



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-710</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>EMT-Instructor Recertification Requirements</b>		
Regulatory Authority: <b>12VAC5-31-1650</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>July 1, 2012</b>	

- A. The EMT-Instructor's certification must be renewed every two years. To fulfill the recertification requirements, the EMT-Instructor must:
1. **Course Instruction** - Instruct a minimum of 50 hours of EMT or First Responder subject material in approved courses within the two-year period.
    - a. This requirement only may be met through instruction of standard Basic Life Support training courses or other programs approved for Basic Life Support (Category 1) continuing education credit.
    - b. Instruction of programs approved for only Approved (Category 2) continuing education credit for basic life support providers may not be used to satisfy this requirement.
  2. **Refresher Update Seminar Attendance** - Attend a minimum of one EMT-Instructor/ALS Coordinator Update Seminar within the two-year certification period.
  3. **Continuing Education Required** - Satisfactorily attend a minimum of 10 additional hours of approved continuing education during the two-year certification period in which they are not the Course Coordinator or instructor.
    - a. Documentation of these ten (10) hours must be submitted to the Office not less than one month before the expiration of the Instructor certification on a Continuing Education scancard using "Level F" and "Category 2" or in a format approved by the Office.
    - b. Instructors holding a current (not expired) Advanced Life Support (ALS) level certification are waived from this requirement.
  4. **EMT Examination Required** –
    - a. Successfully complete the EMT written certification examination which may be completed at any time following attendance of an EMT-Instructor/ALS Coordinator Update Seminar.
      - i. Candidates testing on or before December 31, 2013 will complete the Virginia written examination which is based on the National Standard Curriculum (NSC).

- ii. Candidates testing after December 31, 2013 must pass the National Registry of EMT's cognitive assessment examination.
    - b. If the EMT-instructor is affiliated with a licensed EMS Agency, this examination may be waived by the EMS Agency's OMD.
  5. **Performance Ability** - Have no physical or mental impairment that would render the instructor unable to perform and evaluate any component of a Basic Life Support program.
  6. **Other Requirements** - The Office may establish other reasonable recertification requirements, policies and procedures; as deemed necessary.
- B. Failure to Meet Recertification Requirements** - Upon expiration of EMT-Instructor certification for failure to meet recertification requirements, the individual will revert back to their highest level of provider certification remaining current at that time.
- C. EMT-Instructor Reentry** - Individuals whose EMT-Instructor certification has expired may regain full certification through completion of the Reentry program within two (2) years of their previous expiration date provided:
1. If the EMT-Instructor had completed the teaching requirements of Section **A1** above, but was unable to fulfill one or more of the requirements of Sections **A2–A4** above, the remaining requirements must be completed within two (2) years following the expiration date.
    - a. However if the EMT examination required under Section **A4** above was not completed prior to expiration, this examination may not be waived by an EMS Agency OMD.
  2. If the EMT-Instructor had not completed the teaching requirements of Section **A1** above, the following requirements will be necessary for re-entry:
    - a. Complete and submit an EMT-Instructor Application to the Office of EMS.
    - b. Successful completion of the EMT-Instructor written and practical pretest examinations as specified under Section **12VAC5-31-1500** and **A5 and A6** above.
    - c. Attendance of the administrative portions of an EMT-Instructor Institute. (This requirement excludes the adult education and practical teaching evaluation portions of the EMT-Instructor Institute.)
  3. Upon completion of the applicable requirements for Reentry, new EMT-Instructor credentials will be issued for a two (2) year period. Thereafter, all of the requirements for recertification under this section will apply.