

State of New Hampshire
Department of Safety
Division of Fire Standards and Training & Emergency Medical Services

EMS Instructor/Coordinator License Application

[Pursuant to Saf-C 5908]

Please type or print legibly in ink:

LEGAL NAME: _____ DATE OF BIRTH: _____

MAILING ADDRESS: _____
TOWN/CITY STATE ZIP

HOME PHONE: () _____ WORK PHONE: () _____

CELL PHONE: () _____ FAX NUMBER: () _____

E-MAIL ADDRESS: _____

SERVICE AFFILIATION: _____

Requirements For Licensing

Legible copies of documents and certificates must be attached

- (a) At minimum, copy of a high school diploma or GED;
- (b) A current certificate of successful completion of a CPR Instructor course which meets the guidelines set forth in Saf-C 5908.04 (AHA BLS-Healthcare Provider level);
- (c) Proof of current registration at the minimum of EMT-B with the National Registry and registered at or above the classification level of the program(s) to be instructed;
- (d) Affiliation with a licensed EMS Unit, which at minimum, shall be at the provider level of the program(s) to be instructed;
- (e) Proof of successful completion of one of the following;

(See reverse for explanation then check one below)

- A program that meets / exceeds the criteria of USDOT NHTSA 1996/2002 EMS Instructor Training Program: National Standard Curricula (**copy of completion certificate required**)
- NH Fire & Emergency Services Instructor 1 Program (**copy of completion certificate required – issued between Sep 2003 – July 2004**)
- NH Fire & Emergency Services Instructor III Program (**copy of completion certificate required – issued after Nov 2004**)
- NH EMS – Fire Reciprocity Process – Option A or Option B (**circle one**)
- NH Experienced Educator Challenge Process

“All statements and accompanying documents are true and correct to the best of my knowledge, and I understand that any falsification will result in disqualification.”

Applicant's Signature: _____ Date: _____

Please return completed License Application to: **Instructor/Coordinator Licensing**
Bureau of EMS • 33 Hazen Drive • Concord, NH 03305

FOR BUREAU USE ONLY

NR: _____ NH License: _____ Inst. CPR: _____ I/C License #: _____

ACCEPTED DENIED INITIAL: _____ DATE: _____

Bureau of EMS

State of New Hampshire
Department of Safety
Division of Fire Standards and Training & Emergency Medical Services

USDOT NHTSA 1996 / 2002 EMS INSTRUCTOR TRAINING PROGRAM: NATIONAL STANDARD CURRICULUM

These 48/60 hour programs are distributed by the United States Department of Transportation (USDOT), National Highway Traffic Safety Administration (NHTSA) and contain the standards and curricula outline for EMS Instructor Training, 1996 version / 2002 revision. These include both a practical performance evaluation and a written examination, as outlined in the standards of the curricula. Examples of successful completion of either of these programs could be an instructor training certificate issued by a State EMS Office, the New England Council for Emergency Medical Services, or the National Association of EMS Educators.

NH FIRE & EMERGENCY SERVICES INSTRUCTOR I PROGRAM

The New Hampshire Department of Safety, (DOS) Division of Fire Standards and Training & Emergency Medical Services, Bureau of Emergency Medical Services in conjunction with the Bureau of Training and Certification administers this 48-hour program. No longer available, this modified program met both the Instructor I NFPA Standards and the 1996 USDOT NHTSA Instructor Training curriculum standard (cited above). It included both a practical performance evaluation and a written examination, as outlined in the standards of the training curriculum. **Only candidates successfully completing this program between September 2003 and July 2004 are eligible for this option.** Examples of successful completion of this program would be an Instructor 1 Certificate issued by the NH DOS Division of Fire Standards and Training & Emergency Medical Services (dated between 9/2003 and 7/2004) and would also carry a Pro-Board emblem with a reference number.

NH FIRE & EMERGENCY SERVICES INSTRUCTOR III PROGRAM

The New Hampshire Department of Safety, (DOS) Division of Fire Standards and Training & Emergency Medical Services, Bureau of Emergency Medical Services in conjunction with the Bureau of Training and Certification administers this 60-hour program. This program meets both the Instructor III NFPA Standards and the 1996 / 2002 USDOT NHTSA Instructor Training curricula standard (cited above). As the newly revised "NH Instructor Training Program" it includes both a practical performance evaluation and a written examination, as outlined in the standards of the training curriculum. **Only candidates successfully completing this program after November 2004 are eligible for this option.** Examples of successful completion of this program would be an Instructor III Certificate issued by the NH DOS Division of Fire Standards and Training & Emergency Medical Services (dated after Nov 2004) and would also carry a Pro-Board emblem with a reference number.

NH EMS – FIRE RECIPROCITY PROCESS

This program, established in 2003, is administered by the New Hampshire Department of Safety, Division of Fire Standards and Training & Emergency Medical Services, Bureau of Emergency Medical Services. To be eligible under this option, **ALL** of the following criteria **MUST** be met. Candidates must be:

- in good standing in the NH Division of FST & EMS, Bureau of Training and Certification
- an active NH State or Staff Instructor
- trained to the NFPA 1041 Instructor III level

Once eligibility is determined, the applicant must select one of the following:

Option A:

- Twenty (20) hours of documented teaching in the last 12 months under the guidance of a Precepting Instructor who is licensed under the NHBEMS as an Instructor / Coordinator (I/C) (Saf-C 5908.04; Saf-C 5908.07)
- A letter of verification (as to the above) from the Precepting Instructor which includes the course numbers and the topics taught (Saf-C 5908.04)
- Two letters of recommendation from currently licensed I/Cs;
- Submit a Lesson Plan developed by the candidate which will be evaluated for completeness and shall include:
 1. Presentation topic (indicating level taught, i.e., Firefighter 1, EMT-Basic, etc.)
 2. All four steps of a cognitive presentation (Motivation / Preparation, Presentation, Application and Evaluation)
 3. Handouts and classroom materials, including tests / quizzes (when available)
 4. Student evaluations (when available)

Option B:

- Assigned twenty (20) minute cognitive presentation (EMS topic). A lesson plan shall be submitted at the time of the presentation, and shall include all four steps of a cognitive lesson (Motivation / Preparation, Presentation, Application and Evaluation). If requested, the performance expectation will be reviewed with the candidate prior to the test date, at an assignment meeting with the designated staff member. The twenty (20) minute presentation will be videotaped and evaluated by 2 Division approved evaluators. The candidate has one attempt only to successfully complete this option.

NH EXPERIENCED EDUCATOR CHALLENGE PROCESS

This program, developed in 2004, is administered exclusively by the New Hampshire Department of Safety, Bureau of Emergency Medical Services. Eligible candidates must have documented teaching experience in EMS, and must possess either a Bachelor's or Advanced Level Degree in Education, completed Educational Methodology training in a post-secondary educational setting or be an active licensed Instructor certified / licensed by another State in Emergency Services programs. Once eligibility is determined, the applicant must:

- Submit two (2) letters of recommendation from currently licensed I/C in NH;
- Be assigned a twenty (20) minute cognitive presentation (EMS topic). A lesson plan shall be submitted at the time of the presentation, and shall include all four steps of a cognitive lesson (Motivation / Preparation, Presentation, Application and Evaluation). If requested, the performance expectation will be reviewed with the candidate prior to the test date, at a meeting with the designated staff member. The twenty (20) minute presentation will be videotaped and evaluated by 2 Division approved evaluators. The candidate has one attempt only to successfully complete this presentation.
- Complete and pass the Fire and Emergency Services Instructor III final written examination (100 questions, NPQS accredited).
- The candidate has one attempt only to successfully complete this presentation.

Upon successful completion of all Instructor / Coordinator Licensing requirements candidates may be eligible for consideration for the following:

- Six (6) month provisional license
- New Instructor Orientation
- Preceptor Program

For more complete information, contact the NHBEMS at 1.888.827.5367

Bureau of EMS