

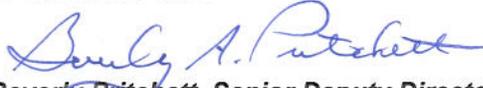


**Government of the  
District of Columbia**



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**Department:** *Department of Health*  
**Administration:** *Health Emergency Preparedness and Response Administration*  
**Section:** *Emergency Medical Services*  
**Policy Name:** *EMS Instructor Standards*  
**Policy Number:** *2010-0012*  
**Effective Date:** *01 December 2010*

  
**Approved By:** *Beverly Pritchett, Senior Deputy Director, HEPR*  
**Applies To:** *EMS Educational Institutions & Instructors*  
**Purpose:** *Define EMS Instructor Standards*  
**Reference:** *Emergency Medical Services Act of 2008, Section 9  
Policy 2010-0011 "EMS Educational Institution Standards"*  
**Revision:** *Original*

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Section 9 of the DC EMS Act requires that all EMS instructors within the District obtain certification from DOH. The following policy is designed to allow the District to comply with the standards set forth by DOT/NHTSA, the NREMT, and the DC EMS Act of 2008 (DC Law 17-357).

**Emergency Medical Responder Instructors**

Emergency Medical Responder (EMR) courses shall be taught by:

- (a) DC certified EMR instructors;
- (b) Interim EMR instructors under the supervision of an EMR instructor; or
- (c) EMT or AEMS instructors.

*Qualifications as an EMR Instructor*

An EMR instructor who is not an EMT or greater instructor shall:

- (a) Hold and maintain a valid District EMR or greater provider certificate/license;
- (b) Hold and maintain a valid instructor certification in a related discipline, such as CPR;
- (c) Successfully complete a competency-based evaluation, developed and administered by the Medical Director, and approved by DOH; and
- (d) Submit to DOH a completed EMR instructor application signed by the Medical Director verifying competency evaluations and practice teaching dates.

Approval as an EMR instructor shall be for up to two (2) years concurrent with the sponsoring EMS educational institution's certification period. In order to remain in good standing during the two (2) year period of approval, an EMR instructor shall:

- (a) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH;
- (b) Maintain current District EMS provider certification/license at the EMR level or greater;
- (c) Attend EMR instructor workshops as required by DOH;
- (d) Submit to DOH a completed EMR instructor application signed by the Medical Director verifying competency evaluations and teaching dates; or
- (e) Maintain current DOH approval as an EMT instructor or greater and attend EMR instructor workshops as required.

The EMR instructor may also function as the EMR program coordinator if approved by the educational institution's Medical Director.

*Reinstatement*

A former EMR instructor whose approval has expired may apply to DOH for reinstatement within two (2) years of expiration.

An EMR instructor reinstatement candidate shall:

- (a) Currently hold and maintain a District EMR or greater provider certificate/license;
- (b) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH; and
- (c) A completed EMR instructor application signed by the Medical Director verifying successful evaluations from practice teaching.

Approval as an EMR instructor shall not exceed two (2) years and shall be concurrent with the sponsoring EMS educational institution's certification period.

An EMR instructor whose approval status has lapsed for a period in excess of two (2) years is required to meet initial EMR instructor requirements.

### **Emergency Medical Technician Instructors**

Emergency Medical Technician (EMT) courses shall be taught by:

- (a) DC certified EMT instructors;
- (b) Interim EMT instructors under the supervision of an EMT instructor; or
- (c) AEMS instructors.

#### *Qualifications as an EMT Instructor*

An EMT instructor who is not an AEMS instructor shall:

- (a) Currently hold and maintain a District EMT or greater provider certification/license;
- (b) Currently hold and maintain an instructor certification in a related discipline, such as CPR;
- (c) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH;
- (d) Submit to DOH a completed EMT instructor application signed by the Medical Director verifying successful evaluations and practice teaching dates.

Approval as an EMT instructor shall not exceed two (2) years and shall be concurrent with the sponsoring EMS educational institution's certification period.

In order to remain in good standing during the two (2) year period of approval, an EMT Instructor shall:

- (a) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH;
- (b) Maintain current District EMS provider certification/license at the EMT level or greater;
- (c) Attend EMT instructor workshops as required;
- (d) Submit to DOH a completed EMT instructor application signed by the Medical Director verifying competency evaluations and teaching dates; or
- (e) Maintain current DOH approval as an AEMS instructor and attend EMT instructor workshops as required.

The EMT instructor may also function as the EMT program coordinator if approved by the educational institution's Medical Director.

*Reinstatement*

A former EMT instructor whose approval has expired may apply to DOH for reinstatement within two (2) years of expiration.

An EMT instructor reinstatement candidate shall:

- (a) Currently hold and maintain a District EMT or greater provider certification/license;
- (b) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH; and
- (c) Submit to DOH at the end of the interim teaching a completed EMT instructor application signed by the Medical Director verifying successful evaluations and teaching dates.

Approval as an EMT instructor shall not exceed two (2) years and shall be concurrent with the sponsoring EMS educational institution's certification period.

An EMT instructor whose approval status has lapsed for a period in excess of two (2) years is required to meet initial EMT instructor requirements.

**Advanced EMS Instructors**

Advanced Emergency Medical Technician (AEMT) courses, Emergency Medical Technician-Intermediate (EMT-I) courses and Paramedic courses shall be taught by:

- (a) DC certified Advanced EMS (AEMS) instructors;
- (b) Interim AEMS instructors under the supervision of an AEMS instructor.

*Qualifications as an AEMS Instructor*

A candidate for AEMS instructor shall:

- (a) Currently hold and maintain a District Paramedic or greater provider certification/license;
- (b) Currently hold and maintain an instructor certification in a related Advance Life Support (ALS) discipline, such as Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS);
- (c) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH; and
- (d) Submit to DOH at the end of the interim teaching a completed AEMS instructor application signed by the Medical Director verifying successful evaluations and practice teaching dates.

Approval as an AEMS instructor shall not exceed two (2) years and shall be concurrent with the sponsoring EMS educational institution's certification period.

In order to remain in good standing during the two (2) year period of approval an AEMS Instructor shall:

- (a) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH; and
- (b) Maintain current District EMS provider certification/license at the Paramedic level or greater;
- (c) Attend AEMS instructor workshops as required;
- (d) Submit to DOH through the District EMS Officer a completed AEMS instructor application signed by the Medical Director verifying successful evaluations and teaching dates.

The AEMS instructor may also function as the AEMS program coordinator if approved by the educational institution's Medical Director.

*Reinstatement*

A former AEMS instructor whose approval has expired may apply to DOH for reinstatement within two (2) years of expiration.

An ALS instructor reinstatement candidate shall:

- (a) Be certified/licensed as a District Paramedic or greater;
- (b) Successfully complete a competency-based evaluation developed and administered by the Medical Director, and approved by DOH; and
- (c) Submit a completed AEMS instructor application showing successful evaluations from practice teaching.

Approval as an AEMS instructor shall not exceed two (2) years and shall be concurrent with the sponsoring EMS educational institution's certification period.

An AEMS instructor whose approval status has lapsed for a period in excess of two (2) years is required to meet initial ALS instructor requirements.

**Competency-based Evaluations for EMR, EMT and AEMS Instructors**

The Medical Director of the educational institution is responsible for the development and administration of the competency-based evaluation used by the institution. The Medical Director has the option of using a single evaluation for initial certification, renewal of certification, and reinstatement of a certification; a separate evaluation for each type of certification; or any combination thereof. The evaluation(s) must be submitted to DOH through the District EMS Officer for approval prior to use. The documentation is subject to inspection and verification by officials from DOH at any time.

**Continuing Education Instructors**

Continuing Education (CE) courses shall be taught by:

- (a) DC certified EMR, EMT, or AEMS instructors consistent with the level of education being taught;
- (b) DC certified CE instructors consistent with the level of education being taught;
- (c) Interim CE instructors under the supervision of an EMS instructor or organizational training director.

A CE instructor who is not an EMS instructor shall:

- (a) Currently hold and maintain a District provider certification or license at or greater than the level of continuing education being taught.
- (b) Currently hold and maintain an instructor certification in a related discipline, such as CPR;

A CE Instructor must be authorized by the organization's training director to instruct in the following NREMT categories:

- (a) Basic Life Support:
  - 1. Preparatory;
  - 2. Airway and Breathing;
  - 3. Patient Assessment;
  - 4. Medical/Behavioral;
  - 5. Trauma;
  - 6. Infants and Children;
  - 7. Obstetrics;

(b) Advanced Life Support:

1. Operational Tasks;
2. Airway and Breathing;
3. Cardiology;
4. Medical Emergencies;
5. Trauma;
6. Pediatrics;
7. Obstetrics.

The authorization to instruct in any or all of these disciplines requires endorsement of EMS organization's training director.

Approval as a CE instructor shall not exceed two (2) years and shall be concurrent with the sponsoring EMS organization's certification period.

*CE Instructor Approval Process*

The Medical Director of the educational institution shall establish its CE Instructor approval process. The process shall be documented and submitted to DOH through the District EMS Officer for approval prior to use. The documentation is subject to inspection and verification by officials from DOH at any time.

**Record Keeping**

The following records must be maintained for every instructor:

- (a) Copies of documents verifying the instructor's past educational experience which shall include:
  1. Education;
  2. Publications;
  3. Previous instruction experience and credentials
- (b) Copy of the instructor's certification in a related discipline;
- (c) Copy of the current DOH Instructor certification;

- (d) Documentation used by the organization to assess and authorize the CE instructors to teach each category; and
- (e) Copies of the instructor evaluations.

An audit or evaluation of the instructor's records may be conducted by DOH with or without prior notice.

**Instructor Evaluations**

The instructor shall be evaluated in the classroom environment during their didactic evaluations.

The instructor may be evaluated in the classroom or field environment during their practical teaching evaluations.



## General Instructions

- To ensure faster processing, please make sure the application is complete and all required documents are attached.
- It is the responsibility of the sponsoring Educational Institution to sign the application verifying the applicant is a member and authorized instructor with the institution.
- All inquiries about the status of the application should be through the applicant's sponsoring educational institution.
- Certification requirements are subject to change as a result of new legislation, new rules and regulations, or new policies and procedures adopted by the Department of Health. **Applicants must meet all certification requirements in force as of the time of their application.**
- Please remit the application fee by **certified check or money order** payable to "DC Treasurer" in United States dollars. The fee which accompanies an application covers the cost of reviewing and processing that specific application. ***It Cannot Be Refunded Even If The Applicant Is Found To Be Ineligible For Certification.***

## Initial/Reinstatement/Renewal Certification Documentation

- You must be at least 18 years of age.
- You must be currently certified/licensed as a DC healthcare provider at or greater than the level you intend to teach in order to apply.
  - Advanced EMS Instructors must be DC certified/licensed as a paramedic or greater.
- The applicant must have completed a competency-based evaluation developed and administered by the Medical Director of the sponsoring organization and approved by the District of Columbia Department of Health.
- The application must include a listing of the applicant's teaching dates from an EMS course(s).
- The application must include a copy of the EMS Instructor Workshop certificate (if applicable).

## Fees

- Initial certification fee is \$20.00.
- Renewal of certification fee is \$15.00

## Submit Application to

**District of Columbia Department of Health**  
Health Emergency Preparedness and Response Administration  
BLS Instructor Certifications  
64 New York Avenue, NE  
Suite 5000  
Washington, DC 20000



Government of the District of Columbia – Department of Health  
**EMS Instructor Application**



*DOH-EMS Use Only*

**Level of Instructor Certification**

- Emergency Medical Responder Instructor       Emergency Medical Technician Instructor       Advanced EMS Instructor  
 CE – BLS       CE – ALS

**Application Type**

- Renewal of Certification       Initial Certification       Reinstatement

**Personal Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Sponsoring EMS Educational Institution: \_\_\_\_\_

**Required Certifications**

Certification	Expiration	Level/Description	Number
District of Columbia	6/30/		
NREMT	3/31/		
Instructor Certification in Related Discipline			

**Teaching Experience**

- A listing of dates in which the applicant has taught modules from the EMS course is attached  
 Certificate from a DC Instructor Workshop (if applicable) is attached

**Certification**

I hereby certify that the information contained within this application is true and complete to the best of my knowledge and belief. I understand and acknowledge that the making of a false statement in connection with this application is punishable by criminal penalties, and may also subject me to civil penalties and to the denial or termination of my certification. I understand that DOH may use the information supplied to perform a criminal background check. I agree to surrender my certification card to DOH within 30-days upon separation from my sponsoring EMS agency.

\_\_\_\_\_  
*Signature of the Applicant*      \_\_\_\_\_  
*Date*

As Physician Medical Director I do hereby affix my signature attesting that the applicant named above is a member of the organization named above and is currently authorized as an instructor with this organization. The applicant has successfully completed a competency-based evaluation which I administered at the level for which the applicant is requesting certification. I further agree to ensure that all instructional evaluations and documentation of instruction in accordance with the Competency-based Evaluation Plan as approved and on file with the DC Department of Health.

\_\_\_\_\_  
*Signature of the Medical Director*      \_\_\_\_\_  
*Date*

**This application and all required documentation must be submitted to the Department of Health, Health Emergency Preparedness & Response Administration. The appropriate fee must be made payable to "DC Treasurer".**

**Important:** This application packet consist of 2 pages, including instructions and eligibility requirements. Do not submit the application unless you have read and understood all pertinent information.