



North Central Connecticut Emergency Medical Services Council, Inc.

Emergency Medical Services Instructor - Information Requirements

To become certified as an Emergency Medical Services - Instructor, a candidate needs to meet all of the following regulatory requirements:

1. Complete an OEMS Instructor Application and hold a current State certification as an EMT, EMT-Intermediate or Paramedic license.
2. Provide documentation confirming a minimum of twenty-four months in active EMS service. Experience must occur within thirty-six months of the application date, with a Department approved ambulance/rescue organization or EMS care field.
3. Successfully pass the required written examination with a score of at least eighty-five within the previous twelve months of emergency medical service.
4. Successfully complete a Department-approved OEMS emergency medical services instructor program. The Emergency Medical Services Instructor Candidate must apply to the Department within two years of completing an approved instructor course or its equivalent.
5. Receive a letter of recommendation from the appropriate Regional Council or State Agency.
6. Attend an OEMS Instructor Orientation.

To obtain the North Central Regional Council Recommendation (as listed in number 5 above), a candidate must:

1. Complete an OEMS Instructor Application and attach a copy of current certification as an EMT, EMT-I, or Paramedic license. Attach related certificates.
2. Provide proof of successfully completing an OEMS-approved EMS-I training program.
3. Submit a letter of recommendation from the Chief of an EMS response service documenting two years' experience.
4. Submit letters of endorsement, signed by two currently certified Emergency Medical Service Instructors. These should document that the applicant has completed, under the supervision of such instructors, at least twenty-five hours of student teaching in courses approved by OEMS.

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Emergency Medical Services Instructor - Information Requirements

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5. Successfully pass the EMT Refresher exam as administered by the Regional Office with a score of at least eighty-five. To schedule an exam contact Jo Bolk at (860) 769-6055, Monday through Friday, 8:30 a.m. to 4:30 p.m.
6. Send items numbered one through five to the attention of the Regional Coordinator, North Central Connecticut EMS Council, PO Box 1833, Hartford, Connecticut 06144-1833.
7. When you have met all requirements, the Regional Coordinator will send a letter of recommendation to the Office of Emergency Medical Services.

**EMERGENCY MEDICAL SERVICES
INSTRUCTOR APPLICATION**

NAME: _____

DATE OF BIRTH: _____ SS#: _____

ADDRESS: _____

TELEPHONE: (day) _____ (eve) _____

E-MAIL ADDRESS: _____

EMS AFFILIATION: _____

EMS ADDRESS: _____

EMS PHONE NUMBER: _____

REGIONAL EMS COUNCIL: _____

CANDIDATE SIGNATURE: _____ DATE _____

PROCEDURE CHECKLIST:

The EMS - Instructor Candidate shall provide to The Office of Emergency Medical Services:

- A completed OEMS Instructor Application Form
- Verification of current State certification as an EMT-B, EMT-I, or EMT-P
- A letter of recommendation from the appropriate Regional Council or State Agency.
- A letter of endorsement, signed by two currently certified Emergency Medical Services - Instructors documenting that the candidate has completed, under the supervision of such instructors, at least twenty-five hours of student teaching in courses approved by OEMS.
- Documentation of two years of active EMS service within thirty-six months of application with an ambulance or rescue organization, or in the emergency medical care field as approved by the department.
- Proof of successful completion of an OEMS approved EMS - Instructor program.
- Proof of successful completion of an EMT - R exam with a score of at least 85% within one-year prior of application.

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH
OFFICE OF EMERGENCY MEDICAL SERVICES
PROCEDURES FOR EDUCATION AND TRAINING

NUMBER 3

Effective Date: 5/1/02

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Revised Date:

**EMERGENCY MEDICAL SERVICES INSTRUCTOR CANDIDATE APPLICATION
REQUIREMENTS**

PURPOSE: Procedure for certified and licensed EMS personnel to become certified EMS Instructors.

REGULATIONS: 19a-179-16d. Minimum Personnel Qualifications – initial certification and maintenance of certification.

(d) Emergency Medical Services-Instructor

- (1) In order to qualify for initial emergency medical services-instructor certification, or for current certification of a lapsed certificate, an applicant shall apply on forms prescribed by the Department and shall meet the following requirements: (A) hold current emergency medical technician certification issued pursuant to section 19a-179-16a(b) of the Regulations of Connecticut State Agencies or Emergency Medical Technician-Intermediate certification issued pursuant to section 19a-179-16a(c) of the Regulations of Connecticut State Agencies or Paramedic licensure issued pursuant to section 20-20611 of the Connecticut General Statutes; (B) be recommended by a Connecticut Emergency Medical Services Regional Council or Connecticut State Agency. In order to obtain such Regional Council or Connecticut State Agency recommendation, the applicant shall submit to the regional council or Connecticut State Agency: (i) a letter of endorsement, signed by two currently certified emergency medical services-instructors documenting that the applicant has completed, under the supervision of such instructors, at least twenty-five (25) hours of student teaching in courses approved pursuant to section 19a-179-17 of the Regulations of Connecticut State Agencies; (ii) documentation that the applicant has a minimum of twenty-four (24) months of emergency medical service, within thirty-six (36) months of the date of application, with an ambulance or rescue organization or in the emergency medical care field as approved by the Department; (iii) evidence that the applicant satisfactorily completed, within the previous twelve (12) months, the written examination required pursuant to subdivision (1) or (2) of subsection (b) of this section. The pass point for EMS-I applicants shall be prescribed by the Department; and (C) shall comply with one of the following: (i) successfully complete a Department approved emergency medical services instructor course, or its equivalent as approved by the Department. Application for emergency medical services instructor certification must be made to the Department within two years of completing an approved instructor course or its equivalent; or (ii) individuals who have successfully completed an approved emergency medical services instructor course or its equivalent as approved by the Department, more than two years prior to the date of application for emergency medical services instructor certification, shall provide evidence of at least fifty (50) hours of teaching experience every two years since completion of the course, on forms provided by the Department.
- (2) In order to qualify for recertification, an applicant shall meet the following requirements: (A) satisfactorily accrue a minimum of fifty (50) contact hours consisting of attendance at approved continuing education courses and instruction of approved EMS courses within the prior twenty-four (24) month period. The fifty (50) contact hours shall include a

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minimum of thirty-five hours of teaching in at least five different topics of a training program approved pursuant to section 19a-179-17 of the Regulations of Connecticut State Agencies, and a minimum of five hours attained by attending continuing education approved by the Department. (B) Each certified emergency medical services-instructor shall maintain written documentation of completion of the requirements prescribed pursuant to section 19a-179-16a(d)(2)(A) of the Regulations of Connecticut State Agencies for a period of four years. The Department may inspect such certificate holder records as it deems necessary. Such documentation shall be submitted to the Department only upon the Department's request. The certificate holder shall submit such records to the Department within forty-five (45) days of the Department's request. (C) Maintain current certification as an emergency medical technician pursuant to section 19a-179-16a(b)(2) of the Regulations of Connecticut State Agencies or as an emergency medical technician-intermediate pursuant to section 19a-179-16a(c)(2) of the Regulations of Connecticut State Agencies or maintain licensure as a Paramedic pursuant to section 20-20611 of the Connecticut General Statutes.

- (3) No certificate shall be issued to a person applying for certification pursuant to section 19a-179-16a(d)(1) of the Regulations of Connecticut State Agencies

PROCEDURE SUMMARY:

Persons wishing to become certified EMS Instructors shall submit a complete Emergency Medical Services – Instructor application, to OEMS for review and approval.

PROCEDURE CHECKLIST:

The EMS – Instructor Candidate shall provide to The Office of Emergency Medical Services:

- A completed OEMS Instructor Application Form
- Verification of current State certification as an EMT-B, EMT-I, or EMT-P
- A letter of recommendation from the appropriate Regional Council or State Agency.
- A letter of endorsement, signed by two currently certified Emergency Medical Services – Instructors documenting that the candidate has completed, under the supervision of such instructors, at least twenty five hours of student teaching in courses approved by OEMS.
- Documentation of two years of active EMS service within thirty six months of application with an ambulance or rescue organization, or in the emergency medical care field as approved by the department.
- Proof of successful completion of an OEMS approved EMS – Instructor program.
- Proof of successful completion of an EMT – R exam with a score of at least 85% within one-year prior of application.
- Documentation of attendance at an OEMS Instructor Orientation.

OEMS shall:

- Review the documentation for completeness and accuracy.
- If all requirements are met OEMS will issue certification.
- If all requirements are not met, the candidate will not be certified and will be informed of application deficiencies.

THIS PROCEDURE SUPERSEDES ANY WRITTEN DOCUMENTATION AND VERBAL INSTRUCTION PERTAINING TO EMS – INSTRUCTOR CANDIDATE APPLICATION.

Procedure may be revised when necessary. Notification will be given prior to any revisions.