



Policy Statement

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Supersedes/Updates: 23-02

EMS Instructor Certification Requirements and Process

Purpose

The purpose of this policy is to define the New York State (NYS) Department of Health (DOH) Bureau of EMS Certified Laboratory Instructor (CLI) and Certified Instructor Coordinator (CIC):

- prerequisite requirements,
- examination and certification requirements,
- processing,
- re-certification requirements,
- advanced standing for educational methodology courses and,
- instructor reciprocity.

Definitions

The following definitions are found in Chapter VI Title 10 NYCRR Part 800.3 of the New York State Official Compilation of Codes Rules and Regulations:

- (s) Certified instructor coordinator means a person certified pursuant to these regulations to serve as the lead instructor for courses leading to certification as a certified first responder, emergency medical technician or advanced emergency medical technician. Certified instructor coordinators must be certified, pursuant to these regulations, at or above the level at which they seek to instruct.
- (t) Certified laboratory instructor means a person certified pursuant to these regulations to instruct, in psychomotor skills, candidates in courses leading to certification as an emergency medical technician or certified first responder or advanced emergency medical technician.

Instructor Certification

This process consists of successfully completing a NYS sanctioned course and the internship requirements, including portfolio and audits.

Policy

Certified Laboratory Instructor:

Prerequisites for Original Certification:

1. Hold current certification as a NYS EMT or higher. Certification must be maintained during the application and internship to be approved.
2. Must have provided direct, hands-on, pre-hospital patient care with a certified EMS agency at their certification level for at least one year within the last three years. The candidate must supply a letter from the agency's chief officers attesting to this. The letter must be on official letterhead and signed by the chief officer. This may be verified by assuring that the candidate's name is listed on the agency's roster and patient care reports.
3. Have no open clinical or criminal investigations prior to or during the internship period.
4. Attend and successfully complete all modules of the current edition of the NAEMSE Instructor Level One course. Another course, approved by the Bureau, may be used to substitute if that course meets or exceeds the curriculum of NAEMSE Level One. The course taken by the candidate must be the most current course offered, older versions will not be accepted.

It is highly recommended that the CLI candidate seek out a certified NYS Course Sponsor to agree to support their internship prior to taking the NAEMSE Instructor Level One course. There is no obligation from the State or a NYS Course Sponsor to provide an internship. For a list of Course Sponsors, please view this link:

<https://www.health.ny.gov/professionals/ems/pdf/csponsors.pdf>

5. Supply a letter of support from the Course Sponsor Administrator. That letter will include:
 - a. An endorsement and acceptance of the candidate's internship,
 - b. a proposed timeline for the internship, including the start date and end date of the course(s) the intern will be involved with,
 - c. the level at which the intern will be teaching,
 - i. Internship be completed at the EMT level or higher.
 - d. The name and instructor number of the supervising CIC, and
 - i. Individuals with whom the CLI candidate have a close personal relationship may not serve as the candidate's supervising CIC and/or auditor during the instructor internship. Clarifications regarding this exclusion must be directed to the Bureau of EMS, prior to the start of the instructor certification process.
 - e. The signatures of both the instructor candidate and the Course Sponsor Administrator.

In this letter, which will be on official letterhead, it must be clear that the Course Sponsor is willing to work with the candidate through the course of their internship and afterwards

once they receive their certification. A template of this letter can be found on the Bureau's website.

The candidate shall be mentored by one course sponsor and one CIC of record. Approval from the Bureau is required if multiple CICs or courses are needed. Multiple CLI candidates can complete their internship under one course if the course is large enough to support multiple interns, and the sponsorship still maintains more than 50% of their certified instructors as required.

The sponsor can withdraw the letter of support based on poor performance or other punitive reasons as determined by the course sponsor's written policies. Every opportunity should be given to the intern for feedback and improvement. The sponsor needs to show due diligence in their documentation and efforts of the internship. As part of this due diligence, a conference call is recommended prior to removal of internship that would include the sponsorship administrator, the candidate, and a regional faculty member or Education Unit staff member. If support is withdrawn, the candidate's internship is terminated, and they must start the internship over once they find a new endorsement. A letter from the sponsor to the Bureau is required for the termination of an internship. That letter must outline in detail the concerns of the Course Sponsor, steps offered for correction, and any other details relevant to the outcome.

6. Submit a completed Internship Application for Initial Instructor Certification at <https://apps.health.ny.gov/pubpal/builder/EMSForms>.
7. Application must be approved by the Bureau prior to the start of candidate's internship. The candidate will not be able to start until they receive approval. The Internship Application is due at least forty-five days prior to the start of the course so it is recommended that the applicant and sponsor plan ahead. A limited number of exceptions may be made based on circumstances, particularly in rural areas.

CLI Original Internship Requirements:

1. Prepare and build a portfolio of CLI material as found on the CLI Tracking Form (4451). This portfolio shall include, but is not limited to:
 - a. Evidence of the candidate's ability to: implement, teach, and demonstrate skills during lab sessions, conduct structured debriefing, and communicate with the supervising CIC.
 - b. Organization of the final practical skills evaluation with the PSE exam coordinator.
 - c. Successful completion the NYS BEMSATS Instructor Orientation on Vital Signs Academy.
 - d. At least five (5) successful audits conducted by the supervising CIC instructor.
 - i. Two successful consecutive audits on stations involving skills.
 - ii. Two successful consecutive audits on stations that are scenario based with targeted debriefings.
 - iii. A final audit conducted by a Regional Faculty Member or a State staff member. This audit maybe done on any station.

2. Submit entire portfolio, within 18 months from when the Internship application was approved, as one PDF document via the End of Internship Submission, an online form found here: <https://apps.health.ny.gov/pubpal/builder/EMSForms>.
3. As an intern, comply with all applicable state and federal laws and regulations, including but not limited to NYS Public Health Law, Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and policies as issued by the Bureau. Violations of this section may result in denial of instructor certification, suspension or revocation of current instructor certification based upon a review by the Bureau.

CLI Recertification Requirements:

1. Be certified as a NYS BEMSATS provider at or above the desired teaching level.
2. The renewal application must include the following:
 - a. A letter from the Chief Officer of an approved response agency that states the renewal applicant has actively provided ongoing, direct, hands-on, pre-hospital patient care at the EMT level or higher with a certified EMS agency for at least one year within the last three years.
 - b. Evidence of participation as a CLI in at least one Bureau approved course at the EMT level or higher within the past three years. Course numbers must be provided on the application.
 - c. Evidence of participation in at least eight (8) hours of instructor level training within the last three years.
 - i. A minimum of three (3) hours must be from an official Bureau instructor update with a state provided course number.
 - ii. The additional five (5) hours must be continuing education that is related to instructor development for adult learning and improving education instruction, etc. Contact the Bureau for clarification.
Acceptable courses include, but are not limited to:
 1. AHA Instructor Update (BLS, PALS, ACLS)
 - a. May only be used for a maximum of one (1) hour.
 2. PHTLS Instructor Update
 - a. May only be used for a maximum of one (1) hour.
 3. PEPP Instructor Update
 - a. May only be used for a maximum of one (1) hour.
 4. NYS Fire Instructor I and II with verification certificates
 5. Conferences – Educator Track
 6. Vital Signs Academy Educator classes
 7. Higher education or specific adult educational methodology courses
3. For an expired CLI certification:
 - a. CLI certification that has been expired for more than five (5) years will require the candidate to complete the original CLI internship.

- b. If the certification has been expired less than five (5) years, the candidate must:
 - i. Meet items 2a and 2c in the CLI recertification requirements listed above. The three (3) hour update must be within the last twelve (12) months and the other five (5) hours must be within the last two (2) years.
 - ii. Receive a minimum of two (2) favorable Lab Instruction Audit Reports (DOH-2423).
 1. Both reports must be completed within three (3) months of applying for recertification and both completed by a currently certified CIC. The same CIC may not be used for both evaluations and it is encouraged that one CIC not be associated with the same Course Sponsorship.
 2. Favorable audit reports must be conducted within an approved NYS original, refresher, or core content course. CME sessions are not accepted.
4. All renewal applicants must comply with all applicable state and federal laws and regulations, including but not limited to NYS Public Health Law, Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and policies as issued by the Bureau. Violations of this section may result in denial of instructor certification, suspension or revocation of current instructor certification based upon a review by the Bureau.
5. Complete and submit the Application for Instructor Recertification (DOH-3508) at <https://apps.health.ny.gov/pubpal/builder/EMSForms>. All applications for renewal must be submitted at least forty-five (45) days prior to expiration and no more than three (3) months before.

Certified Instructor Coordinator:

CIC Prerequisites for Original Certification:

1. Hold current certification as a NYS EMT or higher. Certification must be maintained during the application and internship period to be approved.
2. Hold current certification as a NYS CLI. Certification must be maintained during the application and internship period to be approved.
3. Must have provided direct, hands-on, pre-hospital patient care with a Certified EMS agency at their certification level for at least one year within the last three years. The candidate must supply a letter from the agency's chief officer attesting to this. The letter must be on official letterhead and signed by the chief officer. This may be verified by assuring that the candidate's name is listed on the agency's roster and patient care reports.
4. Have no open clinical or criminal investigations prior to or during the instructor course or internship period.

5. Attend and successfully complete all modules of the current edition of the NAEMSE Instructor Level One course. The course take by the candidate must be the most current course offered, older versions will not be accepted.
6. Supply a letter of support from the Course Sponsor Administrator. That letter will include:
 - a. An endorsement and acceptance of the candidate's internship,
 - b. proposed timeline for the internship, including the start date and end date of the course(s) the intern will be involved with,
 - c. Level at which the intern will be teaching,
 - i. Internship be completed at the EMT level or higher.
 - d. The name and instructor number of the supervising CIC, and
 - i. Note: Individuals with whom the CIC candidate have a close personal relationship may not serve as the candidate's supervising CIC and/or auditor during the instructor internship. Clarifications regarding this exclusion must be directed to the Bureau prior to the start of the instructor certification process.
 - e. The signatures of both the instructor candidate and the Course Sponsor Administrator.

In this letter, which must be on official letterhead, it must be clear that the Course Sponsor is willing to work with the candidate through the course of their internship and afterwards once they receive their certification. A template of this letter can be found on the Bureau's website.

The candidate shall be mentored in by one course sponsor and one CIC of record. Approval from BEMSATS is required if multiple CICs or courses are needed.

It is not recommended to have more than one CIC intern per course.

The sponsor can withdraw the letter of support based on poor performance or other punitive reasons as determined by the course sponsor's written policies. Every opportunity should be given to the intern for feedback and improvement. The sponsor needs to show due diligence in their documentation and efforts of the internship. As part of this due diligence, a conference call is recommended prior to removal of internship that would include the sponsorship administrator, the candidate, and a regional faculty member or Education Unit staff member. If support is withdrawn, the candidate's internship is terminated, and they must start the internship over once they find a new endorsement. A letter from the sponsor to the Bureau is required for the termination of an internship. That letter must outline, in detail, the concerns of the Course Sponsor, steps offered for correction, and any other details relevant to the outcome.

It is highly recommended that the CIC candidate seek out a certified NYS Course Sponsorship to agree to perform their internship with prior to taking the NAEMSE Instructor Level One course. There is no obligation from the State or a NYS Course Sponsor to provide an internship. For a list of Course Sponsors please view this link: <https://www.health.ny.gov/professionals/ems/pdf/csponsors.pdf>

7. Submit a completed Initial Internship Application for Instructor Certification at <https://apps.health.ny.gov/pubpal/builder/EMSForms>.

8. **Internship Applications must be approved by the department prior to the state of the candidate's internship.** The candidate cannot start until they receive that approval. Internship applications need to be submitted forty-five days prior to the start of the course so the applicant and sponsorship will need to plan ahead.

CIC Original Certification Requirements

1. Successfully complete a CIC internship under the supervision of a currently certified CIC in a Bureau approved original or refresher course at the EMT level or higher. The candidate shall be mentored by one course sponsor and one CIC of record. Approval from BEMSATS is required if multiple CICs or courses is needed. Only one CIC candidate may be assigned to a course at a time.
2. Prepare and build a portfolio of internship material as found on form CIC Tracking Form which may include, but is not limited to:
 - a. Prepare and deliver lectures of didactic material, within a NYS EMS certification course to demonstrate proficiency for the Regional Faculty Audit or BEMSATS approved designee.
 - b. Directly plan, coordinate, and implement lab sessions, evaluate CIC performance, debrief staff with the supervising CIC, write test questions and scenarios, demonstrate NYS course paperwork completion at the beginning and end of the course, and complete student learning contracts.
 - c. Successful completion the NYS BEMSATS Instructor Orientation on Vital Signs Academy.
 - d. At least two (2) Lecture Instruction Audit Report (DOH-2424) conducted by the supervising CIC instructor and a video recorded lecture session, for a total of three audits. The video recorded skills session needs to follow the following outline:
 - i. A recording of a minimum of a twenty-minute (20) lecture session.
 - ii. Record the session and review it with the supervising CIC.
 - iii. While reviewing the recorded session, both the candidate and supervising CIC will critique the session using the Audit Report Form (DOH-2424). The candidate will provide detailed notes on what needs to be corrected in their presentation skills, how to improve, and an action plan to improve.
 - iv. The audit form needs to be signed by both the intern and CIC.
 - v. The video itself should be kept as part of the course record and the intern's faculty file. It does not need to be sent to the Bureau.
 - e. Evidence of student feedback surveys conducted on the intern, first from the midway through the internship and a second survey at the end of the internship.
 - f. Regional Faculty or a Bureau approved designee Audit (DOH-2424) upon completion of the above internship. This audit will include a review the portfolio, so this should be the last component met. The Regional Faculty member will need to sign off on the portfolio and application prior to submission.
 - g. The internship must meet the objectives outlined in the NAEMSE Instructor Level One Course.

3. Maintain a NYS EMT or higher-level certification throughout the CIC certification process.
4. Submit the portfolio with the Application for Instructor Certification (DOH-2260) via the End of Internship Submission at <https://apps.health.ny.gov/pubpal/builder/EMSForms> within eighteen (18) months from when the Internship Approval Application was approved.
5. All renewal applicants must comply with all applicable state and federal laws and regulations, including but not limited to NYS Public Health Law, Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and policies as issued by the Bureau. Violations of this section may result in denial of instructor certification, suspension or revocation of current instructor certification based upon a review by the Bureau.

CIC Recertification Requirements

The candidate must:

1. Hold current certification as a NYS EMT or higher.
2. Be certified as a NYS BEMSATS provider at or above the desired teaching level.
3. The renewal application must include the following:
 - a. Evidence of participation in at least eight (8) hours of instructor level training within the last three years.
 - i. A minimum of three (3) hours must be from an official BEMSATS instructor update with a state provided course number.
 - ii. The additional five (5) hours must be educational CE and must relate back to instructor development for adult learning and improving education instruction, etc. Contact the Bureau for clarification. Acceptable courses include, but are not limited to:
 1. AHA Instructor Updates (BLS, PALS, ACLS)
 - a. May only be used for a maximum of one (1) hour.
 2. PHTLS Instructor Updates
 - a. May only be used for a maximum of one (1) hour.
 3. PEPP Instructor Updates
 - a. May only be used for a maximum of one (1) hour.
 4. NYS Fire Instructor I and II with verification certificates
 5. Conferences – Educator Track
 6. Vital Signs Academy Educator classes
 7. Higher education or specific adult educational methodology courses.
 - b. Provide evidence of participating as the primary CIC in at least one BEMSATS approved course at the EMT level or higher within the past three years. Course numbers must be provided on the application.

4. Must complete and submit the Application for Instructor Recertification (DOH-3508) at <https://apps.health.ny.gov/pubpal/builder/EMSForms>.
 - a. All applications for renewal must be submitted at least forty-five (45) days prior to expiration and no more than three (3) months before.

5. If a CIC's certification has expired:
 - a. CIC certification that has been expired for more than five (5) years will be required to repeat the original CIC process.
 - b. If the certification has been expired less than five years:
 - i. Meet items in 2a of this section. The three (3) hour update must be done within the last twelve (12) months. The other five (5) hours must have been completed within the last two (2) years.
 - ii. Receive a minimum of two (2) favorable Lecture Audit Reports.
 1. Both reports must be within three (3) months of applying for recertification. One must be completed by a CIC and the second by a Regional Faculty member.
 2. The audits must be completed within an approved original, refresher, or core content course. CME sessions are not accepted.
 3. The audits must be done at the level recertification is being sought (i.e. ALS for ALS level).
 - c. All renewal applicants must comply with all applicable state and federal laws and regulations, including but not limited to NYS Public Health Law, Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and policies as issued by the Bureau. Violations of this section may result in denial of instructor certification, suspension or revocation of current instructor certification based upon a review by the Bureau.
 - d. Submit applications through the Application for Instructor Recertification portal: <https://apps.health.ny.gov/pubpal/builder/EMSForms>.

Other Considerations

Advanced Level Instructor Certification

All CLI certifications will be given at the current level of candidate certification. CIC instructor certifications will be granted at the EMT level unless they completed their internship during an approved ALS original course.

- a. For example, a candidate that is a certified paramedic interning in an AEMT course will have their CIC approved up to the AEMT.

If the candidate completes their certification at a lower level and then later wishes to upgrade their CIC certification to match their certification, they must:

- b. Conduct the two DOH-2424 audits at the level the candidate is seeking, including portfolio items at the paramedic level. See the Internship Completion Form to see specific items they must complete.

- c. Submit an endorsement for the candidate to the advanced level CIC from the supervising CIC.
- d. Portfolio requirements must be conducted in a NYS approved advance level course.

Advanced Standing for Instructors Candidate Eligibility

Candidates who are currently certified in the following may be eligible to have the NAEMSE Instructor Level One waived based on the candidate's education meeting or exceeding the curriculum of NAEMSE Level One. Examples of candidate education that meets or exceeds National standards include, but not limited to:

1. New York State Public School Teaching Certification or equivalent higher education
2. Formal Higher Education courses in Education
3. New York State Fire Service Instructor
4. Board Certified EMS Physician

NOTE: CPR, ACLS, PALS, and NAEMT instructor courses will not be considered.

Process

Advanced standing, in compliance with regulations, will be handled by the Bureau of EMS Central Office on a case-by-case basis. To be considered for an instructor certification, Course Sponsor Administrators are responsible for the submission of applicant's paperwork. Course Sponsor Administrators will need to submit the following documents:

1. The candidate's teaching certification or equivalency/transcript/CV demonstrating that the candidate's education meets or exceeds the NAEMSE Instructor Level One Course objectives, and DOT/NHTSA 2002 National Guidelines for Educating EMS Instructors & the National Education Standards found on the NAEMSE web site.
2. The alignment letter of the candidate's teaching equivalency and NAEMSE Instructor Level One Course Objectives
3. Recommendation letter from NYS course sponsorship, advocating for Advanced Standing with justification, and specifying the level of instructor certification (CLI or CIC).

Candidates who are approved for advanced standing will be permitted to waive the NAEMSE Instructor Level One course requirement. Candidates will be required to complete the remaining requirements, including competency portfolios.

Instructor Reciprocity

Instructor reciprocity from other states, in compliance with regulations, will be handled by the Bureau of EMS Central Office on a case-by-case basis. To be considered for an instructor certification, applicants will need to complete the following:

1. Certificate of completion from the National Association of EMS Educators (NAEMSE) Instructor Level One.

2. List of courses that the applicant was lead instructor of with the past three (3) years and were approved by the state the courses were conducted in, or similar educational experience as approved by the Bureau.
3. Two (2) letters of recommendation from institution in reciprocity state where teaching.
4. Recommendation letter from a NYS course sponsorship.
5. One (1) completed audit form completed by a currently certified CIC and One (1) completed audit form completed by a Regional Faculty member or BEMSATS designee, both audits at the level they are seeking to teach.

CIC Interning CLI/CIC Candidates

A CIC is required to have been the primary CIC of record for at least two complete original courses, (that were not cancelled) prior to interning new CLI or CIC candidates.

CIC Signing CME Content

A CIC must have been a CIC of record for one complete original course prior to teaching core content or approving content in the NYS CME recertification program.

Fast Track Program

The Fast Track program allows candidates to complete both the CLI and CIC internships together. It is designed for individuals who are interested in progressing from not having any instructor certification to completing the CIC certification.

1. When applying for their internship and submitting their application, there will be an option for Fast Track. This must be selected at this time.
2. The sponsor endorsement must identify the candidate as a Fast Track candidate.
3. Candidates must complete both the CLI and CIC internship in full, meeting all pre-requisites and internship requirements of both certifications.
4. The internships can be completed concurrently or consecutively. The workload may be significant, so sponsorships must monitor closely and adjust this plan if necessary.