

EMS TRAINING COURSE APPROVAL PROCESS



Obtain the most current training forms from our website located at <http://www.doh.wa.gov/hsqa/emstrauma/> or contact the EMS and Trauma Section at (360) 236-2840 to obtain a packet. Packets include the EMS Training Course Approval Process, Training Course Application, Course Schedules and EMS Course Completion Verification.



Complete the EMS Training Course Application in its entirety ([DOH form 530-014](#)). Attach the EMS Course Schedule: (Paramedic training programs may develop and include a course schedule based on the curriculum lessons). **Course schedules are required for approval.**



Obtain necessary signatures. All signatures on the application form are required for the approval of all courses.



Mail application so it is received by the DOH at least **THREE WEEKS** before course begins to:
Office Community Health Systems
EMS and Trauma Section
P.O. Box 47853
Olympia, Washington 98504-7853



This office will notify you in writing of course approval and will assign a course number, which should be used on all correspondence regarding this particular course. If your application is disapproved, you will be notified of the reasons for disapproval.



When the course is completed (when all didactic lectures, practical skills labs, hospital observation/clinical rotations/field internships, and course final practical skills examinations are completed), the EMS Course Completion Verification form ([DOH form 530-008](#)) must be completed (with appropriate signatures) and submitted to the EMS and Trauma Section.



Still have questions?



Call the EMS and Trauma Section (360) 236-2840