

EDUCATION COORDINATOR CANDIDATE PROCESS

This outline reviews the qualification component of the EC Candidate process and provides information for those wishing to become an EMS Education Coordinator (EC). The three major components required for EC are the application process, the qualification component, and the institute.

- I. Completing the application process and becoming an EC Candidate (ECC) prior to beginning any of the other components is required. Any activity completed prior to an accepted application will not be accepted or applied to the qualification component.

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Education Coordinator Candidate (ECC) Process

- I. New Terminology
 - A. EC Candidate Level = H
 - B. Category 7 – Identifies the required teaching component (similar to Category 1 for providers) and has two components
 1. Cat. 7 Area 00 – hours required for teaching in an initial **EMT** certification program with a mentor or a mentor approved EC.
 2. Cat. 7 Area 01 - Calculated Max ALS with Mentor allows for ECCs who are ALS to acquire some of the Cat. 7 hours in an initial ALS program provided they are certified at the level of the program and are with their mentor.
 3. The majority of Cat. 7 hours must be from an initial EMT program.
 - C. Category 8 - Identifies teaching hours conducted in CE programs and roll over from Cat. 7 once Cat. 7 is fulfilled.

- II. EC Candidate Period
 - A. The EC Candidate period is 2 years from the date the applicant becomes and ECC.
 - B. All components of the ECC process must be completed during this time period.
 - C. If the candidate has not completed the process, the candidate status expires.

- III. Access to the EC Candidate (ECC) portal is through the EMS provider portal.
 - A. Click on the My tests & Eligibility tab
 - B. Click the EC Candidate selection
 - C. Opening the EC Candidate screen reveals:
 1. Mentorship – reveals who the mentor is and contact information.
 2. Breakdown of required teaching hours
 - a) *Teaching Hours Required Column*
 - (1) Provides total number of hours with a mentor
 - (2) Hyperlinks to any reductions in hour based upon optional teaching criteria.
 - b) *Level H Category 7 Basic Programs with Mentor*
 - (1) This column identifies the number of hours with your mentor or a mentor approved EC you are required to teach in an EMT initial certification program.
 - c) *Category 7 Area 01 Calculated Max ALS with Mentor*
 - (1) This column provides the number of hours in an ALS initial certification program that may be allowed teaching with a mentor or EC.

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- (2) Just because there is a number in this column does not mean you may qualify. These are potential optional hours counting toward Category 7.
 - (a) For example, an ECC who is a certified EMT provider cannot utilize these hours since the class is ALS and the ECC is BLS.
 - (b) Another example is an ECC who is also a paramedic may not acquire all hours in Cat. 7 Area 01 but may get them all in Cat. 7 Area 00.
 - (3) Hours acquired in this section will reduce the number in the previous column (Level H Category 7 Basic Programs with Mentor).
3. Applied Hours Taught – Reveals the teaching hours number and is a hyperlink that opens a CE report
 - a) *The CE report includes the provider’s CE and*
 - b) *The ECC teaching report that breaks down into Cat. 7 and Cat. 8 the distribution of hours.*
 4. Candidate Letter Link
 - a) *Has the ECC’s barcode for recording teaching hours.*
 - b) *Barcode must be scanned for the appropriate topic(s) taught.*
 - c) *Will remain available during the entire ECC period.*
- D. Cognitive Test
1. The ECC must take and pass the National Registry EMT test.
 2. The testing process which must be followed to apply toward the ECC qualification component is described in a link located in the Cognitive Result Title bar and labeled “National Registry Cognitive Exam for ECC.”
 3. There are two situations outlined. Be sure the ECC selects the appropriate set of instructions.
 4. Once the cognitive test is passed with appropriate registration, the results will appear in this section.
- E. Psychomotor Results
1. The ECC candidate must pass the EMT test administered at a CTS site.
 2. Psychomotor eligibility letters will be located in this section and provides guidance on taking the examination. The instructions must be followed to assure the test results are awarded properly.

IV. ECC Qualification Process

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- A. All three components (cognitive, psychomotor and mentored hours) must be completed within the 2 year ECC period.
 - B. No aspect of the three components can be started until the ECC status is awarded. Remember, the applicant will receive this information via email.
 - C. The ECC components can be taken in any order.
 - D. Once all ECC components are completed, the ECC will be invited to an EC Institute.
- V. EC Institute
- A. Is anticipated to last up to 2.5 days.
 - B. Will consist of:
 - 1. Administration Section
 - 2. CE Scanner Orientation
- VI. Upon successful completion of the EC Institute, the ECC will be awarded EC certification.