

# REQUIREMENTS FOR COURSE NOTIFICATION FORM

(Revised 12/29/2011)

Each course conducted by an approved program shall be approved by notice from the department and the issuance of an assigned course number. A program shall not start a course, advertise a course(\*), or collect tuition and/or fees from prospective students until the course is approved by the department and the assigned course number issued. The program director of an approved program shall submit notice of intent to conduct a course and the appropriate fee, if required, to the department on a form provided by the department at least 30 days prior to the proposed start date of the course. § 157.32(r)(1)(2). \*College catalogs are an exception.

- Submit one (1) Course Notification Form (CNF) per proposed course type
- Submit a fee and schedule for each proposed course type

Course Type/Fees	
Basic Course (ECA, EMT)	\$30
Remedial (ECA, EMT)	\$30
Re-certification (ECA, EMT)	\$30
Advanced Course (EMT-I, AEMT, EMT-P)	\$60
Remedial (EMT-I, EMT-P)	\$60
Re-certification (EMT-I, EMT-P)	\$60
Instructor course	\$30
Emergency Medical Information Operator Course (EMD)	\$60
Emergency Medical Information Operator (EMD) Instructor Course	\$30

The form(s) and fee(s) must be submitted to your respective regional office in your area. Once received, all documentation will be reviewed for completeness. If no deficiencies are found, you will be notified by mail of the course approval.

If deficiencies are found, you will be notified by mail of the noted deficiencies. Once all deficiencies have been corrected and re-submitted, the program will be notified by mail of the course approval. A deficient CNF submittal may result in delay of the proposed start date.

## Useful Reminders:

- The CNF is available in both Word and PDF format.

Go to: <http://www.dshs.state.tx.us/emstraumasystems/formsresources.shtm#EMS>

**Note: In Word format, boxes that need to be checked can be done so by placing the cursor directly over the box and double clicking. Select 'Checked' under the default value.**

- Assure all information is complete and accurate on the form.
- Assure all clinical affiliation agreements are current, as applicable.
- CNF must be signed by the EMS Course Coordinator and the Program Director Signature (If different than the coordinator).
- Discuss EMT- I curriculum with your regional office before submitting an EMT- I CNF.

If you have questions regarding the CNF process feel free to contact your respective regional office in your area. Go to: <http://www.dshs.state.tx.us/emstraumasystems/regions.shtm>

