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## **MEMORANDIUM**

Date: April 2008

To: IST Training Officers  
EMS Directors  
Medical Control Physicians

From: Alonzo W. Smith  
Director  
SC DHEC Division of EMS & Trauma

Re: Provision of IST Records to EMTs

Recently, this office has received several calls from individuals who, after leaving an IST program, were either denied their In-Service Training (IST) records or requested their records but did not receive their records.

Any EMT who leaves their EMS provider for any reason, is entitled to their IST training records. Therefore, the following policy regarding IST training records is effective immediately:

Within thirty days upon leaving employment, whether paid or volunteer, from their SC Licenced EMS Provider, the EMT (Basic, Intermediate, Paramedic) must be provided with the following IST training documentation:

- The original pages (page 2 through page 7) of the IST Re-certification Package.
- The package must be properly completed:
  - Reflecting all IST training of the EMT to date
  - All blank lines must be crossed out
  - All pages must contain the original signatures of the IST Training Officer and the EMS Medical Control Physician
  - Place the date (on the top of page 2) indicating the date the EMT left your program.

Be sure to keep a copy of these records, but give the EMT the originals to give to their next training officer. It is advisable to have the EMT sign a statement in order to receive their original records. If receipt of the EMT's training records becomes an issue, this signature statement may be submitted as proof that the EMT was given their records.

The next IST training officer, upon receiving the originals from the EMT, will contact you to request a copy of what you gave to the EMT. You must provide a copy of that EMT's IST records to the next IST Training officer upon request as that training officer must verify that the originals have not been altered.

If any EMT or Training officer is denied IST training documentation, the following procedure should be followed:

- (For the EMT) submit, in writing, to this office a statement concerning your attempt(s) to obtain your original IST training records. Sign the statement and include your mailing address and phone number and either your SC EMT certification number or your SSN. Mail (no faxes accepted) the statement to: SC DHEC, Division of EMS & Trauma, attention Don Whiteley, 2600 Bull Street, Columbia, SC 29201
- (For the IST Training Officer) submit, in writing, to this office a statement concerning your attempt(s) to obtain a copy of the EMT's IST training records from their former training officer. Sign the statement and include your mailing address and phone number and either the EMT's SC EMT certification number or their SSN. Mail (no faxes accepted) the statement to: SC DHEC, Division of EMS & Trauma, attention Don Whiteley, 2600 Bull Street, Columbia, SC 29201

Following receipt of the request:

- (From the EMT) This office will forward a copy of the letter of request to the Director of the EMT's former EMS provider along with a copy of this memo. The IST program of that EMS provider will immediately be suspended until the former EMS provider or the EMT submits proof to this office that the EMT has received their properly completed and signed IST training record.
- (From the IST Training Officer) This office will forward a copy of the letter of request to the Director of the EMT's former EMS provider along with a copy of this memo. The IST program of that EMS provider will immediately be suspended until the former EMS provider or the IST Training Officer making the request submits proof to this office that the requested copy of the EMT's properly completed and signed IST training record has been received.