

Nebraska EMS Continuing Education Grant Guidelines

(Please note that some guideline points have changed. Please read carefully.)

Next Grant Period is **January 1, 2017 – May 31, 2017**

Applications for January-May courses may be submitted **August 15-October 1**

Incomplete and late applications will NOT be considered.

The Nebraska Emergency Medical Services & Trauma Program (NEMSTP) may fund classes for Emergency Medical Services Providers based on available continuing education funds. **Please note the following requirements:**

Who is eligible for grant class funding?

1. Each service may be eligible for up to two (2) classes per grant period. Providing funds are available, a service may have additional classes if the NEMSTP Regional Specialist and the NEMSTP Education/Training Coordinator approves.
2. To be considered eligible for funding for continuing education classes the service **MUST** be current in submitting their electronic patient care data to the State. Services that are not current with their reporting at the time of grant request approval will have their request denied.
3. Hospitals and State approved Training Agencies may be eligible for grant funding each month of the grant period, if they are presenting a monthly EMS continuing education series that is open to all services & providers in the state. The hospital/training agency shall submit all of the requests and will be the contractor for all of the classes that they are hosting.

What can be taught in a grant class?

4. Grant funds **CANNOT** be used for initial licensing courses such as EMR, EMT, AEMT, Paramedic; Refresher courses; or for additional skills modules such as Advanced Airway, IV Therapy, Epinephrine, Glucometer and other module classes that are required for the EMR or EMT to be eligible to perform said skills. There is a separate reimbursement program that may cover some of these courses.
5. Grant funds **CANNOT** be used for run reviews.
6. Skills classes are for the review of core EMS skills, i.e. assessments, splinting, vitals, etc.
7. Classes must meet the National EMS Education Standard objectives in the areas of documentation, emergency vehicle driving, or direct patient care.
8. Funds may be used for EMS-Instructor development topics that fit into one of the four required instructor renewal subject renewal areas.

Who can instruct grant classes?

9. Payment will be for only one instructor per class with the exception of skills classes.
10. A qualified EMS instructor or subject matter expert in the specific field must teach each class.
11. The NEMSTP may provide grant funds for an instructor to teach at a service/agency for only ONE class during a grant period. The same instructor may be utilized as an instructor at a Skills class.
12. Class instructors paid by NEMSTP grant funds shall **NOT** be a member of the service where training is conducted with the exception of hospital staff with specific expertise or in instances when a NEMSTP sponsored class has a specific and limited instructor pool.
13. Skill class instructors are not required to be licensed EMS-Instructors, but through education and training are proficient in the skill(s) they teach.

How much and what do the grants fund?

14. The NEMSTP may fund lecture instructors up to \$40.00 per hour.
15. Mileage is paid at the Federal Privately Owned Vehicle (POV) Mileage Reimbursement Rate (as of Jan. 1, 2016 the rate was 54 cents per mile). Total mileage per class will not exceed 200 miles roundtrip for a class of three or more hours. The mileage paid for a two hour class will not exceed 140 miles roundtrip and the mileage for a one hour class will not exceed 70 miles roundtrip. (The current federal rate can be found at: www.gsa.gov/mileage). All distances are calculated by going to google maps, entering the instructor's home city, and the city where the class will be held. The shortest number of miles is then doubled for the roundtrip mileage. Mileage is figured to the tenth of a mile.
16. Each instructor for a skills class may be paid up to \$30.00 per hour plus mileage.
17. When a special skills class is planned for a large group, the NEMSTP may fund additional instructors as requested by the NEMSTP Regional Specialist.

What additional documentation will be needed or are there any additional requirements?

18. The instructor **MUST** inform the class that the training has been funded by the DHHS-EMS / Trauma Program. If a flyer is sent promoting EMS training sessions, the flyer **MUST** state that the programs are funded, in whole or partially, with DHHS-EMS/Trauma Program funds.
19. Instructors **MUST** request that students complete a class evaluation provided by the instructor.

20. For contractors to receive payment the contracts MUST be signed by the contractor and the NEMSTP at least one working day prior to the class. The invoice and the roster MUST be returned to the NEMSTP office within 90 days of completion of services. Failure to comply may result in nonpayment.
21. Classes must meet ADA requirements. Any advertisement MUST include the following statement: "*The Nebraska Emergency Medical Services & Trauma Program will not discriminate on the basis of gender, race national or ethnic origin, religion, marital status, age, or disability*". It is the intent of the NEMSTP to comply with both the letter and the spirit of the law in making certain that discrimination does not exist in its policies, regulations and operations.
22. By applying for and accepting a contract for grant funds, you understand that the course is to be for the number of hours originally requested. If the course does not go the scheduled time, you MUST amend the invoice, the roster and the student certificates to reflect the actual number of hours of instruction. Instructors will only be paid for the number of hours that they taught (plus the appropriate mileage). Students MUST only claim the actual number of hours that they attended.

Applying for funds.

23. Only one (1) class request per application will be accepted.
24. The NEMSTP may pay for continuing education classes up to three (3) hours in length with the exception of the NEMSTP's Emergency Vehicle Operator's Course (EVOC) which is six (6) hours in length.
25. Classes must be open to all EMS providers and advertised to surrounding communities/services.
26. *Reminder:* By applying for and accepting a contract for grant funds, you understand that the course is to be for the number of hours originally requested. If the course does not go the scheduled time, you MUST amend the invoice, the roster and the student certificates to reflect the actual number of hours of instruction. Instructors will only be paid for the number of hours that they taught (plus the appropriate mileage where applicable). Students MUST only claim the actual number of hours that they attended.
27. Class Priority: if submitting more than one (1) Grant Application, please select the priority for each application. (Only one application can be designated Priority #1, etc.)
28. Lecture classes are limited to one instructor, whom must be identified by name on the application. Skills classes will be limited to three (3) instructors; all whom must be identified by name on the application.
29. Grant funds may only be used for payment of instructional hours and mileage.
30. Applications must be submitted no later than **October 1st for the Winter/Spring** session and **April 1st for the Summer/Fall** session. Late and incomplete submissions will NOT be accepted.
31. All courses must be completed by **May 31st for the Winter/Spring** sessions and **December 31st for the Summer/Fall** session.
32. If no students showed up for a scheduled course, the instructor(s) may be paid for one (1) hour of their time and the appropriate mileage. Agencies that have multiple "no-shows" may have their grant funding privileges suspended.
33. Services that receive grants and routinely have very few attendees, may be denied grant funding in the future.

Tips for a successful grant application/course.

- Contact and discuss the terms of the course/payment with the instructor PRIOR to applying for grant funds.
- Spread the word about your upcoming classes. Consider having a reminder paged out with the daily test page. Send out emails to EMS contacts in surrounding communities. Have your regional EMS Specialist spread the word.
- The title of the course should clearly identify the topics being presented. Abstract titles will often require follow up prior to final approval.
- Final approval of grant requests normally takes 60 days from the close of the grant request period.

When you have completed the application you may forward the form by pressing the submit button. Please contact Wendy Snodgrass (wendy.snodgrass@nebraska.gov) with any questions.

NOTE: If you are having trouble getting the online form to load or submit, try a different web browser. Some versions of Internet Explorer have been known to have issues with the form. Generally speaking Chrome works well.

