NORTH CAROLINA
OFFICE OF EMERGENCY MEDICAL SERVICES

CERTIFIED EMT INSTRUCTOR

PROGRAM GUIDELINES AND APPLICATION PROCESS
CERTIFIED EMT INSTRUCTOR

Program Guidelines and Application Process

Effective August 1, 1998, all Medical Responder (MR), Emergency Medical Technician (EMT), EMT-Defibrillation (EMT-D), EMT-Intermediate (EMT-I) and EMT Paramedic (EMT-P) initial, recertification and continuing education courses must be taught by a Certified EMT Instructor. All Certified EMT Instructors must be EMS certified at least at the EMT level in order to qualify for, and maintain their EMT Instructor Certification.

EMT Certified Instructors are certified to teach specific levels of EMS courses based on either (1) their current level of EMS certification or (2) their highest level of EMS education. EMT Instructors must be certified at, or above, the level of the course(s) they are teaching. For example, EMT Instructors certified at the Paramedic level may teach courses at the Paramedic level on down to the Medical Responder level. EMT Instructors certified at the EMT level, on the other hand, may only teach EMT courses and Medical Responder courses.

This document provides an overview of the N.C. Certified EMT Instructor program requirements and instructions on how to complete and process the N.C. Certified EMT Instructor application form.

SECTION I: APPLICANT INFORMATION

Enter your name, social security number, current mailing address and contact phone number(s). Please print legibly to help in reading and processing your application.

SECTION II: EMS CERTIFICATION LEVEL

A. CURRENT EMS CERTIFICATION LEVEL:
Mark the appropriate box indicating your current North Carolina EMS certification level. In order to be a certified EMT Instructor in North Carolina, you must hold a current North Carolina EMT, EMT-D, EMT-I or EMT-P certification.

B. HIGHEST LEVEL AT WHICH QUALIFIED TO TEACH:
Mark the appropriate box indicating the EMS level at which you are qualified to teach. For purposes of EMT Instructor Certification you may be qualified to be certified at a certain EMT level based on one of the following qualifications:

1. The level at which you are currently certified as an EMT. For example, if you are currently EMS certified at the EMT-P level, you may be qualified to teach at the Paramedic and lower levels. If you are applying under this option and are currently certified at the EMS level at which you apply to teach, you do not have to include any documentation.

2. The highest level at which you have successfully completed an approved EMS educational program, or the highest level at which you were previously certified. This may not necessarily be the same level at which you are currently EMS certified. For example, you may currently be certified at the EMT level, but have successfully completed an EMT-Paramedic-level educational program. Based on your having successfully completed this course, you may qualify to be certified as an instructor at the EMT-P level.
This would include, for example, (1) those whose highest level of EMS certification has lapsed; (2) those who have previously held a higher level of EMS certification than they currently hold (in North Carolina or in another recognized state) or (3) those who have successfully completed an approved EMT educational program but have not yet been certified at that level. In all three of these situations, at a minimum, the Applicant must still be certified at the EMT level.

Section III, item 3 lists the documentation requirements for establishing the highest EMS level at which the Applicant may be qualified to teach.

NOTE: Successfully meeting these requirements will not necessarily ensure EMT Instructor Certification at the level for which you are applying. Previous teaching experience; recent emergency medical experience and the recommendation of the Approved Teaching Institution with which you are affiliated will be considered in determining EMT Instructor Certification level.

SECTION III: DOCUMENTATION / CERTIFICATION REQUIREMENTS

1. HIGH SCHOOL DIPLOMA, GED OR HIGHER EDUCATION DEGREE:
   Applicants for initial EMT Instructor Certification must attach documentation to their application verifying having earned a high school diploma, General Education Diploma or a higher education degree.
   Applicants for recertification of their N.C. EMT Instructor Certification do not need to provide additional documentation verifying having completed this requirement.

2. SUCCESSFUL COMPLETION OF AN APPROVED INSTRUCTOR METHODOLOGY COURSE:
   Applicants for initial EMT Instructor Certification must attach documentation to their application verifying that they have successfully completed an Instructor Methodology Course approved by the Office of Emergency Medical Services (OEMS). The OEMS recognizes the DOT EMT Instructor Methodology Course (minimum 40 hours), as well as similar courses sanctioned by the Fire and Rescue Commission and Basic Law Enforcement Training programs. As well, the OEMS has approved some educational institutions to teach instructor methodology courses based on course content and instructor qualifications outlined in the above approved course. The OEMS may also accept a teaching certificate or license in lieu of the methodology courses listed above. In some cases, the OEMS may also accept a combination of educational courses as having met the instructor methodology requirement. This may be done only if the applicant can show through documentation that the content areas outlined in the DOT EMT Instructor Methodology course have been covered in the combination of their coursework.
   Applicants for recertification of their N.C. EMT Instructor Certification do not need to provide additional documentation verifying completion of this requirement.

3. HIGHEST LEVEL AT WHICH QUALIFIED TO TEACH:
   Section II in these instructions lists the requirements and options available to be certified to instruct at a specific EMS level. For initial and recertification Applicants who are applying for EMT Instructor Certification based on their current level of North Carolina EMS certification, no documentation is needed with their application.
For Applicants (both initial and recertification) who are applying for EMT Instructor Certification above their current NC EMS certification level, **one of the following types** of documentation must be submitted with this Application:

1. Documentation verifying that the Applicant was previously (**within the past 5 years**) certified in North Carolina at the EMS level for which you are applying for EMT Instructor Certification. (Certifications more than 5 years old may not be accepted without additional documentation verifying continuing education or teaching experience at the instructor level being applied for.)

2. Documentation verifying that the Applicant is currently, or was previously (**within the past 5 years**) certified in another state at the EMS level for which he/she is now applying for EMT Instructor Certification, and that certification is/was in “good standing”. Out-of-state certifications either not in good standing or more than 5 years old may not be accepted without additional documentation.

3. Documentation verifying that the Applicant has successfully completed an approved educational program at the level for which he/she is applying for instructor certification. The Applicant does not necessarily need to have taken the State EMS certification exam at this level in order to be Instructor Certified at this level. However, if the Applicant has not taken the State certification exam, he/she may be required to provide additional documentation supporting his/her qualifications to be certified at this level. Applicants who have successfully completed an advanced EMT level course, but have failed the State certification exam 3 times may, or may not, be qualified to be instructor certified at that level, depending on the recommendation of the Teaching Institution with which they are affiliated. (Those who have failed the EMT-level certification exam 3 times are not eligible under this option.)

**NOTE:** Licensed medical professionals (such as physicians, registered nurses, nurse practitioners and physician’s assistants) applying for N.C EMT Instructor Certification must be EMS certified at least at the EMT level. Licensed medical professionals may be Instructor Certified up to the EMT-Paramedic level based on their education and experience. The instructor level at which licensed medical professionals are certified will be determined by OEMS staff after individually reviewing the Applicant’s qualification. The Applicant may be required to provide additional verification not listed in this document.

4. **OEMS EVALUATOR / CERTIFIED INSTRUCTOR WORKSHOP:**
   EMT Instructor certification/recertification requires attendance at an OEMS Evaluator/Certified EMT Instructor Workshop annually. OEMS Regional Coordinators offer these workshops throughout the state on a regularly scheduled basis. To schedule attendance at a workshop, call your Regional OEMS office for dates and places.

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<thead>
<tr>
<th>Western Regional Office</th>
<th>Eastern Regional Office</th>
<th>Central Regional Office</th>
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<tbody>
<tr>
<td>Black Mountain</td>
<td>Greenville</td>
<td>Raleigh</td>
</tr>
<tr>
<td>Phone: (828) 669-3381</td>
<td>Phone: (252) 355-9026</td>
<td>Phone: (919) 733-2637</td>
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NOTE: The workshop date on your application cannot exceed a year from the date that your application is processed. Any workshop date exceeding a year will not be counted toward meeting the EMT Instructor certification. Those attending workshops will be provided with documentation of attendance, which they should retain for their records.

5. CRIMINAL BACKGROUND STATEMENT:
All Applicants (both initial certification and recertification) must indicate whether they have ever been convicted of any crime, other than a minor traffic violation. If yes, applicants must submit all documentation listed on the application in order for their application to be processed. Conviction of a crime will not necessarily exclude an Applicant from receiving EMT Instructor Certification; omitting a conviction may, however, be grounds for denial, suspension or revocation.

SECTION IV: VERIFICATION OF EMERGENCY CARE/PATIENT CARE EXPERIENCE

For initial EMT Instructor Certification, Applicants must provide verification of having had direct patient contact in critical care/emergency care for at least three years out of the past five years. Applicants for EMT Instructor recertification must provide verification of having had direct patient contact in critical care/emergency care within the past two years.

Documentation should be provided in the form of a letter(s) verifying that the Applicant has met this experience requirement. The letter(s) should be on official letterhead, contain the name of the provider organization and dates that the Applicant was affiliated with that provider. An official who has direct knowledge of the Applicant’s experience must sign the letter. (If the Applicant’s experience was gained in a number of different agencies, letters from each agency must be submitted with the application to the affiliating teaching institutions.)

All documentation must be submitted for review to the Teaching Institution with which the Applicant is seeking affiliation. A representative from the Teaching Institution, once he/she has reviewed the documents, must sign this Section of the application verifying that the Applicant has submitted adequate documentation to support having met this requirement. At the discretion of the Teaching Institution, an official from the organization where the Applicant performed his/her direct patient care may sign this Section.

In some instances, alternative EMS experiences may be accepted, in whole or in part, as meeting this requirement. Alternative EMS field experience may include such activities as supervising student clinical experiences, preceptorships or certain hospital or pre-hospital related work experiences. This will be decided on a case-by-case basis. If you have questions regarding the acceptability of your patient care experience, you should contact the OEMS Education Component at (919) 733-2285 for clarification.

SECTION V: VERIFICATION OF FORMAL TEACHING EXPERIENCE

Applicants for initial EMT Instructor Certification must submit to the Approved Teaching Institution with which they are affiliating documentation verifying that they have completed at least 100 hours of formal teaching experience. It is the option of the Approved Teaching Institution to accept, or not accept, the teaching experience and documentation submitted, based on internal personnel requirements.
Applicants should check with the teaching institution with which they are seeking affiliation for the type of teaching experience and documentation that they require. Applicants for EMT Instructor recertification do not need to complete this Section.

The official at the Approved Teaching Institution with which the Applicant is seeking affiliation who has reviewed and accepted the Applicant’s documentation must sign this Section.

SECTION VI: RECOMMENDATION FOR AFFILIATION:

For both initial certification and recertification as a N.C. EMT Instructor, all Applicants must be affiliated with an Approved Teaching Institution. Affiliation is at the discretion of the Approved Teaching Institution, which may implement higher requirements or standards for staff affiliation than established by the OEMS. Applicants should check with the Approved Teaching Institution with which they are seeking affiliation to identify their particular requirements for affiliation.

The individual at the Approved Teaching Institution who reviewed and accepted the Applicants application and supporting documentation must sign this Section.

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All applications for EMT Instructor Certification must be signed and dated by the Applicant, affirming that the information and documentation provided during this certification process is accurate.

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PROCESSING THE APPLICATION:

Upon completion of the application process, this form and supporting documentation should be submitted to the Approved Teaching Institution with which the Applicant is seeking affiliation. The Approved Teaching Institution will forward all materials to the appropriate OEMS Regional Office for approval and processing.

Applications sent directly to the OEMS Central Office by Applicants will be returned without processing.

INFORMATION/ASSISTANCE:

As noted earlier, Applicants should work closely with the Approved Teaching Institution with which they are affiliating to ensure that all requirements are understood and their application and documentation are complete. Applicants may contact the Education Component/OEMS for interpretation of specific requirements, such as what could be accepted as meeting the Instructor Methodology, direct patient care or formal teaching experience requirements.