



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-700	Page: 1	of: 2
Title: EMT-Instructor Program Process		
Regulatory Authority: 12VAC5-31-1500		
Date of Issue: December 1, 2002	Effective Date: July 1, 2012	

- A. **Application Process** - The applicant must complete and submit to the Office an EMT-Instructor Application form TR-76.
- B. **Cognitive Examination** – Upon receipt of a completed EMT-Instructor Application and verification of prerequisites, the applicant will receive an EMT-Instructor Pretest Eligibility letter which must be presented at a Consolidated Test Site (CTS).
- C. Successful completion of the written pretest examination is required before proceeding to the practical pretest examination.
- D. Upon successful completion of the practical pretest examination, the Instructor Candidate will be invited to attend an Instructor Institute.
1. Instructor Candidates invited to attend an EMT-Instructor Institute conducted by the Office will be asked to contact the Office to confirm attendance. Failure to notify the Office to confirm or refuse an Instructor Institute invitation may limit the provision of future invitation if space in future courses is limited.
 2. Attendance of some portions of the EMT-Instructor Institute may be waived for qualified Instructor Candidates who present documentation of completion of approved equivalent programs in adult education approved by the Office. Such documentation must be received and reviewed by the Office prior to a scheduled Instructor Institute.
- E. **Performance Standards** - Instructor Candidates must demonstrate proficiency in application of the knowledge and skills required of an Instructor during a teaching presentation made at the Instructor Institute. Upon completion of their teaching presentation each Candidate will be evaluated to determine their preparedness for certification and rated as follows:
1. Instructor Candidates who perform:
 - a. to an acceptable level will be certified as EMT-Instructors and issued certificates of completion.
 - b. at a marginal level may be granted Conditional Instructor status. (See **T-705**)

- c. at an unacceptable level will be deemed to have failed the Instructor Institute. These individuals will be required to repeat the entire Instructor certification process in order to seek EMT-Instructor certification.