

## **EMT- Education**

### **EMT Primary Instructor Requirements:**

1. The instructor must be an Alabama licensed Paramedic.
2. The instructor must have instructor certification from a recognized organization such as Department of Transportation (DOT), Department of Defense (DOD), Alabama Fire College AHA Core Instructor Course, or the National Association of EMS Educators (NASEMSE).
3. The instructor must have a minimum of three years of field experience.
4. A CPR Instructor may be used to teach a CPR course, as long as the primary EMT instructor is present.

### **EMT Secondary Instructor Requirements:**

1. The instructor must be an EMT.
2. The instructor must have instructor certification from a recognized organization such as Department of Transportation (DOT), Department of Defense (DOD), Alabama Fire College, AHA Core Instructor Course, or the National Association of EMS Educators (NASEMSE).
3. The instructor must have a minimum of five years of field experience.
4. A CPR Instructor may be used to teach a CPR course, as long as the secondary instructor is present.

### **Other EMT Requirements:**

1. The EMT must have 24 hours of clinical rotations in the hospital ER setting.
2. The EMT must have 32 hours in the EMS setting; 24 hours transport, 8 hours non-transport or 32 hours transport.
3. The EMT must have 20 patient contacts; all of which must be documented.
4. An organization can develop its own test as long as it is a DOT compliant curriculum.
5. Organizations who teach the EMT course must use a facility equipped with common classroom items such as blackboards, projectors, and audio visual equipment. Internet access is recommended but not required.
6. Students will be identified with the appropriate dress as required by the organization. As a minimum standard, this will include a solid color, collared shirt, long pants, close-toed shoes, and an ID badge.
7. Organizations will set a minimum standard for insurance liability.
8. The recommended pass rate for EMTs is eighty percent.
9. Students must be eligible to take the National Registry exam.

**Office of EMS and Trauma  
Instructor's Checklist for EMT Field Classes**

The following is a check list to aid you in sending the appropriate paperwork to our office. To make it easier for you, each form has been numbered with the corresponding number in parenthesis on the appropriate line of the check sheet.

All paperwork should be mailed to:  
ADPH OEMS&T  
Attention: Stephen Wilson  
P.O. Box 303017  
Montgomery, AL 36130-3017

**Five weeks prior to the proposed class start date:**

- EMT Field Course Application \_\_\_\_\_
- Notification of Intent to Conduct EMT Training \_\_\_\_\_
- ADPH Instructor Information Request Form (One for each Instructor) \_\_\_\_\_
- Copy of Current Alabama Paramedic License \_\_\_\_\_
- Instructor Credentials (DOT, AFC Fire Instructor, DOD, NAEMSE, AHA Core Instructor)  
copy of certificate \_\_\_\_\_
- Proposed Class Schedule (Must show 180 classroom hours) \_\_\_\_\_
- Affiliation Agreements with hospitals and ambulance/rescue units \_\_\_\_\_
- List of Equipment Available  
(If equipment is to be borrowed from another agency, such as a Regional EMS Office,  
a letter from this agency giving permission to borrow such equipment must be submitted  
on their letterhead) \_\_\_\_\_

**One Week Prior to Beginning of Class**

- Student Roster containing names and Social Security Numbers \_\_\_\_\_

**Instructor to keep on file**

- Student Registration Form (one for each student) \_\_\_\_\_
- Student Qualification Agreement (one for each student) \_\_\_\_\_
- Confidentiality Briefing Statement (one for each student) \_\_\_\_\_
- Hepatitis B Agreement (one for each student) \_\_\_\_\_
- Background Check paperwork (one for each student) \_\_\_\_\_

Drug Screen paperwork (one for each student) \_\_\_\_\_

Final Grades \_\_\_\_\_

Signed Student Rotation Verification Form for each student \_\_\_\_\_

Clinical Rotation Evaluation Sheets for each student \_\_\_\_\_

EMS System Presentation Course Form \_\_\_\_\_

National Registry Practical Exam Report for each student \_\_\_\_\_

**At the Close of the Class:**

Successfully completed Student Roster with Name and Social Security Number \_\_\_\_\_

**The First Night of Class:**

Each student should receive a copy of the organization's general guidelines and policy, as well as a copy of the Class Objectives and National Registry skills sheets.

The class should also be informed of who the Medical Director is for this class.

**National Registry Testing:**

All National Registry testing is now conducted on the computer.

Students will need to set up an individual account on the National Registry website.

The \$70.00 fee must also be paid prior to testing.

Only students who have an overall average of 80 and make at least an 80 on the final exam will be allowed to sit for the National Registry exam.

***Instructors must submit all final paperwork for the class before our office can verify that students are eligible to test.***

## EMT FIELD COURSE APPLICATION

This form must be completed and returned to the Office of EMS & Trauma at least **5 week prior** to the beginning of training.

### INSTRUCTOR/ APPLICANT:

Name (type or print)	Rank/Title	Instructor Number
Mailing Address	City	State/Zip
Social Security Number	Home Phone	Office Phone
Cell Phone	Email Address	

### HOST DEPARTMENT/AGENCY RECEIVING TRAINING:

Name of Department	County	
Mailing Address	City	State/Zip
Chief's Name (type or print)	Home Phone	Office Phone
Cell Phone	Email Address	

Estimated Enrollment

Agency Signature	Sponsoring Organization
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