

# Frequently Asked Questions

## Renewal Application Audit

- 1) What is considered to be a valid “training record”?
  - a. A document that has some interaction between student/attendee and the issuing organization/instructor.
    - i. Examples:
      1. Training roster that contains a physical signature of the instructor; student; topic; hours/times; date
      2. Certificate of attendance
      3. 3<sup>rd</sup> party transcript (college transcript, conference transcript, similar)
- 2) What is **NOT** considered a valid training record?
  - a. A third party document or record which does not involve interaction between the student/attendee and the instructor/issuing body.
    - i. Examples:
      1. Word document or similar containing names of attendees but no signatures of the person whom credit is being sought.
      2. Print outs from internal record keeping software (Firehouse, Fire RMS, etc) that do not have corresponding training records (as indicated above) to support them.
      3. Letters or statements of verification from third parties that were not in direct attendance with the person claiming CME credit.
- 3) What should I do if I am audited?
  - a. First, there are two parts of the process. The first is a notification. This simply informs the licensee that their application is being audited, nothing is required by the licensee at the time they receive the notice. Sometime after the initial notice, a request for documents may be received by the licensee. It will contain the specific items that the auditor was not able to validate and request that the licensee produce them within a specified time period. If the initial review needs no additional production of documents, the licensee will receive a notice informing them that the audit is resolved and no further action is required on their part.

Below are some additional tips:

    - i. Do not get upset or stressed by the process when you do not have to. If you kept good records, there is nothing to be concerned about. If you didn't keep good records, simply reach out to the auditor and explain your situation, the OEMST doesn't want people to get in trouble; we simply want to improve the EMS system for Wyoming, and record keeping and documentation is a critical part of the system.
    - ii. If you have concerns, questions, or thoughts about your audit, talk to your auditor. They are here to help you through the process.
    - iii. If you aren't keeping good records now, start immediately. If you are unable to validate your application with acceptable documentation you

will be asked to provide a written statement to the OEMST explaining why, and how you are going to resolve the issue moving forward.

- 4) Who is responsible for maintaining valid training records?
  - a. The Licensee being audited.