



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-705	Page: 1	of: 1
Title: Conditional EMT-Instructor Program		
Regulatory Authority: 12VAC5-31-1500		
Date of Issue: December 1, 2002	Effective Date: July 1, 2012	

A. **Conditional Instructor Status** - Individuals who are granted Conditional Instructor status will be required to fulfill the following requirements before full EMT-Instructor certification can be granted:

1. Instruction of 50 hours in approved Emergency Medical Responder/First Responder or EMT certification program under the supervision of a certified EMT-Instructor. This requirement may be completed through not more than two (2) separate courses.
2. Written notification to the Office of above course(s) must be received before the start of the course(s). Notification will include a course schedule that includes the specific classroom location, and lists dates, times and lesson topics that the Conditional Instructor is to instruct.
3. On-site evaluation of the Conditional Instructor's performance by Office staff (or designee) at one or more of the course sessions specified above.
4. Satisfactory instructional performance achieved during on-site evaluation(s).
5. Receipt of a written statement(s) from the supervising EMT-Instructor(s) attesting to the Conditional Instructor's instructional performance and the Conditional Instructor's ability to conduct future unsupervised instruction.

B. **Performance Standards** - Upon completion of the requirements listed above each individual's performance will be reviewed to determine eligibility for full EMT-Instructor certification.

1. Individuals who perform to a fully acceptable level will be certified as EMT-Instructors and issued certificates of completion per **T-700**.
2. Individual's who fail to perform to an acceptable level during their Conditional Instructor period will be required to repeat the entire Instructor certification process (including pre-testing and Instructor Institute attendance) in order to again pursue EMT-Instructor certification.