

## Outline for New Virginia Education Coordinator Candidate Process

### I. Requirements

- A. Be a minimum of 21 year of age upon application submission.
- B. Possess a high school diploma or equivalent.
- C. Hold current Virginia EMS certification as an EMT or higher level Virginia EMS certification.
- D. Have three years medical experience with a minimum of two years verified field experience as an EMS provider at the appropriate EMS level or two years of current Virginia licensure as a registered nurse, physician assistant, doctor of osteopathic medicine, or doctor of medicine.
- E. Must not have any EMS compliance enforcement actions within the previous five years including during the candidate review process.

### II. Application

- A. Candidate status is initiated upon receipt of a completed EC candidate application.
- B. Must have the endorsement of an OEMS recognized EMS physician on a form approved by the OEMS.
- C. Must have the endorsement of an OEMS certified Education Coordinator on a form approved by the OEMS from the educator who is willing to mentor the candidate and who is at or above the 16 percentile. A minimum of 60% of the teaching experience must be under the direction of the education coordinator endorsing the candidate.
  - 1. In the event that the EC mentor is unable to continue during the 2-year period, and the candidate is in good standing, the candidate can request a new mentor by submitting a form to the Office. The request will be reviewed by the Office and may be approved or denied.
  - 2. All hours and steps that were completed prior to the loss of the EC Mentor will remain.
- D. The applicant must sign a self-declaration indicating they meet the eligibility requirements for EC.
- E. Educational Verification Requirements:

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1. Submission of high school diploma or equivalent.
2. If requesting teaching hour requirement credit (section III.D.), submission of an Official Transcript from the Educational Institution verifying:
  - a) Successful completion of an Associate's, Bachelor's, Masters or Doctorate Degree from a regionally accredited educational program.

### and/or

- b) Completion certificate for the following educational courses/certifications: JMA Method Seminar, NAEMSE Instructor Course I/II, Nationally Certified EMS Educator (NCEE), VDFP/Proboard Instructor I
- F. The Application is valid for 2 years from date it is approved by OEMS.
- G. If all aspects of the process are not completed in the 2-year application period, the candidate must restart the application and previous steps completed will be zeroed, including attending the institute.

## III. Pre-institute Phase

- A. Must have completed an approved OEMS EC Candidate application to start the Pre-institute phase.
- B. All Pre-institute phase components must be completed to receive an invitation to the EC Institute but may be completed in any order.
- C. Testing Requirements (may be completed in any order)
  1. Shall pass the National Registry EMT cognitive assessment examination.
    - a. The process to complete this will be established by the Office of EMS
    - b. The candidate is responsible for all testing fees.
  2. Shall pass the EMT psychomotor examination at a CTS site
    - a. The process to complete this will be established by the Office of EMS
    - b. The candidate is responsible for all testing fees.
- D. Teaching Requirements
  1. Shall teach under the direction of the Virginia certified Education Coordinator who endorsed the candidate in an initial EMT program as indicated above.
  2. Teaching hours can only be applied for face-to-face interaction such as in a traditional classroom or lab setting.
  3. Teaching hour requirements are based on the educational credentials of the EC candidate as follows:

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- a. For a high school diploma or equivalent – 100 hours
  - i. A minimum of 60% must be in an initial certification program
    - a) 20 hours lab
    - b) 40 hours classroom
  - ii. The remaining 40% may be obtained in an initial program or through delivery of CE.
  - iii. If the EC candidate is an ALS provider, may substitute up to 25 hours of instruction in the classroom or lab in an ALS initial program up to and including their ALS certification level.
- b. For an Associate's degree – 75 hours
  - i. A minimum of 60% must be in an initial certification program
    - a) 15 hours lab
    - b) 30 hours classroom
  - ii. The remaining 40% may be obtained in an initial program or through delivery of CE.
  - iii. If the EC candidate is an ALS provider, may substitute up to 25 hours of instruction in the classroom or up to 10 hours in the lab in an ALS initial program up to and including their ALS certification level.
- c. For a Bachelor's degree – 50 hours
  - i. A minimum of 60% must be in an initial certification program
    - a) 10 hours lab
    - b) 20 hours classroom
  - ii. The remaining 40% may be obtained in an initial program or through delivery of CE.
  - iii. If the EC candidate is an ALS provider, may substitute up to 15 hours of instruction in the classroom or up to 5 hours in the lab in an ALS initial program up to and including their ALS certification level.
- d. For a Master's or Doctorate – 25 hours
  - i. A minimum of 60% must be in an initial certification program
    - a) 5 hours lab
    - b) 10 hours classroom
  - ii. The remaining 40% may be obtained in an initial program or through delivery of CE.
  - iii. If the EC candidate is an ALS provider, may substitute up to 5 hours of instruction in the classroom or up to 5 hours in the lab in an ALS initial program up to and including their ALS certification level.
- e. Equivalent Programs – completion of the following programs will reduce the number of teaching hours required by the following percentage:
  - i. JMA Method Seminar: 5%
  - ii. Completion of NAEMSE I or II: 10%

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- iii. Completion of NAEMSE I *and* II: 15%
- iv. Possessing NCEE Certification: 10%
- v. VDFP/Pro Board Fire Instructor I: 5%

### E. Documentation Required

1. The EC candidate and the EC mentor(s) must maintain documentation of the candidate's instruction on forms approved by the office.
2. A teaching log will be maintained by the EC candidate and signed off by the EC mentor(s).
3. An evaluation will be performed by the EC mentor(s) or the course coordinator on the EC candidate as requested.
4. An evaluation will be performed by students on the EC candidate when requested.

### F. Successful Completion of the pre-institute phase

1. Passing of the NR EMT cognitive assessment exam.
2. Passing the EC psychomotor examination at a CTS.
3. EC mentor evaluations must average equal to or above 3.0 on a 5 point scale with 1 lowest and 5 highest score possible.
4. Student evaluations must average equal to or above 3.0
5. Teaching log must be complete and turned in to the office of EMS.

### G. Remediation

1. If a candidate is not successful during the teaching phase of the pre-institute, they should work with their EC Mentor to improve and must restart all required teaching hours if within the 2 year application period.
  - a. If the application period expires, the candidate must reapply, pursuant to section II. G. above.
2. If a conflict exists between the EC Mentor and the candidate, the candidate shall request a new EC mentor on a form submitted to the Office.
  - a. The candidate would be required to complete all teaching hours under the new EC Mentor
  - b. The Office will review the request and may either approve or deny the request.

## IV. Institute

- A. The EC Candidate shall have successfully completed the pre-institute phase to receive an invitation to the institute.
- B. The institute content will include but not limited to:
  1. Pertinent Regulation and policy.
  2. Course Development and announcement documentation.
  3. How to appropriately apply CE.
  4. Resources for teaching.
  5. Creating Evaluation Tools

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6. Intro to Hybrid and online programming
  7. Scanner Training
  8. EC Administrative Test – Given post institute
- V. Passing Criteria
- A. National Registry cognitive assessment examination – Passing
  - B. EC Psychomotor examination - Passing
  - C. Institute
    1. Attendance – 100% of institute
    2. Successfully log into portal during scanner training.
    3. EC Administrative test =>80
- VI. TCC Will Re-evaluate this plan 1 year after implementation.

Approved by EMS Advisory Board  
February 3, 2017