

Procedure:	Maintenance of Certification	
Owner of Policy:	Manager, Education	
Department/Program:	Southwest Ontario Regional Base Hospital Program	
Endorsed By:	Director, Southwest Centre for Prehospital Medicine	Endorsement Date: May 2025
Original Effective Date:	June 2021	Date Reviewed: May 2026

PURPOSE

The purpose of this procedure is to detail the process for providing annual maintenance of certification of the Regional Base Hospital Program (RBHP) Regional Medical Director (RMD) authorization to perform controlled acts and advanced medical procedures as a Primary Care Paramedic (PCP) or an Advanced Care Paramedic (ACP) as per [Ontario Regulation 257/00, Part III, s. 8. \(2\)\(c\)](#). It is each paramedic's responsibility to comply with the [Certification Standard, Section 5 of the ALS PCS](#) maintenance of certification requirements. Failure to comply with all aspects of this procedure may result in revocation of the RBHP authorization to perform controlled acts through deactivation at the discretion of the RMD or designate until the paramedic has met the requirements. Any paramedic who is not able to maintain certification will be required to undergo a return to clinical practice process at the discretion of the RMD and/or designate.

POLICY

The Ministry of Health (MOH) Emergency Health Regulatory and Accountability Branch (EHRAB) periodically republishes the [Advanced Life Support Patient Care Standards \(ALS PCS\)](#) with amendments. The [Certification Standard, Section 5 of the ALS PCS](#), outlines definitions, processes, and requirements of all parties involved in the certification and authorization of Ontario Paramedics to perform medically delegated acts as outlined in the ALS PCS. The [Certification Standard, Section 5 of the ALS PCS](#), will serve as the policy as it relates to maintenance of certification.

1. Annual Maintenance of Certification Requirements:

Table 1. Annual Maintenance of Certification requirements for PCP and ACP:

	PCP	ACP
Certification Year	The following requirements must all occur within a single certification year. The certification year runs from February 1 st to January 31 st of the following calendar year.	
Employment	The paramedic must be employed or retained by an Employer under Regulation 257/00.	
Clinical Activity	The paramedic shall not have an absence from providing patient care at their certified level that exceeds 90 consecutive days. The paramedic is required to complete a minimum of ten (10) patient contacts per certification year, where patient care involves assessment and management at the paramedic's level of certification.	
Annual CME (Minimum) at the Paramedic's level of certification	8 CME credits	24 CME credits
Annual Mandatory Educational Requirements	A minimum of 8 CME credits as determined and/or delivered by RBHP. These credits count towards the required Annual Mandatory CME.	A minimum of 12 CME credits as determined and/or delivered by RBHP. These credits count towards the required Annual Mandatory CME.

Skills Maintenance Program	May be required when a paramedic is unable to assess and manage a minimum of (10) patients per certification year; demonstration of alternative experiences, as approved by the RMD or designate, may be utilized (see Appendix A).
Demonstrated Competence	Demonstrated competence in the performance of controlled acts and other advanced medical procedures, compliance with the ALS PCS, and the provision of patient care at the paramedic's level of certification. Competency and compliance shall be determined by the RMD or designate and may include chart audits, field evaluations, and RBHP patch communication review.

PROCEDURE

1. 90 Days of Clinical Activity:

- 1.1 It is the responsibility of the Employer to update the RBHP when paramedics are anticipated to reach or have reached 90 days of clinical inactivity. The RBHP will run monthly data queries to identify paramedics who have not provided patient care for greater than 90 days during the certification year. The RBHP will request confirmation from the Employer regarding the paramedic's employment status. If the paramedic is on a leave of absence or on modified duties, the paramedic will be administratively deactivated.

2. 10 Patient Contacts:

- 2.1 The paramedic shall either:
 - 2.1.1 Provide patient care to a minimum of ten (10) patients per certification year whose care requires assessment and management at the paramedic's level of certification, OR
 - 2.1.2 Where a paramedic is unable to obtain the minimum of ten (10) patient contacts per certification year, they must demonstrate an equivalent of the unattained patient contacts by completing that appropriate number of alternative experiences as approved by the RBHP, and may involve 1 or more of the following:
 - a. Other patient care activities.
 - b. Additional CME.
 - c. Simulated patient encounters; and
 - d. Clinical placements.

Note – a patient contact is defined as the presence of the paramedic's name on the ACR/ePCR, and where patient care is documented.
- 2.2 The RBHP will run bi-annual data queries to identify paramedics who have not provided care to a minimum of ten (10) patients during the certification year. This data query will be conducted at the middle and end of the certification year. In each instance, the RBHP will share with the paramedic and their Employer if it is anticipated that the paramedic will not meet the requirements. The RBHP will request confirmation from the Employer regarding the paramedic's employment status and pro-rate the number of required patient contacts based on hire date and previous deactivations during the current certification year prior to notifying the paramedic of their status. If the paramedic has had any deactivations, the number of required patient contacts will be adjusted.
 - 2.21 All submitted alternative experiences require approval from the RBHP's Medical Director of Education or designate. Alternative experiences that are undertaken without preapproval may not be awarded alternative patient contacts if the event is deemed not to meet the objective of replacing a patient care experience at the certification level of the paramedic.
 - 2.22 Approval will be granted only after determining:
 - a. the relevancy to the paramedic's scope of practice; and
 - b. congruence with the RBHP's learning objectives.
 - 2.23 The certification year runs from February 1st to January 31st of the following calendar year. Five (5) business days are required for approval. Any alternative experiences completed after January 31st will be applied to the following certification cycle and will not be retroactively applied to the previous certification cycle.
 - 2.24 Elective CME submissions for ACPs cannot be counted for both elective CME points and alternative patient contacts. If an ACP requires CME credits for both, they must attain the total number of CME points to qualify for recertification.
 - 2.25 The deadline for submission of alternative experiences is January 31st of the following calendar year. Paramedics must have submitted supporting documentation regarding any activity by this date. Please review the Maintenance of Certification and Continuing Education chart in Appendix A for a list of supporting documentation required for each submission. Paramedics who fail to submit their required alternative experiences by January 31st of each calendar year will be deactivated.

3. Continuing Medical Education (CME)

- 3.1 Paramedics must complete the required CME points annually. All PCPs must achieve eight (8) CME points, which are obtained through Annual Mandatory CME. All ACPs must achieve a minimum of twenty-four (24) CME points between February 1st and January 31st of the certification year, aligned with the certification year. For ACPs, a minimum of twelve (12) CME points will be obtained through Annual Mandatory CME.
- All CME requires approval from the RBHP's Medical Director of Education or designate. CME that is undertaken without preapproval may not be awarded points if it is deemed not to meet the objective of enhancing the clinical activity of the paramedic at the certification level of the paramedic. Approval will be granted only after determining:
 - the relevancy to the paramedic's scope of practice; and
 - congruence with the RBHP's learning objectives.
- 3.2 CME activity must be completed by January 31st of each year. Any CME activities taken after January 31st will be applied to the following CME cycle and will not be retroactively applied to the previous CME cycle.
- 3.3 Elective CME submissions for ACPs cannot be counted for both elective CME points and alternative patient contacts.
- 3.4 The deadline for CME submission is January 31st of the following calendar year. Paramedics must have received and submitted supporting documentation regarding any activity by this date. Five (5) business days are required for approval. ACPs who haven't had their required CME points submitted and approved by January 31st of each year will be deactivated.
- 3.5 Paramedics working during their first certification year as an ACP are not required to submit any elective CME credits.
- 3.6 ACPs returning to practice or being cross-certified must achieve a prorated number of CME points based on the remaining time in the annual cycle in which they are employed as an ACP. ACPs are required to obtain 2 CME points for each month they are actively certified as an ACP during each certification year.
- 3.7 Paramedics who are returning after clinical inactivity and have missed their Annual Mandatory CME will complete the annual mandatory CME as part of their return to practice training with RBHP in addition to any other educational activities determined to be necessary. The Medical Director of Education (or designate) will determine additional CME that may be awarded for return to practice review day(s) on a case-by-case basis.
- 3.8 After CME completion, paramedics are required to submit proof of attendance/completion via the [PPO](#).
- 3.9 Paramedics can obtain CME points through the options outlined in [Appendix A](#).

REFERENCES

[Advanced Life Support Patient Care Standards Version 5.4](#)

Emergency Health Services Branch, Ministry of Health

[Ontario Regulation 257/00, Ambulance Act, R.S.O. 1990, c. A. 19](#)

Paramedic Portal of Ontario (www.paramedicportalontario.ca)

APPENDIX A



Maintenance of Certification & Continuing Medical Education

CME points will be awarded based on the RBHP’s Medical Director of Education or designate. CME points must meet the objective of enhancing the clinical activity of the paramedic at the paramedic’s certification level. Approval is granted only after determining the relevancy to the paramedic's scope of practice and congruence with RBHP’s learning objectives and expectations.

Alternative Patient Contact will be awarded based on the RBHP’s Medical Director of Education or designate and be directly related to patient care. Approval is granted only after determining the relevancy to patient care and congruence with RBHP’s learning objectives and expectations.

Please note that ACP CME cannot be double counted towards Alternative Patient Contacts.

If Paramedics choose to attend an education event that is not listed on the preapproved list they must apply via the Paramedic Portal of Ontario (PPO) for consideration of Alternative Patient Contacts and CME points at least 2 weeks prior to participation. Courses attended without prior approval can be submitted for individual consideration but may not be awarded CME credits or Alternative Patient Contacts based on content and relevance to scope of Paramedic practice.

Non – SWOBRHP Categories			
Event	Description	Alternative Patient Contacts	ACP CME
Clinical Setting	Paramedics may choose to participate in a variety of clinical settings. Paramedics are required to submit, in the PPO, the specific goals and outcomes of the clinical experiences with a supervisor's signature. The following are examples of clinical settings: • Emergency Department in the presence of a BHP (where possible) • Operating Room • Respiratory Therapy • ICU • Day Surgery	1 patient contact per hour	1 CME per hour Maximum 6 CME per year
College or University Course	Consideration for CME and Alternative Patient Contacts will be awarded based on the following: Description of how this learning activity will enhance professional development in paramedicine	Varies depending on content	Varies depending on content Maximum 12 CME per year
Committee Participation	Consideration for CME and Alternative Patient Contacts will be awarded based on the following: • Goals of the committee, agenda or topics discussed, patient care component ▪ Examples: Regional Program Advisory Committee and Service Touch Base Meetings • Description of how this learning activity will enhance their professional development in paramedicine	Varies depending on content (1 patient contact per relevant patient care topic covered)	Varies depending on content Maximum 8 CME per year

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Conferences/Workshop/ Course	Each event must be applicable to paramedicine and be relevant to the paramedic’s scope of practice. Consideration for Alternative Patient Contacts and CME will be awarded based on the following: • Topic of presentation or agenda from event. This must include the length of the event. • Description of how the learning activity will enhance their professional development in paramedicine	Varies depending on content (1 patient contact per relevant patient care topic covered)	Varies depending on content Maximum 12 CME per year
Journal Study	Paramedics may choose to read a journal article. Paramedics are required to submit a brief synopsis of the journal article into the PPO, which must include the title, author, date of publication, and how it has enhanced their professional development in paramedicine. The following are Journal sources pertaining to Paramedic practice. • Pre-Hospital Care Journal Articles • Emergency Medicine Journal Articles • Critical Care Journal Articles • Landmark EMS/Emergency Medicine/Resuscitation Article	1 patient contact per reviewed article	1 CME point per reviewed article Maximum 2 CME per year
Preceptorship	ACP Preceptor • ACP Student: ▪ 0 - 10 Mentoring shifts: 2 CME ▪ 11 - 21 Mentoring shifts: 4 CME ▪ 22 - 35 Mentoring shifts: 6 CME • PCP Student: ▪ Full Time: 4 CME ▪ Part Time: 2 CME When submitting into the PPO, Paramedics must include: • Dates of preceptorship • Confirmation from Paramedic Service or College • Number of preceptor shifts completed If your service offers a mentorship or preceptorship program, this must be submitted separately. CME for mentorships or preceptorship programs is preapproved.	N/A	Maximum 8 CME per year
Presenter	Paramedics may choose to present relevant topics about paramedicine at the Paramedic’s scope of practice at an organized rounds, webinars or self – organized groups. A representative from SWORBHP must be present at the time of the presentation. Consideration for Alternative Patient Contacts and CME will be awarded based on the following: • Topic of presentation or agenda from the event • Length of prep and presentation time • Description on how this learning activity will enhance their professional development in paramedicine	Varies depending on content (1 patient contact per relevant patient care topic covered)	Varies depending on content Maximum 8 CME per year

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Research and Publications	Paramedics may submit research projects or publications for consideration of CME points and Alternative Patient Contacts. This may be done at time of completion, publication or concurrently with research work. Consideration for Alternative Patient Contacts and CME will be awarded based on the following: • Research and publication must be ongoing and relevant to paramedic practice and be published or translated in English. • Must include publication details, including the title of journal and date of publication.	Varies depending on content (1 patient contact per relevant patient care topic covered)	Varies depending on content Maximum 12 CME per year
Self-Development	Self-Development courses are meant to enhance paramedic practice and are relevant to the paramedic's scope of practice. Paramedics are required to submit, in the PPO, proof of completion, which must include: • Certificate of completion or proof of attendance • Agenda from the event • Description on how this learning activity will enhance their professional development in paramedicine Examples: ACLS, PALS, APALS, PHTLS, LEAP etc.	Varies depending on content. (1 patient contact per relevant patient care topic covered)	Varies depending on content 1 CME per hour Maximum (Maximum 12 CME per year)
Teaching	Paramedics may receive CME and Alternative Patient Contacts for teaching paramedic-centered curriculum at any college, university, or educational event. • Teaching, facilitating or participating in paramedic students' labs or didactic education • Teaching ACLS, PHTLS etc. • Train the Trainer sessions to instruct SWORBHP-approved education. • Teaching service CME Teaching must be at the level of the certification of the paramedic if submitting for ACP CME. When submitting into the PPO, Paramedics must include: • Proof of teaching hours • Topics of what was taught	1 patient contact is allotted per 8 hours of teaching time Maximum 5 patient contacts per year	1 CME is allotted per 8 hours of teaching time Maximum 10 CME per year
Webinars, Podcasts, Online Learning Modules	Education offerings from a non – SWORBHP source can be submitted by paramedics, in the PPO, for consideration for CME and Alternative Patient Contacts. The educational material must be applicable to paramedicine and be relevant to the paramedic's scope of practice. Supporting documentation is required to obtain CME and Alternative Patient Contacts. Proof of completion must be submitted into the PPO and include the source of the education and the length of education. Paramedics must also answer the questions below on the PPO to receive approval. • What were the learning goals and objectives for this educational activity? • How will this benefit your practice as a paramedic?	1 patient contact per hour (0.5 patient contact will be allotted for events < 40 minutes) Maximum 10 per year	1 CME per hour (0.5 CMEs will be allotted for events < 40 minutes) Maximum 12 per year

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Wellness	Paramedics may choose to attend events related to mental health and wellness. When submitting into the PPO, Paramedics must include: • Certificate of completion or proof of attendance • Topic of presentation or agenda from the event • Description on how this learning activity will enhance their professional development in paramedicine	N/A	Varies depending on content Maximum 2 per year
Community Paramedic Categories			
Event	Description	Alternative Patient Contacts	ACP CME
Community Paramedicine conferences, courses or training	Community Paramedics may decide to attend conferences or training related to community paramedicine. When submitting into the PPO, Paramedics must include: • Certificate of completion or proof of attendance • Topic of presentation or agenda from the event Description of how this learning activity will enhance their professional development in paramedicine	Varies depending on content (1 patient contact per relevant patient care topic covered)	Varies depending on content Maximum 4 CME per year
Community Paramedicine Practice	Paramedics may receive recognition of their 10 patient contacts through Community Paramedicine practice in the following ways: 1) On behalf of the paramedic, the paramedic service may submit a letter of attestation that outlines a list of skills used by the paramedic in their current practice and the number of patient contacts the paramedic completed within the certification year. 2) The paramedic may submit documentation to the Paramedic Portal of Ontario outlining a list of the skills used by the paramedic in their current practice and the number of patient contacts the paramedic completed within the certification year.	Varies depending on submission	N/A
Community Paramedicine Preceptorship	Community Paramedics may take part in the preceptorship of new community paramedics.	N/A	Maximum 2 CME per year
Community Paramedicine Clinical Setting	A paramedic may choose to complete a ride-out with a community paramedic. When submitting into the PPO, Paramedics must include: • Certificate of completion or proof of attendance • Description of how this learning activity will enhance professional development in paramedicine	1 patient contact per hour of ride-out	N/A

SWORBHP Categories			
Event	Description	Alternative Patient Contacts	ACP CME
Annual Mandatory Continuing Medical Education Training (MCME)	PCPs receive their mandatory 8 CME from attending an annual MCME session. ACPs receive 8 CME from attending an annual MCME session that will be credited towards their mandatory 24 CME.	N/A	8 CME per year
Annual Mandatory ACP Hands-on Day	ACPs attend the annual mandatory session that is specific to ACP practice.	N/A	4 CME per year
Mandatory SWORBHP Training	Paramedics may be required to complete mandatory training by SWORBHP on a new piece of equipment, procedure, or Auxiliary Medical Directive. CME and Alternative Patient Contacts are preapproved depending on the content.	Varies depending on content	Varies depending on content
ALS PCS Review Session	Paramedics can voluntarily request to complete a review of the current ALS PCS with SWORBHP. The virtual 2-hour session includes pre-course material on the Paramedic Portal of Ontario (PPO). Review sessions are subject to the staffing and resources of SWORBHP.	2 patient contacts per session Maximum 2 patient contacts per year	N/A
SWORBHP Investigation	Paramedic Service Leaders assisting and participating in Base Hospital ALS PCS investigation/remediation of another paramedic within their respective service. Paramedics must include: - Brief description of how they were involved in the investigation - Call number	1 patient contact per investigation	N/A
SWORBHP Webinars and Podcasts	CME and Alternative Patient Contact are preapproved based on the content of the webinar and podcast. SWORBHP webinars and podcasts can be found on the SWORBHP website and/or in the PPO.	Varies depending on content	Varies depending on content