

## NORTH CAROLINA OFFICE OF EMERGENCY MEDICAL SERVICES

DIVISION OF HEALTH SERVICE REGULATION • DEPARTMENT OF HEALTH AND HUMAN SERVICES

### EMS Instructor Application Completion Directions

#### **ALL APPLICANTS**

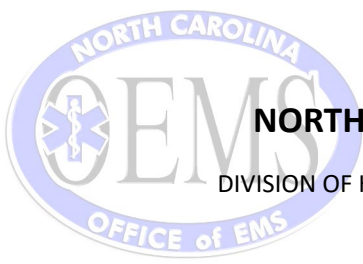
*Read instructions prior to completing application. This is especially important for appropriate signatures and Educational and Technical Scope of Practice.*

- Select the appropriate application link: initial instructor level I or II credentialing or renewal of current credential. Applicants who wish to change the level or type of their instructor credential (for example, AEMT to Paramedic, or Level I to Level II) must submit a completed initial application. If an instructor credential expires prior to renewal, please refer to 10A NCAC 13P .0512 (e).
- Type your full legal name, valid email address, P Number and select your current NC EMS credential.
- Confirm that all demographic information in your Continuum profile is current and accurate.
- Before Submission confirm that you have a completed a [Program Coordinator Verification for Instructor](#) Application and a completed [Educational](#) Scope of Practice.
- Indicate application type and level.
- Links to Applications
  - [Level I](#) Initial Application
  - [Level II](#) Initial Application
  - [Renewal](#) Application

#### **INITIAL APPLICANTS**

##### *Level I EMS Instructor Requirements*

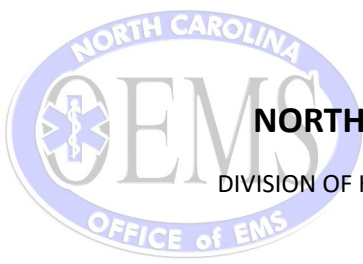
- **Three (3) years of experience**
  - A current EMS current credential at level of application or above is required for Level I EMS instructor eligibility. Applicants for initial Level I EMS instructor credential must provide verification of having had three years active EMS experience at the level of application.
- **One hundred hours of formal teaching experience – Attach to application**
  - Applicants for initial Level I EMS instructor credential must complete at least one hundred (100) hours of teaching experience at the level of application in an approved EMS educational program or equivalent. Teaching experience considered as acceptable is gained in a structured, formal NCOEMS approved educational program or equivalent. Verification of this teaching experience is completed through the required signatures on the signature page of application. You must maintain verifiable documentation of the teaching hours for the length of your instructor credential.



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- **EMS Instructor Methodology – Attach to application**
  - Applicants for an initial Level I EMS instructor credential must provide documentation verifying that they have successfully completed a Level I EMS instructor methodology course that meets the 2002 US DOT Guidelines for Educating EMS Instructor or completion of the National Association of EMS Educators Level I Course. The methodology course must have been completed no greater than 4 years prior to instructor application.
  
- **Educational Methods Scope of Practice Evaluation – Fillable PDF Document**
  - Applicants for an initial Level I EMS instructor must provide documentation verifying successful completion of an Educational Scope of Practice Evaluation within one year of application. This shall be conducted under the direction of the Educational Medial Advisor, or the Program Coordinator credentialed at or above the level of application.
  
- **Workshop Attendance – Complete in Application**
  - Applicant for an initial Level I EMS Instructor credential must verify attendance of an instructor workshop sponsored by OEMS. This workshop must be completed no greater than 12 months prior to your application.
  
- **Associate degree – Attach unofficial transcript or copy to application**
  - Applicants for an initial Level I EMS instructor credential must provide documentation verifying completed post-secondary level education equal to or exceeding a minimum of an Associate Degree from an institution accredited by an approved agency listed on the U.S. Department of Education website, [www.ed.gov](http://www.ed.gov): (A) The Department shall accept degrees from programs accredited by the Accreditation Commission for Education in Nursing (ACEN) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). (B) Additional Degrees may be accepted based on the professional judgement of OEMS Staff following a comparison of standards.
  
- **Program Attestation Page – This is found on the OEMS Education Page.**
  - This is to be completed by the Program Coordinator and attached to the instructor application form.

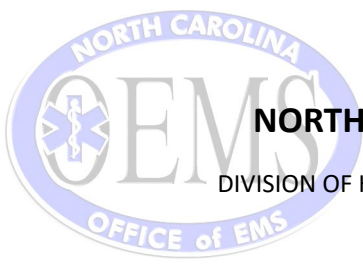


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### *Level II EMS Instructor Requirements*

- **Two (2) years of Level I Teaching Experience**
  - A current EMS credential at level of application is required to apply for Level II EMS Instructor. Applicants for initial Level II EMS Instructor credential must provide verification of two (2) years teaching experience at the level of application. This is verified through signatures on Program Coordinator attestation page. You are required to provide verifiable documentation of your teaching experience for the length of your credential.
  
- **Bachelor's Degree – Attach copy to Application**
  - Applicants for initial Level II EMS instructor must attach documentation verifying completed post-secondary level education equal to or exceeding a Bachelor's degree from an institute accredited by an approved agency listed on the U.S. Department of Education website, [www.ed.gov](http://www.ed.gov): (A) The Department shall accept degrees from programs accredited by the Accreditation Commission for Education in Nursing (ACEN) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). (B) Additional Degrees may be accepted based on the professional judgement of OEMS Staff following a comparison of standards.
  
- **EMS Education and Administration Course – Attach Verification to Application**
  - Applicants for Initial Level II EMS Instructor credential must provide documentation verifying successful completion of an EMS Education and Administration Course approved by the OEMS or completion of the National Association of EMS Educator Level II Course.
  
- **Workshop Attendance – Complete in Application**
  - Applicant for an initial Level II EMS Instructor credential must verify attendance of an instructor workshop sponsored by OEMS. This workshop must be completed no greater than 12 months prior to your application.
  
- **Educational Methods Scope of Practice Evaluation – Fillable PDF Document**
  - Applicants for an initial Level II EMS instructor must provide documentation verifying successful completion of an Educational Scope of Practice Evaluation within one year of application. This shall be conducted under the direction of the Educational Medial Advisor, or the Program Coordinator credentialed at or above the level of application.
  
- **Program Coordinator Attestation Page - This is found on the OEMS Education Page.**
  - This is to be completed by the Program Coordinator and attached to the instructor application form.



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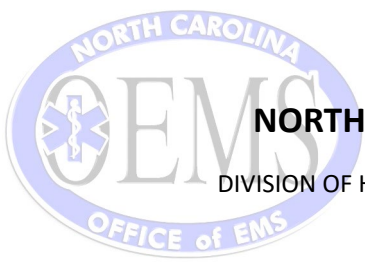
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### *Instructor Renewal Process*

- **Educational Methods Scope of Practice - Fillable PDF Document**
  - Applicants who wish to renew as a Level I or Level II EMS instructor must provide documentation verifying successful completion of an Educational Scope of Practice Evaluation within one year of application. This shall be conducted under the direction of the Educational Medical Advisor, or the Program Coordinator credentialed at or above the level of application.
  
- **Teaching Experience – Attach to application for verification**
  - Applicants who wish to renew their credential as an EMS instructor must provide documentation verifying at least ninety-six (96) hours of EMS instruction at the level of application.
  
- **Professional Development – Attach to application for verification**
  - Applicants who wish to renew their credential as an EMS instructor must attach documentation that they have completed twenty-four (24) hours of professional development. Supporting documentation must be maintained for the length of their credential.
  
- **Workshop Attendance – Complete in Application**
  - Applicant for renewal of either a Level I or Level II EMS Instructor credential must verify attendance of an instructor workshop sponsored by OEMS. This workshop must be completed no greater than 12 months prior to your application.
  
- **Program Coordinator Attestation Page - This is found on the OEMS Education Page.**
  - This is to be completed by the Program Coordinator and attached to the instructor application form.

### **Credential Approval Process**

Applicants will submit via Ready Op completed EMS Instructor Applications and attach all required documentation. All questions regarding the application process (meeting specific credentialing requirements or required documentation) should be directed to the Regional OEMS Educational Specialist or emailed to [OEMSEducation@dhhs.nc.gov](mailto:OEMSEducation@dhhs.nc.gov).



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### **Terms of Credential**

EMS Instructor Credentials are valid for four (4) years from date of issuance, unless one of the following occurs:

- The OEMS imposes an administrative action against an instructor's credential. Administrative actions may be imposed by the OEMS for violations contained in 10A NCAC 13P .0701 (e).
- The instructor fails to maintain a current EMS Personal Credential at the highest level at which they are credentialed to teach.
- The instructor credential was obtained through the Legal Recognition process.

Based on successfully maintaining EMS instructor requirements, credentials are renewable for an additional four (4) years.

### **Legal Recognition of EMS Instructor Credentials from other States**

NC OEMS may recognize EMS Instructor Credentials from other states (or US territories) and grant a North Carolina Level I EMS Instructor Credential if:

- All current NC instructor requirements have been met through that state's instructor credentialing program.
- The applicant's credentials are in good standing in the state granting the original instructor credential; and
- The instructor applicant has attended an OEMS Instructor Workshop within the last year.

***It is the responsibility of the applicant to provide verification of the above requirements.***