

Purpose

The purpose of this guide is to define the roles, responsibilities, and procedures for the State of Vermont Department of Health (VDH) Emergency Medical Services (EMS) EMS Skills Instructor (LI), EMS Instructor Coordinator (IC), and EMS Senior Instructor (SI).

Licensed instructor coordinators and senior are responsible for conducting each course in accordance with National Educational Standards and State policy. Ultimately, the course coordinators and instructors are preparing each student for entry level proficiency as an EMS provider along with eligibility for certification and state licensure.

Introduction

Educational Standards

The State of Vermont requires that Emergency Medical Services (EMS) personnel adhere to the strictest standards of quality as they relate to education, training, testing, and service. Individuals requesting Vermont licensure or certification are required to complete an educational program approved by the Department. The EMS Office currently approves the following educational courses:

- Vermont EMS First Responder (VEFR)- Refer to [VEFR curriculum guidelines](#).
- Emergency Medical Responder (EMR) – [Click here for the National Standards for EMR.](#)
- Emergency Medical Technician (EMT) – [Click here for the National Standards for EMT.](#)
- Advanced EMT (AEMT) – [Click here for the National Standards for A-EMT.](#)
- Paramedic – [Click here for the National Standards for Paramedic.](#)

The EMS Office approves initial instructor educational courses at the following levels:

- EMS Skills Instructor (SI)
- EMS Instructor Coordinator (IC)
- EMS Senior Instructor (SI)

Instructor Expectations

- Ensure completion of course goals; to prepare competent entry-level EMS providers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Ensure completion of course objectives consistent with National Highway Traffic Safety Administration (NHTSA) National Education Standards
- Ensure completion of academic standards and policies and procedures set by the coordinator's educational program and listed in the program's student handbook.

EMS Skills Instructor

Scope of Duties

An EMS Skill Instructor has the authority to instruct and observe psychomotor skills and skills practice, not to exceed their level of licensure, during initial education courses approved by the Department.

Requirements for *Initial* Licensure:

- Be at least 18 years of age
- Be sponsored by an EMS district, ambulance or first responder service licensed by the Department, a medical facility, or an educational entity approved by the Department
- Hold a current national certification by the NREMT and/or a Vermont license as an EMR, EMT, Advanced EMT, or Paramedic
- Have completed an EMS Skill Instructor course of education approved by the Department or hold credentials equivalent to such education as approved by the Department
- Be a high school graduate or equivalent
- Submit a completed application on forms available from the Department

Requirements for License *Renewal*:

To be eligible for re-licensure as an EMS Skills Instructor, a person must during the previous licensure period:

- Continue to meet the requirements for initial licensure; and:
 - Complete four (4) hours of continuing education as approved by the Department every two (2) years
 - Developing critical thinking & skills development- 2 hours
 - Classroom management- 1 hour
 - Learning styles and learning theory- 1 hour
- Participate in a system of quality improvement, including peer review, approved by the Department.
- Submit a completed application on the LIGHTS platform.

Requirements to Reinstate an *Expired* Licensure:

A person whose EMS skill instructor license expires as a result of not completing the relicensing process as described under *SI Requirements for License Renewal* may regain the license by:

- Complete all of the requirements of a new EMS skill instructor; or
- Complete all of the following requirements within six (6) months of expiration date, and
 - instruct under the direct supervision of a licensed EMS Instructor Coordinator or EMS Senior Instructor and receive a satisfactory evaluation on that performance
 - Hold a current Vermont EMS license at or above the EMR level
- Submit a completed application on the LIGHTS platform or as determined by the Department.

Terms of Licensure:

The EMS Skill Instructor license expiration date shall be the same as the person's Vermont EMS license.

EMS Instructor Coordinator (IC)

Scope of Duties

An EMS Instructor Coordinator has the authority to:

- Instruct initial and remediation education courses, not to exceed their level of licensure, as approved by the Department.
- Must serve as the course primary instructor
- Supervise EMS Skill Instructor lab instructors
- Serve as the liaison among the students, the EMS district, the local medical community, the Department and, if there is one, the sponsoring agency

Refer to *NATIONAL GUIDELINES FOR EDUCATING EMS INSTRUCTORS* (<https://one.nhtsa.gov › injury › ems › instructor>), Roles and Responsibilities of the Instructor Coordinator

Requirements for *Initial Licensure*:

- Be at least 18 years of age
- Be sponsored by current Instructor coordinator to oversee training, mentoring and evaluation as approved by the Department
- Be sponsored by an EMS district, ambulance or first responder service licensed by the Department, a medical facility, Licensed Instructor Coordinator or Senior Instructor, or an educational entity approved by the Department
- Hold a current national certification by the NREMT and/or a Vermont license as an EMR, EMT, Advanced EMT, or Paramedic
- Have completed an EMS Instructor Coordinator course of education approved by the Department
- Be a high school graduate or equivalent
- Submit a completed application on the LIGHTS platform or as determined by the Department.

Requirements for License *Renewal*

To be eligible for re-licensure as an EMS Instructor Coordinator, a person must during the previous licensure period:

- Continue to meet the requirements for initial licensure; and:
Complete twelve (12) hours of continuing education as approved by the Department every two (2) years
 - Course development and classroom management- 4 hours
 - Student development and engagement -3 hours
 - Instructor's choice- 5 hours
- Provided annual report of courses instructed with minimum data set required by the department

- Participate in a system of quality improvement, including peer review, approved by the Department
- Submit a completed application on the LIGHTS platform

Requirements to Reinstate an *Expired* Licensure

A person whose EMS instructor coordinator license expires as a result of not completing the relicensing process as described under *IC Requirements for License Renewal* may regain the license by:

- Complete all of the requirements of a new EMS instructor coordinator; or
- Complete all of the requirements for IC renewal within six (6) months of license expiration date and within six (6) months of license expiration:
 - instruct under the direct supervision of an approved licensed EMS Instructor Coordinator or EMS Senior Instructor and receive a satisfactory evaluation on that performance.
- Submit a completed application on the LIGHTS platform or as determined by the Department.

Terms of Licensure

The EMS Instructor Coordinator license expiration date shall be the same as the person's Vermont EMS license.

EMS Senior Instructor

Scope of Duties:

- Instruct and coordinate initial education courses, not to exceed their level of licensure, approved by the Department
- Supervise primary and assistant instructors
- Instruct EMS skill instructor courses
- Instruct instructor coordinator courses
- Eligible to apply for competency-based evaluation program design that removes the third-party psychomotor examination requirement for students successfully completing the program
- Serve as the liaison among the students, the EMS district, the local medical community, the Department, and, if there is one, the sponsoring agency
- Act as mentor and program guide for instructor coordinators and skills instructors to develop quality standards and culture of continuing education.

EMS Senior Instructor requirements for **Initial** licensure:

- Be at least 18 years of age
- Have the following minimal education:
 - An Associate degree; or
 - A high school degree or GED, plus two (2) years of college coursework; or
 - Successfully complete an accredited Paramedic Program.
- Be sponsored by an EMS district, ambulance or first responder service licensed by the Department, a medical facility, or an educational entity approved by the Department.
- Hold a current national certification by the NREMT and/or a Vermont license as an EMR, EMT, Advanced EMT, or Paramedic.
- Have completed an EMS Senior Instructor course of education approved by the Department or hold credentials equivalent to such education as approved by the Department.
- Submit a completed application, CV and supporting documents on the LIGHTS platform or as determined by the Department.

EMS Senior Instructor requirements for license **Renewal**

To be eligible for re-licensure as an EMS Senior Instructor, a person must during the previous licensure period

- Continue to meet the requirements for initial licensure; and:
 - Complete twelve (12) hours of continuing education as approved by the Department every two (2) years
 - Course development and classroom management- 3 hours
 - Program improvement and assessment -2 hours

- Program staff management- 1 year
- Student development and engagement- 2 hours
- Instructor's choice- 4 hours
- Provide annual report of courses instructed with minimum data set required by the Department.
- Instructed at least one continuing education course to the EMS Educational Instructor Community.
- Participate in a system of quality improvement, including peer review, approved by the Department.
- Submit a completed application on the LIGHTS platform or as determined by the Department.

EMS Senior Instructor Requirements to Reinstate an *Expired* License

A person whose EMS senior instructor license expires as a result of not completing the relicensing process as described under SIC *Requirements for License Renewal* may regain the license by:

- Complete all of the requirements of a new EMS Senior instructor coordinator; or
- Complete all of the requirements for Senior Instructor renewal within six (6) months of the expiration date and:
 - Within six (6) months of expired license, instruct under the direct supervision of an approved licensed EMS Instructor Coordinator or EMS Senior Instructor and receive a satisfactory evaluation on that performance.
- Submit a completed application on the LIGHTS platform or as determined by the Department.

Terms of Licensure:

The EMS Senior Instructor license expiration date shall be the same as the person's Vermont EMS license.