



# Policy Statement

## EMS Instructor Training Requirements & Certification 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; and
- re-certification requirements.

### **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:

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

### **Instructor Certification**

This process consists of successfully completing a NYS sanctioned course, the internship requirements, and successfully passing the CLI or CIC written certification exam.

Instructor candidates will have three (3) attempts to pass the written certification examination. If unsuccessful after three (3) attempts, the candidate must contact BEMS for a remediation plan.

Upon completion of the remediation plan, instructor candidates will have three (3) additional attempts to pass the instructor exam. If after six (6) attempts a passing grade is not achieved, the instructor candidate will be required to complete the appropriate course again.

The written examination consists of materials which includes, but is not limited to: policy statements, Administration Manual for EMS Education Programs, Practical Skills Manual,

and material from the National Association of EMS Educators 3<sup>rd</sup> Edition, Foundations of Education; An EMS Approach.

## **Policy**

### **Certified Laboratory Instructor:**

#### **CLI Prerequisites for Original Certification:**

The candidate must:

1. Submit a completed initial Application for Instructor Certification (DOH-2260) at <https://apps.health.ny.gov/pubpal/builder/EMSForms>
2. Hold current certification as a NYS EMT or higher.
3. **Must have provided direct, hands-on, pre-hospital patient care with a NYS Certified EMS agency, at the EMT level or higher for at least one year within the last three years.** This will be documented by assuring that the candidate's name is listed on the agencies roster and patient care reports.
4. Have no open clinical or criminal investigations on a local, regional, or state level prior to orduring the CLI course or internship period.
5. Attend and successfully complete all modules of the NYS CLI course.
6. Supply a letter of support from sponsoring agency, endorsing candidate's CIC/CLI certification.
7. Application must be submitted prior to the start of candidate's internship.

#### **CLI Original Certification Requirements:**

The candidate must:

1. Completion of all prerequisite requirements as stated above.
2. Attend and successfully complete all modules of the NYS CLI course.
3. Successfully complete a CLI internship under the supervision of a currently certified CIC in a BEMS approved course at the EMT level or higher. The candidate shall be mentored in by a single course sponsor and one CIC of record. Approval from BEMS required if multiple CIC or courses is needed.
4. Have one (1) lecture recorded and reviewed by the candidate and preceptor.
5. Maintain NYS EMT or higher level of certification throughout the CLI certification process.
6. Successfully pass the NYS BEMS CLI written instructor examination.
7. Submit a completed internship Application for Instructor Certification (DOH-2260) at <https://apps.health.ny.gov/pubpal/builder/EMSForms> **within 18 months of initial CLI course completion:**
  - a) The CLI Internship Completion Report (DOH-3378) completed and signed by the supervisingCIC instructor.
  - b) The completed and signed CLI Internship Tracking Worksheet (DOH-4451)
  - c) At least two (2) Lab Instruction Audit Report (DOH-2423) conducted by the supervising CIC instructor, one being a video recorded lecture.
  - d) At least one Lab Instruction Audit Report (DOH-2423) conducted by an additional CIC or CLI,Regional faulty member or BEMS staff. This audit must be from someone other than the supervising CIC instructor.

*Note: Individuals with whom the CLI candidate has 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 Central Office, prior to the start of the instructor certification process.*

8. As an intern and/or practicing CLI, comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to NYS PublicHealth Law;
  - b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
  - c) Policies as issued by the Bureau of EMS.
  - d) Violations of 8a, 8b, or 8c of this section may result in denial of instructor certification, suspension or revocation of current instructor certification based upon a review by the Bureau of EMS
  
9. It is the responsibility of the CLI candidate to seek out and perform their internship with a certified NYS Course Sponsor. For a list of course sponsors please view this link: <https://www.health.ny.gov/professionals/ems/pdf/csponsors.pdf>

*CLI Recertification Requirements:*

The CLI must:

1. Hold current certification as a NYS EMT or higher.
2. Be certified as a NYS BEMS provider at or above the desired teaching level.
3. Must complete and submit the Application for Instructor Recertification (DOH-3508) at <https://apps.health.ny.gov/pubpal/builder/EMSForms>
  - a) **Must be actively providing on-going, direct, hands-on, pre-hospital patient care, at the EMT level or higher with a NYS certified EMS agency for at least one year within the last three years.**
  - b) Provide evidence of participation as a CLI in at least one BEMS approved course at the EMT level or higher, within the past three years. If the candidate has not participated as a CLI in at least one BEMS approved course.
    - i. If CLI is expired less than five (5) years, the candidate must receive a minimum of two (2) favorable Lab Instruction Audit Reports (DOH-2423). Both reports must be within three (3) months of applying for recertification with one (1) completed by a currently certified CIC, the other by a currently certified CLI or additional CIC. Favorable audit reports must be conducted within an approved NYS certification course.
  - c) Provide evidence of participation in at least eight (8) hours of instructor level training approved by the Bureau of EMS Central Office.
    - i. 3 hours must be from an official BEMS instructor update with a state provided course number.
    - ii. 5 hours must be from any BEMS approved educational continuing instructor education OR BEMS instructor update with a course number (educational CE must be related back to adult learning, EMS education instruction, etc. When in doubt, contact BEMS Central Office for clarification). Examples of courses acceptable, but not limited to, the 5-hour continuing education are:
      - a) AHA Instructor Updates with verification certificates
      - b) PHTLS Instructor Updates with verification certificates
      - c) PEPP Instructor Updates with verification certificates
      - d) NYS Fire Instructor I and II with verification certificates
      - e) AHA Instructor original courses with verification certificates, NOT certification cards.
  
4. **CLI certification that has been expired for more than five (5) years will be required to repeat the CLI course and internship.**
  
5. Must comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to

NYS PublicHealth Law.

- b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations and;
- c) Policies as issued by the Bureau of EMS.
- d) Violations of 6a, 6b, or 6c of this section may result in denial of instructor recertification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

## **Certified Instructor Coordinator:**

### CIC Prerequisites for Original Certification:

The candidate must:

1. Submit a completed Application for Instructor Certification (DOH-2260) at <https://apps.health.ny.gov/pubpal/builder/EMSForms>
2. Hold current certification as a NYS EMT or higher.
3. **Must have provided direct, hands-on, pre-hospital patient care with a NYS Certified EMS agency, at the EMT level or higher for at least one year within the last three years.** This will be documented by assuring that the candidate's name is listed on the agencies roster and patient care reports.
4. Have no open clinical or criminal investigations on a local, regional, or state level prior to or during the instructor course or internship period.
5. Attend and successfully complete the National Association of EMS Educators (NAEMSE) Instructor Level 1 course.
6. Supply a letter of support from sponsoring agency endorsing candidate CIC/CLI certification.
7. Application must be submitted prior to the start of candidate's internship.

### CIC Original Certification Requirements

The candidate must:

1. Completion of all prerequisite requirements as stated above.
2. Successfully complete a CLI and CIC internship under the supervision of a currently certified CIC in a BEMS approved original or refresher course at the EMT level or higher. Current CLI instructors are not required to complete the CLI internship. The candidate, under the mentorship of a single course sponsor and one CIC of record, must:
  - a) Instruct a minimum amount of lab sessions as required on CLI tracking form DOH – 4451.
  - b) Prepare and deliver the required hours of didactic material, within a NYS EMS certification course as found on the CIC Tracking form DOH-4452.
  - c) Have one (1) lecture recorded and reviewed by the candidate and preceptor.
  - d) Directly plan, coordinate, and implement lab sessions, observe CLI performance, and debrief staff with the supervising CIC, and organize the final practical skills exam with PSE exam coordinator.
  - e) The internship must meet the objectives outlined in the CIC curriculum.
  - f) Approval from BEMS required if multiple Courses or CIC's is required to complete internship.
3. Maintain NYS EMT or higher-level certification throughout the CIC certification process.
4. Successfully pass the NYS BEMS CIC written Instructor examination.  
Submit a completed internship Application for Instructor Certification (DOH-2260) at <https://apps.health.ny.gov/pubpal/builder/EMSForms> **within 18 months of initial CIC course completion:**
  - a) The completed and signed CLI internship (if required).
  - b) The CIC Internship Completion Report (DOH-3377) completed and signed by the supervisingCIC.
  - c) The completed and signed CIC Internship Tracking Worksheet (DOH-4452).
  - d) At least two (2) Didactic Instruction Audit Report (DOH-2424) conducted by the

- supervising CIC instructor, one being a video recorded lecture.
- e) At least one Didactic Presentation Audit Report (DOH-2424) conducted by a Regional Faculty member or Bureau of EMS Representative.

*Note: Individuals with whom the CIC candidate has a close interpersonal relationship (real or perceived) may not serve as the candidate's supervising CIC and/or auditor during the instructor internship. Clarifications concerning this exclusion must be directed to the Bureau of EMS, prior to the start of the instructor certification process.*

5. As an intern and/or practicing CIC, comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to NYS Public Health Law;
  - b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
  - c) Policies as issued by the Bureau of EMS.
  - d) Violations of 8a, 8b, or 8c of this section may result in denial of instructor certification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

### CIC Recertification Requirements

The candidate must:

1. Hold current certification as a NYS EMT or higher.
2. Be certified as a NYS BEMS provider at or above the desired teaching level.  
Must complete and submit the Application for Instructor Recertification (DOH-3508) at <https://apps.health.ny.gov/pubpal/builder/EMSForms>
  - a) Provide evidence of participating as the lead CIC in at least one BEMS approved course at the EMT level or higher, within the past three years. If the candidate has not participated as the lead CIC in at least one BEMS approved course
    - i. If CIC is expired less than five (5) years, the candidate must receive a minimum of 2 favorable Instruction Audit Reports (DOH-2424). Both reports must be within 3 months of applying for recertification with one completed by a currently certified CIC, the other by an additional CIC, Regional Faculty member or Bureau of EMS Representative. Favorable audit reports must be conducted within an approved NYS certification course.
    - b) Provide evidence of participation in at least eight (8) hours of instructor level training approved by the Bureau of EMS Central Office.
      - i. 3 hours must be from an official BEMS instructor update with a state provided course number.
      - ii. 5 hours must be from any BEMS approved educational continuing instructor education OR BEMS instructor update with a course number (educational CE must be related back to adult learning, EMS education instruction, etc. When in doubt, contact BEMS Central Office for clarification). Examples of courses acceptable, but not limited to, the 5-hour continuing education are:
        - a) AHA Instructor Updates with verification certificates
        - b) PHTLS Instructor Updates with verification certificates
        - c) PEPP Instructor Updates with verification certificates
        - d) NYS Fire Instructor I and II with verification certificates
        - e) AHA Instructor original courses with verification certificates, NOT certification cards.
3. **CIC certification that has been expired for more than five (5) years will be required to repeat the CIC process.**
4. Must comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to

NYS PublicHealth Law;

- b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations and;
- c) Policies as issued by the Bureau of EMS.
- d) Violations of 6a, 6b, or 6c of this section may result in denial of instructor recertification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

### **Registration for an Instructor Exam:**

After completion of internship, candidates will be given permission to register for the instructor exam. Candidates will be given a link by NYS DOH BEMS to the form DOH-4245, Registration for Emergency Medical Technician's Test Scheduling Request. Follow the directions on the form for submission.

### **Additional Information**

#### **Advanced Level Instructor Certification**

- All CLI Instructor certifications will be given at the current level of candidate certification.
- CIC instructor certifications will be granted at the EMT level. If advanced level CIC instructor certification is sought, the CIC candidate must complete the following:
  - Conduct a full 26-hour EMT internship as outlined on form DOH – 4452.
  - Conduct seven (7) additional hours at the ALS level on seven (7) separate topics.
  - Submit a separate DOH – 4452 for the additional hours at the ALS level.
  - Submit a recommendation of endorsement to the advanced level CIC from the supervising CIC.
  - Lectures can be completed during their initial CIC internship or at a later time.
  - Lectures must be conducted in a NYS approved advance level course.
  - **Candidates may not instruct above the level of their current certification.**

#### **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:

  - a) Certificate of completion from the National Association of EMS Educators (NAEMSE) Instructor Level 1 course
  - b) List of courses taught with the past three (3) years.
  - c) Two (2) letters of recommendations from institution in reciprocity state where teaching.
  - d) Recommendation letter from NYS course sponsorship.
  - e) Must complete lectures of seven (7) different topics in NYS EMS course
  - f) Two (2) completed audit forms completed by a currently certified CIC, Regional Faculty member or Bureau of EMS Representative.

#### **CIC Interning CLI/CIC candidates**

- A CIC is required to be certified at least one year and have been the CIC of record for one complete original course that was 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.