

# ECC MENTOR PROCESS

This outline reviews the ECC Candidate mentoring process. It will provide information for those wishing to serve as a mentor to a candidate seeking 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)  
Outline Guide for ECC Mentors**

- I. New Terminology
  - A. EC Candidate Level = H
  - B. Category 7 – Identifies the required teaching component (similar to Category 1 for providers)
    - 1. Has two components
    - 2. Cat. 7 Area 00 – hours required for teaching in an initial **EMT** certification program with a mentor or a mentor approved EC.
    - 3. 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.
    - 4. The majority of Cat. 7 hours must be from an initial EMT program and is designated in the portal.
  - 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) Mentor portal is through the EMS provider portal.
  - A. Click on the My Tests & Eligibility tab
    - 1. There are two components for Mentors
    - 2. EC Candidate Endorsement –
      - a) *If you are selected to be a mentor, the request will appear here.*
      - b) *On this page you will either accept or reject a request from an ECC applicant.*
      - c) *Mentors are limited to no more than 2 mentees who are going through the ECC mentorship. Once you approve a mentees teaching, another mentee position opens for you as a mentor.*
    - 3. Mentorship
      - a) *Where you will track mentees teaching hours.*
      - b) *Teaching hours are recorded by scanning the mentees ECC barcode provided in the mentee’s portal using the new scanner program only. (MC55 scanners will not record the mentees teaching hours)*

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- c) *You should record each time the mentee teaches by scanning the appropriate subtopic and then their ECC barcode as well as having a listing on the class roster.*
- d) *Remember, most initial course topics are awarded default hours of 1. If the mentee teaches more or less than the default hours, adjust the default hours on the scanner.*
- e) *Mentees should be scanned whenever they teach, regardless whether it is an initial class or CE class.*
- f) *If you have two mentees at the same class, only one can receive hours for a single didactic topic unless the topic is for skills. In other words, award hours only for what they teach.*
- g) *Mentees are required to comply with the minimum hours defined.*
- h) *Once the minimum teaching hours are completed, an approved button will appear. Do not approve the mentee until you are satisfied of their competency. Example: A mentee completes all 100 hours to teaching as outlined but you as the mentor are not yet satisfied with their abilities. Even though the “Approved” button appears, you should not click on it until you are satisfied with the mentee. Continue scanning the ECC when they teach until you click on the “Approve” button.*

**B. Mentor Expectations and responsibilities**

- 1. Assure the ECC has the knowledge, skills and abilities to teach.
- 2. Provide guidance for educational delivery of material.
- 3. Allow the ECC to participate and discuss administrative course activity.
- 4. Allow the ECC to participate in all aspects of coordinating a program/class.
- 5. Using the new CE scanner program, record all teaching activity until you have approved the ECC as being competent by clicking on the “Approve” button by scanning the “H” level barcode provided by the ECC.

**IV. Explanation of Teaching Hours**

- A. Column - Total Teaching Hours Required - Provides total number of hours required.
- B. Column - Hours Required in Basic Programs –
  - 1. This column identifies the minimum number of hours with a mentor or a mentor approved EC the mentee is required to teach in an EMT initial certification program.
  - 2. On the ECC teaching hours report, these are reported as Cat. 7 Area 00.
- C. Column - Hours Allowed in ALS Basic Programs.

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1. This column provides the number of teaching hours in an ALS initial certification program that may be allowed with a mentor.
  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 acquire all hours in Cat. 7 in an EMT certification program and therefore not need hours here.*
  3. Hours acquired in this section will reduce the number in the previous column (Hours Required in Basic Programs).
- D. Column – Hours Required in Category 8 Other
1. Can be roll over hours for Cat. 7 teaching hours.
  2. Can also be hours taught in a CE program.
  3. Hours do not need to be taught with the assigned mentor.
- E. Column - Total Hours Taught
1. Is a tally of the ECC's teaching hours.
  2. The number when it appears is a hyperlink to the ECC's teaching record.
    - a) *The CE/teaching report includes the provider's CE and*
    - b) *The ECC teaching report which breaks down into Cat. 7 and 8 the distribution of hours.*
- V. Candidate Letter Link
- a) *Has the ECC's barcode for recording teaching hours.*
  - b) *Barcode must be scanned for the appropriate topic taught.*
  - c) *Will remain available during the entire ECC period.*
  - d) *Available to the ECC through their portal.*