



FP-C[®] CE Renewal

Below are guidelines for individuals FP-C[®] certified, but wishing to renew with continuing education hours.

General Guidelines

- CE should have a clear and direct application to the practice of flight medicine.
- A minimum of 100 contact hours must be submitted; 75 of the contact hours must be in the CLINICAL category, 16 CLINICAL hours must be from an approved FP-C[®] prep class. 25 CE's may be in the OTHER category to complete the 100 hours. However, it is acceptable to have more than 75 of the contact hours in the CLINICAL category.
- For continuing education to be eligible to use for renewal, it must have occurred during the four-year period of certification. For example, if the certification expires March 31, 2006, the four-year period of certification is from April 1, 2003 until March 31, 2006.
- It is recommended that CE logs and supporting documents be sent to the BCCTPC[®] office at least three months and no more than six months prior to certification expiration.
- Renewal requests that are submitted to BCCTPC[®] beyond the certification expiration date will not be accepted.
- FP-C[®] Renewal requests are processed according to when they are received by the BCCTPC[®] and the certification expiration date.
- Candidates who successfully meet all program requirements will have their FP-C[®] credential renewed for the following four years. Candidates who do not meet the FP-C[®] renewal program requirements must register and pass the FP-C[®] exam to maintain their credential.
- It is the responsibility of the candidate to identify the number of CLINICAL and OTHER hours of CE activities using the following FP-C[®] renewal guidelines. BCCTPC[®] will make the final determination as to category and acceptability of submissions.
- The BCCTPC[®] will perform 100% audit of CE's so each candidate must submit a copy of all CE with the Verification Log.
- All FP-C[®] renewal fees are nonrefundable.

Eligibility Requirements

- Currently a FP-C[®].
- Current unrestricted paramedic license in the state or country of practice. Any restrictions must be reported to the BCCTPC[®] office.
- Meet the requirements of completing 100 contact hours of continuing education.

Application Procedure

To renew using FP-C[®] renewal by CE, the following needs to be submitted 3-6 months prior to your FP-C[®] expiration date:

- FP-C[®] Renewal fee
- FP-C[®] Renewal CE Verification Log and supporting documents

Measurement of Continuing Education Hours

Different terminology is used for continuing education credit. FP-C® Renewal uses the measurement of contact hours in which **one contact hour equals 50 minutes**. Following are some guidelines to assist in determining contact hours:

- 1 contact hour equals 1 CECH, 1 CERP, 1 CEARP, or 1 CME
- 1 CEU or continuing education unit equals 1 contact hour
- 1 academic semester credit equals 15 contact hours
- 1 academic quarter credit equals 10 contact hours
- 1 academic trimester credit equals 12 contact hours

Clinical Category

This category includes any educational offerings that primarily contain information applicable to direct practice in the clinical area of **Critical Care** medicine. The program content must be primarily focused on knowledge the paramedic can apply in providing direct care to an individual patient population. Examples include topics such as: "Flight Physiology," "Management of the Trauma Patient," or "Toxicology."

Acceptable accredited college courses include educational offerings that have a clinical focus. Examples: Anatomy & Physiology, Pathophysiology, Chemistry, Biochemistry, or Organic Chemistry.

Other Category

This category includes any educational offerings related to the professional practice of paramedicine and the emergency medical system. Examples include topics such as "Developing a Quality Improvement System," "Legal Aspects of Flight Care," or "Public Relations in the Prehospital Environment."

Accredited college courses that focus on the nonclinical aspects of flight medicine must be categorized under OTHER. Examples would include: "Medical Ethics," and "Leadership and Management."

The BCCTPC® recognizes there are accredited CE programs, which consist of multiple lectures, such as national/regional symposiums, or FP-C®/CFRN® review courses. Although a CE provider or approver may categorize the CE courses, it is the FP-C®'s responsibility to ensure the appropriate categorization of CE on the FP-C® Renewal CE Log.

Non-Acceptable Sources of Continuing Education

- Academic course work not clinically or professionally related (e.g. English literature)
- In-services less than 50 minutes in length
- Orientation
- BCLS Provider/Instructor (CPR) courses.
- ACLS Provider/Instructor courses.
- PHTLS/BTLS Provider/Instructor courses.
- NRP Provider/Instructor course.

Acceptable Sources of Continuing Education

Seminars and Independent Studies

- It is recommended, but not required, that CE obtained through seminars and independent studies be approved by an accredited organizational body. (This is because the CE certificate received from the program gives the essential information.) Examples of accrediting bodies are national associations such as the American College of Emergency Physicians (ACEP), Air Medical Physicians Association

(AMPA), American College of Cardiology (ACC), Society of Critical Care Medicine (SCCM), and some state EMS boards.

- Approvers are those groups that approve continuing education whereas providers are those responsible for development and delivery of the program. For example, a hospital may have a course and be the provider of the course. However, on the certificate, a statement would identify who approved their continuing education offering. Sometimes the approver and provider may be the same.
- Continuing education that has not been approved by an accredited paramedic/physician organization is acceptable if the content is beneficial to paramedicine and is a minimum of 50 minutes.
- Continuing Medical Education (CME) programs specific to physicians dependent upon the content.

Accrediting Bodies

- Please note that BCCTPC[®] is not an accrediting body. If you have questions related to the number of contact hours approved for a particular educational course or seminar or to have a course approved, contact an accrediting organization.

College Courses

- These courses can be used in both the CLINICAL and OTHER category, dependent upon their topic.
- A grade of "C" or better must be obtained for FP-C[®] Renewal usage.
- The courses must be applicable to the practice of flight medicine.

Delivering Presentations or Teaching an Accredited Paramedic Course

- Each lecture may be used only once.
- Each lecture must be a minimum of 50 minutes in length.
- The category of CLINICAL or OTHER will be determined by the content.

Publications - (Authoring the Chapter of a Book, Authoring a Book or Writing a Journal Article)

- The written piece must be of educational value and have references.
- The category of CLINICAL or OTHER will be determined by the majority of the content (or main theme) of the publication.
- Publications written by more than one author will have the allowable credit evenly distributed among all authors.
- Contact hours will be awarded in the following amounts:
 - Chapter of a book - 10 contact hours
 - Authoring of a book to a maximum of 150 pages - 25 contact hours
 - Authoring of a book more than 150 pages - 50 contact hours
 - Authoring a journal article - 5 contact hours

Item Writing

- Item writing for professional usage such as a publication is acceptable for FP-C[®] Renewal.
- Item writing for professional examinations such as the FP-C[®], CFRN[®], or CCEMTP is acceptable for FP-C Renewal.
- Each item will be considered .5 contact hours and will apply to either CLINICAL or OTHER dependent upon content.

FP-C Renewal Audit

- Initially BCCTPC® will perform 100% audit. Each candidate will submit copies of all related CE with their Renewal Logs. Documentation for seminars should include certificates for those CE's from an accredited provider and for non-accredited seminar activities; written documentation of attendance by the instructor or supervisor is acceptable. The documentation needs to include:
 - Name of participant
 - Dates of the course
 - Length of activity (in hours)
 - Title of the course
 - A grade report if using academic credits
 - If author of a book, a copy of the title page, number of pages, and table of contents.
 - If authoring a chapter, a copy of the title page and table of contents with chapter name and author
 - If published in a journal, a table of contents with title and author
 - If an item writer, documentation from the editor or organization with the number of items in total and the number within each category of CLINICAL or OTHER.

Other supportive material may include syllabi, course outlines, handouts or other course materials. It is the candidate's responsibility to maintain complete records in the event of being audited. Please note that verification cards will not be acceptable proof of attendance.