



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-715	Page: 1	of: 1
Title: EMT Instructor Teaching Hours		
Regulatory Authority: 12VAC5-31-1650		
Date of Issue: December 1, 2002	Effective Date: July 1, 2012	

- A. **Team Instruction** - The Office encourages the concept of team-instruction. Therefore, an EMT-Instructor may team-up with other Instructors in the presentation of any approved course.
- B. **Instructor Participation Records** - When more than one EMT-Instructor is participating in a course, the Course Coordinator must maintain a record documenting the hours of participation of each Instructor.
1. Participation is defined as the amount of time, on an hour for hour basis, that each Instructor provides either lecture or practical instruction.
 2. This information will be forwarded to the Office within fifteen (15) days of instruction on a continuing education scancard using "Level F" and "Category 6" or and indicating the number of hours taught in "Column A" or by using a CE Scanner which will automatically format the record appropriately when scanning an EMT-Instructor certification card.
 3. Use of form TR-03 – Course Summary Form for recordation of EMT-Instructor teaching hours will be phased out on December 31, 2012.