

AGREEMENT  
between the

WV DEPARTMENT OF EDUCATION / WEST VIRGINIA PUBLIC SERVICE  
TRAINING (WVPST) and the

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(Agency Name)

Whereas, there is an ongoing requirement for the training, certification, and recertification of Emergency Medical Services (EMS) personnel in the State of West Virginia to support the manpower needs of the Emergency Medical Services system; and,

Whereas, it is advantageous both in terms of economics and quality of service for the WV Department of Education / West Virginia Public Service Training (hereinafter referred to as WVPST) and the Agency to work cooperatively in a joint venture in providing for the required training of Emergency Medical Services personnel for the Emergency Medical Services system of the State of West Virginia; and,

Whereas WVPST, operating as an approved Training Agency under the regulations of the Office of Emergency Medical Services (OEMS), is authorized to provide training of EMS personnel and instructors; and,

Now therefore, the parties of this Agreement do hereby agree to the following in the mutual effort to provide for the training, testing, certification and recertification programs for Basic Life Support (BLS) and Advanced Life Support (ALS) Emergency Medical Service Personnel in the State of West Virginia:

1. WVPST will provide certification and recertification courses for BLS personnel throughout the State of West Virginia, utilizing curricula and texts approved by the state Office of Emergency Medical Services (OEMS). WVPST will provide Continuing Education (CE) classes for BLS and ALS EMS Personnel or work with the Agency to enter CE classes into the WVOEMS Credentialing Information System (CIS) according to the procedures described in this agreement
2. At least five working days prior to the commencement of any training program for Emergency Medical Services Personnel leading to certification or recertification,

WVPST shall enter the appropriate information relating to the course into CIS, including course location, dates and times, and the name(s) of the certified instructors, for approval. Exception to the required five working days period may be made under extenuating circumstances.

3. WVPST will be responsible for the training, retraining and certification of all of its instructors. WVPST and the Office of Emergency Medical Services will jointly participate in the evaluation of new prospective instructors participating in a WVPST-sanctioned training program for initial certification. WVPST will provide the Agency a current listing of all WVPST -trained instructors who are licensed for teaching Emergency Medical Service courses. WVPST will only utilize instructors whose certification is current. WVPST must approve the instructor or guest instructor in advance for all classes.
4. WVPST will be responsible for scheduling written and practical examinations for their candidates for EMS certification. Only personnel approved by WVPST can administer written tests or serve as Practical Skills Evaluators. In some cases a representative from WVOEMS must administer the written test. The Agency will contact WVPST with any questions on testing procedures.
5. The Agency will assume primary responsibility for the costs of its Emergency Medical Services training programs, including but not limited to, books, supplies and instructor expenses. If standard tuition costs do not apply the Agency may assume responsibility for the full cost of a class. An instructor under contract with WVPST must be paid through WVPST payroll procedures. The Agency will be invoiced appropriately.

6. The Agency will prepare and provide to WVPST curricula documents and course outlines for all CE programs for EMS Personnel. The Agency will provide information to WVPST for CE classes at least 30 days prior to the start of the class in a format approved by WVPST. Upon receipt of all required information WVPST will enter the information in CIS to apply for a course number. When the course number is assigned by WVOEMS, WVPST will provide it to the Agency. WVPST will inform the Agency if WVOEMS does not approve the CE class.
7. WVPST and the Agency will maintain records on all of students who are taking CE classes in a format approved by WVPST. The student or instructor will be required to enroll students into individual classes in CIS. WVPST or instructors for CE classes will confirm course completion in CIS.
8. In order to establish and maintain good communications between the agencies in this agreement, all disputes regarding EMS training under this agreement will be submitted to the WVPST Coordinator for a resolution.

This Agreement shall become effective on \_\_\_\_\_, 20\_\_, and shall remain in effect for a period of three years unless a sixty (60) day written notice of termination is given by either party. The Agreement may be renewed for successive periods of three years thereafter by the mutual written consent of the parties hereto.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

For the WV Department of Education / WVPST

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

For the \_\_\_\_\_ Agency

revised 7/24/2018