

College of Paramedics of Manitoba		
Policy Name: Emergency Medical Responder Education Standards	Policy Number: AE-8	Total # of Pages: 6
Approved by: <i>Council</i>	Section: Administrative-Education	
Original Approval Date: June 30, 2022	Last Revision Date: May 17, 2026	Next Review Date: May 2029

PURPOSE:

To define the minimum entry to practice standards for approval of Emergency Medical Responder (EMR) education in accordance with the mandate of the College of Paramedics of Manitoba to “develop, establish and maintain standards of academic or technical achievement and qualification required for registration as a member and monitor compliance with and enforce those standards” (RHPA 10(2)).

DEFINITIONS and ACRONYMS:

CPMB: College of Paramedics of Manitoba

CPCF: Canadian Paramedic Competency Framework

Contact Hour: Organized, supervised educational activities involving direct contact or access with an instructor (in person or virtual).

EMR: Emergency Medical Responder

PCP: Primary Care Paramedic

RHPA: Regulated Health Professions Act

POLICY:

- All EMR programs must be reviewed to ensure that they meet the standards and can achieve CPMB approval for access to the entry to practice examination and subsequent registration of students as EMRs in Manitoba.
- Only a person registered with CPMB is permitted to use the title of EMR (RHPA 3.1).
- Programs wishing to obtain new approval must follow the procedures for approval prior to starting their first cohort to ensure that students are properly prepared to achieve entry to practice examinations.
- Existing programs must demonstrate that they uphold the standards through ongoing reporting and maintenance as outlined in the EMR Quality Assurance Handbook.



- Academic Institutions wishing to incorporate the EMR competencies in a “laddered” format within a PCP program are required to demonstrate how the EMR content will be covered to attain proficiency and at which stage of the PCP program the learner may become an EMR candidate.

Approval Criteria:

Student enrollment/qualifications

- Students must be 18 years of age before entering an Emergency Medical Responder program.
- CPR/First Aid current within 12 months.
- Immunizations: requirements for immunization should align with current Provincial, Ministerial and Public Health orders. They must align with the requirements of any clinical/practicum entities of the program.
- Criminal Record with Vulnerable Sector, Child Abuse Registry and Adult Abuse Registry checks current within 12 months prior to admission
 - Programs must have policies and procedures to assess and manage instances where a finding is present on an applicant’s record.
 - If accepted, and an applicant has a record, education programs are expected to advise the applicant in writing that practicum placement and future employment decisions are determined by employers and may be affected by the presence of a record.
- *Prospective students must be informed of the physical demands of the EMR role, including the ability to safely assist with patient movement, and work in varied environments.
- *Prospective students must be informed of the requirement that many roles for EMRs will require them to hold a class 4 drivers’ licence, it is recommended that they obtain one prior to completion of the program.
 - *Programs must communicate these expectations before admission and may require students to attest or demonstrate that they can meet these demands and understand.

Instructors / Faculty

- Minimum PCP with a minimum 2 years of clinical experience.
- EMR/Prehospital Care specific material to be taught by instructors that are registered with the College of Paramedics of Manitoba, are in good standing, and hold a valid Certificate of Practice.
- Hands on teaching and practice must include a student to instructor ratio of at least 1:8.



- All programs must have a plan for qualified didactic and clinical personnel with relevant certifications, licenses, and academic qualifications, and ensure clinical personnel maintain current and relevant experience and education.

Program Content

The primary purpose of the Program is to prepare students for practice in the province of Manitoba as an Emergency Medical Responder.

- Programs must complete and maintain a **crosswalk document** comparing the curriculum to the current occupational standards, the CPCF for EMR, and the CPMB EMR Scope of Practice to demonstrate that all required competencies are addressed throughout the program.
- The crosswalk must clearly identify:
 - The associated **didactic hours, instructional and hands on activities** allocated to each competency to demonstrate that the program provides **sufficient, educationally sound time and instruction** for students to achieve competency as defined by the CPCF-EMR.
 - The resources and textbooks which will be used to teach each section of the competencies.
 - Resource materials include Manitoba specific areas related to legislation. (Including but not limited to Regulated Health Professions Act, College of Paramedics of Manitoba General Regulations, Highway Traffic Act, etc.)
 - Programs must include content specific to the Manitoba EMR role such as preparing candidates to understand and follow protocols and care maps.
 - Programs should use textbooks outlined by the current competency framework
- It is recommended that programs provide students with practicum (on ambulance) and clinical (other health settings such as hospital, care home, urgent care or dispatch) opportunities to enhance their learning and receive opportunities to utilize learned skills.
- For practicum exposure purposes, programs must include **at least one (1) practicum placement of no less than 12 hours.**
 - The practicum placement must be designed to provide students with appropriate exposure to the EMR role and should provide opportunities to apply and demonstrate competencies required by the educational institution.
 - Individuals serving as preceptors must be at a minimum, EMRs in good standing with the College of Paramedics of Manitoba.



- Education providers are responsible for ensuring that all preceptors receive training that clearly outlines the expectations of the role and supports the effective integration of learners into the practicum setting.

Proficiency

- The CPCF does not specify assessment environments for the determination of proficiency in education programs. All competencies described must be assessed in either a clinical, simulated or didactic environment.
- Assessment is both formative and summative and attainment is best completed in various ways along the education path.
- It is the responsibility of the education program to ensure that the student is competent to practice at a safe and effective entry to practice level in typical EMR work settings.
- It is the responsibility of the education program to provide evidence showing how they are assessing proficiency in all competencies.
- It is permitted to assess proficiency through a variety of means such as use of in-class equipment, high fidelity simulation and virtual reality.
- Proficiency determination should reflect the integrated knowledge, skills, and attitudes outlined in the CPCF framework, ensuring students can demonstrate safe, effective practice across the Care Along a Health and Social Continuum and other competence areas.

PROCEDURE:

New program submissions:

Letter of Intent:

Organizations seeking to deliver an EMR program must submit a Letter of Intent (LOI) before submitting a full application. The LOI provides CPMB with a high-level overview of the proposed program and confirms readiness to proceed.

The LOI must include:

- Institutional overview,
 - (legal name, governance/contact information)
- Summary of industry consultation and evaluation indicating the need and likelihood of success of a new, additional program in the EMR educational space.
- Proposed delivery model and location(s),
 - (in-person, blended, distributed sites)
- Anticipated programs start date and cohort size.



- High-level practicum plan,
 - (intended partners or placement model)
- Statement confirming plans to fully demonstrate that they meet CPMB's EMR Program Approval Standard.
- Confirmation of registration with the Provincial Government as either a Private Vocational Institution (PVI), Post Secondary Institution (PSI), or reason for exemption from registration.

CPMB will review the LOI to determine whether the institution may proceed to a full approval submission.

Program Submission:

- Once approved to submit, the applicant will proceed to provide a full submission.
- The EMR Program Standard above defines the minimum academic requirements that all approved programs must meet.
- A program submission must be provided in a logical sequence for review. Incomplete submissions will not be accepted, and the institution will receive feedback regarding insufficiencies to correct.
- The submission must include:
 - Evidence and crosswalk(s) as described in the Program Standard above,
 - Instructor position description and roster with credentials and CPMB registration as required.
 - If instructors are not yet hired, a copy of the position description with a written recruitment and retention plan.
 - In addition to the evidence required demonstrating that the above standards are met, submissions for initial approval must include:
 - A description of quality assurance process.
 - A description of a risk assessment and business continuity plan, at a minimum to include plans for student success in the event of insolvency or instructional staffing challenges.
 - All student-facing policies: including but not limited to harassment & discrimination, privacy, admissions, student handbook, safety, student rights and protections.
 - Terms of reference for program stakeholder advisory committee.



Evaluation of Programs:

- Once submitted, CPMB will review and provide feedback to the applicant if there are points of clarification or areas which require additional information.
- The submission will be evaluated to ensure the safety of the public is protected and new graduates meet entry to practice competencies in Manitoba.
- Program crosswalks will be reviewed to ensure alignment to complete proficiency attainment of the CPCF and Manitoba EMR scope of practice.
- Administrative and Operational Processes, Policies and Procedures will be reviewed to ensure that public and student protection is of the highest importance to the applicant.
- The program's curriculum design, delivery, and overall scope will be evaluated to ensure it is informed by current and emerging evidence in adult educational theory, demonstrates logical sequencing of learning, and is sufficient to support achievement of all EMR entry-to-practice competencies.
- Programs proposing compressed, accelerated, or non-traditional curricula may be required to submit additional evidence demonstrating how all competency areas are addressed, how learner proficiency is assessed, and how public safety outcomes are achieved, and may be subject to enhanced approval monitoring or maintenance review.

Ongoing Quality Assurance

- After approval, programs are expected to regularly maintain their curriculum and program policies in accordance with changes in the profession, including routine updates to the CPCF and CPMB standards.
- Programs must participate in the CPMB EMR program Quality Assurance (QA) Program which is outlined in the EMR program Quality Assurance Handbook.

REVISION HISTORY:

- May 17, 2026, previous standard document revised and placed into policy template,
 - Revisions made to separate EMR standards and program applications and quality assurance from that of PCP and ACP due to lack of accreditation standards for EMR.
 - Revisions made to ensure alignment with:
 - CPCF and Manitoba Scope of Practice,
 - Common practice of educational standards by other allied health regulators,
 - Revisions also made to decrease redundancy with requirements of other agencies overseeing education (e.g. PVI)
 - Revisions made to strengthen ongoing quality assurance relationships.
- June 2025, standard updated to eliminate some redundant pre-requisites and shift language from outdated competency profile to CPCF.
- December 2023, standard updated to clarify advice regarding clinical practicum settings.
- June 30, 2022, standard updated to ensure sufficient content supports alignment with the scope of practice of Manitoba EMRs.
- December 20, 2020, Program approval criteria adopted from previous regulator.

Appendix A

Program Submission Rubric

Purpose

This rubric is used by the College of Paramedics of Manitoba (CPMB) to evaluate new Emergency Medical Responder (EMR) program submissions and to support consistent, transparent, and defensible decision-making by Council.

The rubric aligns directly with the **EMR Program Approval Procedure** and is intended to be:

- High-level enough for Council oversight and governance decisions; and
- Specific enough to ensure all procedural and public-safety requirements are reviewed and documented.

This appendix applies to **new EMR programs** and **initial approvals**. Ongoing monitoring is addressed separately through the EMR Program Quality Assurance (QA) Program.

Reviewer Guidance

- This rubric is a structured narrative tool and is not intended to be scored numerically.
- Not all criteria carry equal regulatory weight; reviewers must exercise professional judgment with public protection as the primary consideration.
- Where clarification is required but does not rise to the level of a public-safety concern, conditions of approval may be recommended. This rubric is designed to give institutions an opportunity to re-analyze their submission after primary and subsequent regulatory reviews to ensure they are set up in a way to produce safe, competent practitioners

Review Outcome Legend (for internal use)

- **Meets Standard** ✓ – Sufficient evidence provided, no material concerns
- **Meets Standard with Clarification** ⚠ – Clarification or confirmation required; not a barrier to approval
- **Does Not Meet Standard** ✗ – Insufficient evidence; approval cannot proceed until addressed

Section 1: Letter of Intent (LOI) Review

1.1 Institutional Overview

Evidence of the organization's legal identity, governance structure, ownership, and primary contact information.

Reviewer Notes:

Status:

1.2 Industry Need and Consultation

Evidence of industry consultation and evaluation demonstrating the need for, and likely success of, a new or additional EMR program.

Reviewer Notes:

Status:

1.3 Delivery Model and Locations

Description of the proposed instructional delivery model (in-person, blended, etc) and intended delivery locations.

Reviewer Notes:

Status:

1.4 Program Timeline

Anticipated programs start date and projected cohort size.

Reviewer Notes:

Status:

1.5 High-Level Exposure/Practicum Plan

Overview of the proposed practicum or applied learning model, including intended partners where available.

Reviewer Notes:

Status:

1.6 Readiness Attestation

Written confirmation of institutional readiness and intent to fully demonstrate compliance with the EMR Program Approval Standard, and to have an institutional representative be aware of and available to participate in bi-monthly EMR advisory group meetings.

Reviewer Notes:

Status:

1.7 Institutional Registration Status

Confirmation of registration as a Private Vocational Institution (PVI), Post-Secondary Institution (PSI), or documented exemption.

Reviewer Notes:

Status:

Section 2: Submission Completeness and Organization

2.1 Submission Structure and Organization

The submission is provided in a logical, coherent sequence that is auditable, and suitable for regulatory review.

Reviewer Notes:

Status:

2.2 Required Documentation

All components required under the EMR Program Approval Procedure are present and identifiable.

Reviewer Notes:

Status:

2.3 Competency Crosswalks

Provision of chronological curriculum progression & crosswalks demonstrating alignment to the CPCF-EMR and Manitoba EMR scope of practice/jurisprudence

Reviewer Notes:

Status:

2.4 Instructor Documentation

Instructor roster or staffing plan including credentials and CPMB/appropriate regulatory registration, or position descriptions with a documented recruitment and retention plan.

Reviewer Notes:

Status:

2.5 Student-Facing Policies

Admissions policies and student protections, including privacy, harassment and discrimination, safety, and student rights.

Reviewer Notes:

Status:

2.6 Stakeholder Advisory Committee

Terms of Reference outlining the role and function of the program stakeholder advisory committee.

Reviewer Notes:

Status:

Section 3: Curriculum and Competency Alignment

3.1 Alignment to the CPCF-EMR

Demonstrated alignment to the full set of EMR entry-to-practice competencies.

Reviewer Notes:

Status:

3.2 Alignment to Manitoba EMR Scope of Practice

Curriculum reflects the authorized scope of practice and appropriate jurisprudent material for EMRs in Manitoba.

Reviewer Notes:

Status:

3.3 Proficiency Attainment

Evidence on how learners attain competence through program completion.

Reviewer Notes:

Status:

3.4 Instructional Design

Competency-based instructional approach with appropriate use of didactic instruction, simulation, and applied learning (Clinical/Practicum/Exposure opportunities).

Reviewer Notes:

Status:

3.5 Assessment Strategy

Use of formative and summative assessment methods that reliably assess EMR entry-to-practice competence.

Reviewer Notes:

Status:

3.6 Program Length

Program duration and instructional depth are appropriate to EMR practice expectations.

Reviewer Notes:

Status:

Programs proposing significantly shorter curricula may require additional evidence and may be subject to enhanced review.

Section 4: Practicum and Applied Learning

For EMR programs, applied learning may include supervised practicum, observational exposure, or blended applied learning models

4.1 Practicum/Exposure Model and Supervision

Clear description of practicum/exposure structure, supervision model, and student oversight.

Reviewer Notes:

Status:

4.2 Practicum/Exposure Placement Oversight

Identification of practicum partners or planned partners and a documented strategy for placement determination.

Reviewer Notes:

Status:

4.3 Student Safety and Incident Reporting

Safety procedures, escalation pathways, and incident reporting mechanisms applicable to applied learning environments.

Reviewer Notes:

Status:

4.4 Evaluation in Practice Settings

Tools and processes used to assess learner competence during applied or practicum experiences.

Reviewer Notes:

Status:

Section 5: Faculty and Resources

5.1 Instructor Qualifications and Registration

Faculty (or proposed faculty) credentials, experience, and CPMB registration requirements appropriate to instructional responsibilities.

Reviewer Notes:

Status:

5.2 Faculty Capacity and Ratios

Staffing model sufficient to support safe instruction, and supervision in all capacities.

Reviewer Notes:

Status:

5.3 Learning and Simulation Resources

Facilities, equipment, resources adequate to support EMR education and assessment.

Textbooks align with competency framework outlines.

Reviewer Notes:

Status:

5.4 Financial Sustainability

Evidence of program viability and institutional support ensuring continuity of education.

Reviewer Notes:

Status:



Section 6: Governance, Policies, and Public Protection

6.1 Governance and Accountability

Clear institutional academic and operational oversight structures with defined accountability.

Reviewer Notes:

Status:

6.2 Quality Assurance Framework

Successful program approval results in entry into the CPMB EMR Program Quality Assurance cycle, as outlined in the EMR Program Quality Assurance Handbook.

Ongoing curriculum review, evaluation, and continuous improvement processes, including mandatory participation in the CPMB EMR QA Program.

Reviewer Notes:

Status:

6.3 Risk Assessment and Business Continuity

Risk assessment and business continuity planning addressing insolvency or instructional disruption.

Reviewer Notes:

Status:

6.4 Student Protection and Due Process

Policies ensuring fairness, transparency, learner support, and appropriate due process.

Reviewer Notes:

Status:



Section 7: Approval Recommendation

Overall Assessment

☐ Meets Standard ☐ Meets Standard with Conditions ☐ Does Not Meet Standard

Recommended Conditions (if applicable)

Institutional Attestation – Quality Assurance Awareness

The institution confirms that it has reviewed and understands the **EMR Program Quality Assurance Handbook**, including its obligations related to ongoing program monitoring, evidence submission, participation in required meetings, and risk-based oversight following approval.

Name (Institutional Representative):

Title: _____

Signature: _____

Date: _____