



New Hampshire Department of Safety

Division of Fire Standards and Training
& Emergency Medical Services

BUREAU USE ONLY

Mailing Address: NHFSTEMS • 33 Hazen Drive • Concord, NH 03305
Physical Address: 98 Smokey Bear Boulevard • Concord, NH 03301
Phones: Toll Free: (800) 371-4503 Local: (603) 223-4200
Fax: (603) 271-4567 **Email:** emslicensing@dos.nh.gov



New Hampshire Bureau of EMS EMS Instructor/Coordinator License Application

Complete this form electronically so that all drop-down boxes are accessible and the form is legible, OR using black ink, a legibly printed application will be accepted upon completion.

Type of License Requested:	INITIAL	RENEWAL
APPLICANT INFORMATION		
Full Legal Name:		DATE OF BIRTH
FIRST	M.I.	LAST
Mailing Address:	Street / PO Box:	
Address:	Town/City:	State: Zip:
Contact Phone Number:	Fax Number:	
Email Address:		
EMS Unit Affiliation:		
National Registry (NR) Number:		
REQUIREMENTS FOR LICENSING (INITIAL)		
<i>Shall provide proof (Legible copies of documents and certificates must be attached)</i>		
1.	At minimum, copy of a high school diploma or GED;	
2.	Proof of successful completion of one of the following; (See reverse for explanation, then check below) A program that meets / exceeds the standards set forth of USDOT NHTSA 1996 EMS Instructor Training Program: National Standard Curricula (copy of completion certificate required) NH Professional Educator Challenge Process	
3.	Current registration at the minimum of EMT with the National Registry and registered at or above the classification level of the program(s) to be instructed;	
4.	Affiliation with a licensed EMS Unit, which at minimum, shall be at the provider level of the program(s) to be instructed;	
REQUIREMENTS FOR LICENSING (RENEWAL)		
1.	Current registration at the minimum of EMT with the National Registry and registered at or above the classification level of the program(s) to be instructed;	
2.	Affiliation with a licensed EMS Unit, which at minimum, shall be at the provider level of the program(s) to be instructed;	
3.	Successful completion in the previous two (2) years of the following;	
	a. At minimum, 20 hours of instruction in Division authorized training programs;	
	Course #'s:	
	Course #'s:	
	Course #'s:	
	b. At minimum, attendance at six (6) hours of continuing education related to improving teaching skills such as educational methodology or Division sponsored I/C Enhancements (<i>if program(s) are not Division approved please submit a legible certificate of completion</i>);	

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Date:	Topic:	Location:
Date:	Topic:	Location:
Date:	Topic:	Location:

c. Attendance of EMS I/C updates as required by the Division, which shall be 20 hours or less.

“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: _____

Section 7: BUREAU USE ONLY

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

NR:	NH License:	Instructor CPR:	I/C License:
ACCEPTED	DENIED	INITIAL:	DATE:

Section 8: NOTICE TO ALL APPLICANTS

USDOT NHTSA 1996 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 or the New England Council for Emergency Medical Services.

NH PROFESSIONAL EDUCATOR CHALLENGE PROCESS

Each applicant for an initial EMS I/C license shall provide the following with the application:

- (1) At minimum, copies of a high school diploma or GED;
- (2) Proof of current registration at the minimum EMT classification level with the National Registry and registered at or above the classification level of the program to be instructed;
- (3) A current EMS provider’s license, which at minimum, shall be at the provider level of the program to be instructed; and
- (4) Proof of successful completion of an instructor training program approved by the Division.

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 or certified instructor in another State in Emergency Services programs. Once eligibility is determined, the applicant must:

- Submit two (2) letters of recommendation from currently licensed I/C NHEMS;
- 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 two (2) Division approved evaluators. The candidate has one attempt only to successfully complete this presentation.
- Successfully complete the Fire and Emergency Services Instructor III final cognitive 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 shall be issued a six (6) month provisional license during which time the provisional instructor shall:

- (1) Show completion of a minimum of 20 hours of instruction in training program(s) approved by the division, under the direct supervision and preceptorship of an EMS I/C assigned by the Division;
- (2) Attend an instructor orientation program for new EMS instructors conducted by the Division;
- (3) Submit an evaluation approved by the division, completed and signed by the EMS I/C acting as the provisional instructor’s preceptor; and
- (4) Complete a final evaluation authorized by the Division.

For more complete information, contact the NHBEMS at 1.888.827.5367