.6 Applicants who are unable to attend the examination at the scheduled date and time may reschedule the examination if arrangements are made between the training center or training group and the Division.

SECTION 15 FEES

15.1 The following fees shall apply for products and services provided by, or on behalf of the Division:

15.1.1	Application fee for First Responder certification	30.00
15.1.2	Application fee for renewal of certification	20.00
15.1.3	Application fee for reciprocity	40.00
15.1.4	Application fee for reinstatement of expired certification	40.00
15.1.5	Application fee for National Registry examination	
	a) If exam is taken at the same time (or in-lieu-of) Colorado State Examination*	35.00
	b) If exam is taken by an individual who is already Colorado certified	20.00

Explanatory Information: *Of the amount collected pursuant to 15.1.5 above, a total of \$15.00 is being collected on behalf of the National Registry and shall be forwarded to them. If the individual is taking the National Registry exam at the same time as the Colorado State First Responder Exam, pursuant to 15.1.5 (a) above, the National Registry written examination will be administered. Upon successful completion of the National Registry exam, the individual will be awarded both Colorado State and National Registry certification.*

15.1.6	Application fee for Training Center recognition	100.00
15.1.7	Application fee for Training Group recognition	25.00
15.1.8	Replacement of lost or damaged certificates	5.00
15.1.9	First Responder Certification patches	5.00

- 15.2 All application fees payable to the Division must be made at the time of application and are not refundable.

SECTION 16 APPENDICES

- 16.1 The appendices to these rules, which are included herein by this reference, contain material that provides additional guidance, recommendations or explanatory information and are considered advisory in nature.

APPENDIX A ROLES, RESPONSIBILITIES AND MINIMUM QUALIFICATIONS FOR KEY STAFF OF A FIRST RESPONDER TRAINING CENTER OR TRAINING GROUP

- A. 1 Course Coordinator. To be eligible as a First Responder Course Coordinator, the individual must:

- A.1.1 Be a currently certified Colorado First Responder; EMT-Basic; EMT-Intermediate; Paramedic; a Colorado Licensed Physician (M.D. or D.O.) or a Colorado Licensed Registered Nurse (R.N.).
- A.1.2 Have actively practiced as a Colorado Certified First Responder; Colorado Certified EMT; Colorado Certified Paramedic; Colorado Licensed Physician or Colorado Registered Nurse; for a minimum of three (3) years.
- A.1.3 Have recent critical or emergency care experience and responsibility.
- A.1.4 Have experience on or orientation to an ambulance, rescue vehicle or be willing to make provisions to gain experience on such a vehicle.

- A.2 An individual recruited for the position of Course Coordinator in addition to the above criteria should:

- A.2.1 Have an interest in the improvement of emergency medical services and knowledge of the problems involved.
- A.2.2 Be willing to cooperate with the providers of ambulance or rescue services in the area in which the training program is administered.
- A.2.3 Be knowledgeable of all skills presented in the First Responder training curriculum.
- A.2.4 Have experience in instructing students at a level similar to that of the First Responder.
- A.2.5 Be familiar with the First Responder curriculum, textbooks, and all training aids involved in the program.

- A.3 Duties and functions which may be assumed by the course coordinator are as follows:

- A.3.1 Process applications and assist in the selection of students.
- A.3.2 Assist in the selection and orientation of instructors.
- A.3.3 Schedule classes and assign instructors.
- A.3.4 Assure the required equipment and materials are available for each class.
- A.3.5 Assist in the instruction where appropriate.

- A.3.6 Assist in the coordination of examination sessions, including the preparation of evaluation materials.
 - A.3.7 Provide information concerning the First Responder training program to interested individuals or organizations.
 - A.3.8 Counsel trainees on an individual basis.
- A.4 Medical Director. The first responder course Medical Director is responsible for ensuring an accurate and thorough presentation of the medical content of the course and for evaluating the training course. Specific activities may include:
- A.4.1 Assist in the selection of First Responder Course Coordinator.
 - A.4.2 Approve the program application.
 - A.4.3 Collaborate with the First Responder Course Coordinator in the establishment of dates, times and locations(s) of class(es).
 - A.4.4 Collaborate with the First Responder Course Coordinator to recruit First Responders; EMT's; Paramedics; Physicians or Nurses as class instructors.
 - A.4.5 Assure that content relating to the legal authority for, responsibilities of, and constraints upon the role and functions of a First Responder in Colorado are clearly enumerated during the training program.
 - A.4.6 Have contact with the students during the course in order to evaluate the program and to assure appropriate instruction, learning and student progress.
 - A.4.7 The recommendations for a Medical Director are as follows:
 - a) Possess a license to practice medicine in Colorado.
 - b) Be actively involved in the provision of emergency medical services.
 - c) Provide ongoing review of the program to assure that medical quality is maintained.
 - d) Have an interest in the improvement of emergency medical services and knowledge of the problems involved.
 - e) Be willing to cooperate with the training agency's services and EMS in the area in which the training program is administered.
 - f) Be knowledgeable of all medically related skills presented in the First Responder training program.
 - g) Have experience in instructing students at a level similar to that of the First Responder.
 - A.4.8 A Medical Director is highly recommended; however, it is also recognized that such a position will not always be feasible due to geographic or other factors. Applications will be received and considered based on their overall merits. If a Medical Director position is not filled, an explanation must accompany the program application.

- A.5 Faculty. Persons teaching individual classes in a First Responder Course should be selected on the basis of:
- A.5.1 Specialized experience in the given topic.
 - A.5.2 Skill in the use and maintenance of all equipment required for topic.
 - A.5.3 Knowledge about legal constraints under which the First Responder operates.
 - A.5.4 Teaching skills.
- A.6 All medical lessons are to be instructed by a Colorado Licensed Physician; a Colorado Registered Nurse; a Colorado Certified EMT or Paramedic; or a Colorado Certified First Responder. Instructors are required to be experienced in the given topics.
- A.7 Practical lessons must be instructed by individuals with experience and knowledge in the emergency service area.
- A.8 Primary instructors for cardiopulmonary resuscitation must be currently certified as a Basic Cardiac Life Support (CPR) instructor by the American Heart Association (AHA) or American Red Cross (ARC), or equivalent.

APPENDIX B FIRST RESPONDER PROGRAM IMPLEMENTATION

- B.1 Student Admission Rules. Students selected to receive First Responder training shall be:
- B.1.1 Persons who, by nature of their professional or geographical location, would be most likely to be first on the scene of a medical emergency.
 - B.1.2 Willing to cooperate with organized EMT or Paramedic units to assure a smooth continuum of emergency care.
- B.2 Selection of applicants should be based on a preexisting plan to provide quick access to highly qualified personnel. A team approach with tiered response should be developed.
- B.3 Before embarking upon training First Responders, local EMS agencies should be consulted to assure the team approach conforms with the objectives of those agencies closely involved in the Pre-hospital care delivery system.
- B.4 **THE FIRST RESPONDER COURSE IS NOT DESIGNED TO REPLACE EMT TRAINING, BUT RATHER TO AUGMENT EXISTING EMS SYSTEMS.** The course may be used as an alternative for those individuals or agencies who are unable to justify the need for a more advanced training program. Consideration of the merits of EMT-Basic Certification should be given by those who frequently use the knowledge and skills presented in the course. The EMS Division will provide consultation upon request to individuals or agencies in determining the most appropriate training level.
- B.5 The First Responder course may be administered in conjunction with the firefighter certification program at any level.
- B.6 Clinical Experience. Although hospital clinical experience is strongly recommended, it is not required. The recommendation is that the students spend time observing on local EMS transport units. If the students, by virtue of their employment, would routinely interact with ambulances or rescue units, every effort should be made to assure familiarity with pertinent operational procedures.

APPENDIX C EMS DIVISION AND COLORADO STATE ADVISORY COUNCIL ON EMERGENCY MEDICAL SERVICES POLICY STATEMENTS AND GUIDELINES FIRST RESPONDER TRAINING COURSE RECOGNITION

Policy 93-02

Date: 11/01/93

Introduction

First responder training continues to provide an essential level of care in many EMS systems. As the American Red Cross (ARC) has eliminated Advanced First Aid (AFA) training, and has developed a course entitled "Emergency Response" (ER). This policy will serve to clarify how the Emergency Response Course can be used to assure that first responders meet the minimum standards of the Department of Transportation - First Responder Curriculum and meet the educational standards established by the State EMS Advisory Council.

Emergency Response Curriculum

The EMS Division has determined that the content of the Emergency Response course is minimally equivalent to the First Responder National Standard Curriculum. The course should be delivered in its entirety to assure that all of the national objectives are delivered.

Qualifications of Instructors

Primary instructor of the Emergency Response curriculum should include the following.

1. Be eighteen (18) years of age or older; and
2. have successfully completed a course that meets or exceeds the standards of the DOT First Responder curriculum, including but not limited to the following courses the DOT First Responder, and the Emergency Response; and
3. currently certified as a BCLS instructor (AHA or ARC); and
4. currently providing EMS care or instruction; and
5. have practical EMS experience; and,
6. be qualified through academic preparation and practical experience to teach classes and topics identified in the curriculum; and
7. have completed a Colorado Basic Instructor Training program or its equivalent, as determined by the EMS Division; and,
8. implement a quality assurance/quality improvement component with each program through appropriate course and instructor evaluation forms for each class; and,
9. demonstrate continuing education in areas relating to their teaching responsibilities.

MINIMUM STAFFING OF AMBULANCES

Policy 93-03

Date: 11/1/93

Introduction

The EMS Act, Part 2, 25-3.5-202 states that *“for any person responsible for providing direct emergency medical care and treatment to patients transported in an ambulance, the minimum requirement shall be a current American red Cross advanced first aid card, a cardiopulmonary resuscitation card, or the equivalent of either as recognized by the council and the board of county commissioners of the county in which the ambulance is based;”*.

The State Advisory Council stated November 30th, 1984, that the DOT First Responder Course was equivalent to the advanced first aid course. Since that time, the advanced first aid course is no longer available from the American Red Cross and has been replaced by a new course entitled “Emergency Response”. This policy serves to clarify the equivalency of the Emergency Response curriculum with the DOT First Responder Curriculum and Advanced First Aid.

Statement of Equivalency

The EMS Division and the State Advisory Council has determined the following:

1. The American Red Cross course entitled Emergency Response is equivalent to the DOT First Responder Curriculum and the Advanced First Aid certification as described in section 25-3,5-202 in the EMS act.
2. Agencies using this curriculum should follow the standards established in EMS Division Policy #93-02 regarding the Emergency Response Training.

FIRST RESPONDER ADMINISTERING OXYGEN

Policy #94-03

Date: 04/14/94

Background

On April 14, 1994 the Board of Medical Examiners responded to the EMS Division's request for clarification regarding the administration of oxygen by persons trained at the Department of Transportation's First Responder level. Further, the EMS Division wanted to know if this skill could be performed by first responders without physician supervision or approval.

BME Statement

In the Board's opinion, First Responders may administer oxygen without physician supervision or approval, so long as the first responders have had appropriate training.

EMS Division Statement

Appropriate training should include the airway adjunct/oxygen modules described in the National First Responder Curriculum.

Editor's Notes

History

Sections 14 and 15 eff. 12/30/2007.