

Iowa County, Iowa
Policy Manual

Title: Mandatory Training	Reference #: AMB 1024
Section: Departmental	Date Effective/Revised: 8/1/26
Department (s): Ambulance	Approved By: EMS Director

Policy

Employees are required to complete all assigned mandatory training by the established due date. Mandatory training may be delivered in person, online, or through a combination of methods.

Examples of mandatory training include, but are not limited to:

- Safety training
- Skills competency assessments
- Required certifications and credentials, including:
 - Basic Life Support (BLS)
 - Advanced Cardiovascular Life Support (ACLS)
 - Pediatric Advanced Life Support (PALS)
 - Mandatory Reporter Training
- Other training required by law, regulation, accreditation standards, or departmental policy

Mandatory training is essential to:

- Maintain a safe work environment for employees and patients
- Ensure provider competency and professional development
- Meet regulatory, legal, and accreditation requirements
- Provide the highest quality patient care

Failure to Complete Mandatory Training

Employees who fail to complete mandatory training by the assigned due date will be placed on Training Compliance Probation status for up to sixty (60) calendar days.

During the Training Compliance Probation period, the employee is expected to complete all overdue training requirements. Upon successful completion, the employee will be removed from Training Compliance Probation status.

If the employee fails to complete the required training during the Training Compliance Probation period, the employee may be suspended without pay for up to one (1) week or until all required training is completed, whichever occurs first.

Iowa County, Iowa
Policy Manual

Title: Mandatory Training	Reference #: AMB 1024
Section: Departmental	Date Effective/Revised: 8/1/26
Department (s): Ambulance	Approved By: EMS Director

If the employee does not complete the required training during the suspension period, the employee may be subject to termination of employment for failure to meet the requirements of their position.

Extension Requests and Exceptions

Employees who anticipate difficulty completing mandatory training by the assigned due date must notify the Director or Assistant Director as soon as possible and prior to the training deadline.

Employees may request an extension of the training deadline when extenuating circumstances exist, such as illness, family emergencies, scheduling conflicts, limited training availability, or other circumstances beyond the employee's reasonable control.

Requests for extensions must be submitted to and approved by the Director or Assistant Director before the training due date. Approval of an extension is not automatic and will be evaluated based on the circumstances, operational needs of the department, regulatory requirements, and the employee's efforts to complete the training.

If an extension is granted, the employee will be provided a revised completion deadline. Employees who comply with the approved extension will not be considered overdue and will not be subject to the disciplinary provisions of this policy during the extension period.

Failure to request an extension before the due date, or failure to complete the training by an approved extended deadline, may result in disciplinary action under this policy.

Training at Other EMS Agencies

We recognize that many employees work with multiple EMS agencies and may complete required training through those organizations. When training completed at another agency meets the same requirements as Iowa County Ambulance Service training, credit may be granted toward the corresponding training requirement.

Employees must provide documentation verifying completion of the training. Documentation may include a certificate, training record, letter, email, or other verification from the agency where the training was completed.