



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T- 005</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>Course Coordinator Requirements</b>		
Regulatory Authority: <b>12VAC5-31-1310 and 12VAC5-31-1320 and</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>July 1, 2012</b>	

- A. **Course Coordinator** - Every basic or advanced life support training program leading to the awarding of certification or continuing education (CE) credit from the Office must have a designated Course Coordinator.
1. A certified EMT-Instructor must serve as the Course Coordinator for all BLS training courses and continuing education programs that award **Required** (Category 1) continuing education credits.
    - a) In order to announce/coordinate initial BLS certification programs, the EMT Instructor must have successfully passed the Virginia Emergency Medical Services Education Standards (VEMSES) Competency exam.
    - b) This requirement for a certified EMT Instructor does not apply to continuing education programs that have a standardized curriculum and a nationally recognized parent organization that provides oversight for program administration. The Office will maintain a listing of recognized programs—**T-010**—which fulfill this requirement.
    - c) This requirement for a certified EMT Instructor does not apply to awarding **Required** (Category 1) continuing education credits for specified topics in ALS programs that the Office has recognized as identical in content to the equivalent BLS program.
  2. A certified ALS Coordinator must serve as the Course Coordinator for all ALS training certification courses and continuing education programs that award **Required** (Category 1) continuing education credits.
    - a) In order to announce/coordinate initial ALS certification programs, the ALS Coordinator must have successfully passed the Virginia Emergency Medical Services Education Standards (VEMSES) Competency exam.
    - b) This requirement for a certified ALS Coordinator does not apply to continuing education programs that have a standardized curriculum and a nationally recognized parent organization that provides oversight for program administration. The Office will maintain a listing of recognized programs—**T-010**—which fulfill this requirement.

- c) This requirement for a certified ALS Coordinator does not apply to awarding **Required** (Category 1) continuing education credits for specified topics in BLS programs that the Office has recognized as identical in content to the equivalent ALS program.
- 3. Training programs that award only **Approved** (Category 2) continuing education credits may be coordinated by any individual who possesses specific education and experience that makes them knowledgeable of the EMS related subject matter to be presented. Continuing education credits for these programs will be determined and assigned by the Office.