

## Checklist for WHO/ICRC BEC course sponsoring organisations

This checklist is for sponsoring organisations seeking BEC course registration through the Australasian College for Emergency Medicine (ACEM) as the BEC certifying organisation. This checklist is to be read in conjunction with the [IFEM BEC credentialling guidelines](#).

### 1. Background

The International Federation for Emergency Medicine (IFEM) has been delegated responsibility for the oversight and governance of Basic Emergency Care (BEC) course delivery. Processes have been established to ensure that BEC courses are conducted by appropriately trained personnel, and in a manner consistent with the intent of the World Health Organization and International Committee of the Red Cross.

Consistent with IFEM guidelines, courses may be conducted by a range of organisations, and multiple organisations within a country can request to hold BEC courses. Organisations that plan to deliver BEC courses are termed ‘sponsoring organisations’.

This checklist is to be used by sponsoring organisations who seek course registration (and therefore provider and facilitator certification) through ACEM as a BEC certifying organisation.

### 2. Sponsoring organisation checklist for BEC course registration with ACEM as a BEC certifying organisation

Step	Processes and Requirements
Step 1: Application submission	<p>The sponsoring organisation should complete the BEC course registration form (available on the <a href="#">ACEM website</a>), submitting the following information:</p> <ul style="list-style-type: none"> <li>• Details of the sponsoring organisation responsible for delivering the BEC course/s, including: <ul style="list-style-type: none"> <li>○ Name of the sponsoring organisation</li> <li>○ Name/s of other relevant stakeholders and their role in delivery of the BEC course/s</li> <li>○ Name of the nominated representative of the sponsoring organisation and their contact details</li> </ul> </li> <li>• The type, date and location of BEC course/s</li> <li>• The number of students expected for each BEC course/s and the anticipated mix of genders and cadres</li> <li>• The names and credentials of the proposed trainers/facilitators for each BEC course/s</li> <li>• The name and credentials of the proposed course director/s</li> <li>• Letter/s of support as needed (<i>as per IFEM guidelines, organisations that are not registered in the country in which they are delivering a course must submit a letter of support from a relevant local or regional institution, unless they are conducting a course that only includes their own staff</i>).</li> <li>• Details of the proposed course arrangements, demonstrating sufficient: <ul style="list-style-type: none"> <li>○ Funding for the delivery of the course/s</li> <li>○ Equipment and printing capacity</li> <li>○ Infrastructure at the venue location</li> </ul> </li> </ul>
Step 2: ACEM review	ACEM will review the application and ensure the proposed course arrangements are consistent with IFEM guidelines.
Step 3 Notification	ACEM will notify the nominated representative of the sponsoring organisation if the course is approved and registered. Course delivery instructions and certificate templates will then be provided.
Step 4: Reporting	Following completion of the course, the sponsoring organisation should submit a report to ACEM confirming that the course was conducted as per the approved arrangements. As per IFEM guidelines, sponsoring organisations must also submit an updated register of certified providers, provisional facilitators, registered facilitators and master trainers (unless alternate arrangements have been agreed).