



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
DIVISION OF HEALTH REGULATION AND LICENSEURE
OFFICE OF EMERGENCY MEDICAL SERVICES
665 MAINSTREAM DRIVE
NASHVILLE, TN 37243

TELEPHONE: 615-741-2584

FAX# 615-741-4217

APPLICATION FOR FOR EMS INSTRUCTOR ENDORSEMENT

IMPORTANT NOTICE:
REGULATION CHANGE EFFECTIVE MARCH 2005
CURRENTLY FOUR LEVELS OF INSTRUCTORS FOR EMS EDUCATION IN TENNESSEE.
THERE IS ALSO A \$35.00 INSTRUCTOR APPLICATION FEE FOR EACH LEVEL

1200-12-1-.12 AUTHORIZATION OF EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR/ COORDINATORS.

EMS Program Director/Administrator shall mean an individual responsible for the overall coordination of all EMS Programs. The individual shall act as a liaison between faculty, the sponsoring agency, students, the local medical community, and the Division of Emergency Medical Services. The individual is also responsible for the recruitment and continued development of faculty to meet the needs of the institution.

The minimal qualifications for Program Director shall be:

1. Bachelor's degree
2. Equivalent or greater academic training and preparation, and hold all credentials for which the students are being prepared in the program.
3. Professional license must be free from history of revocation, denial or suspension
4. Prehospital experience shall include a minimum of three years practicing in the pre-hospital environment or equivalent. Administrative experience shall include a minimum of two (2) years in EMS education administration
5. Current endorsement in a Board approved trauma, cardiac, and pediatric course at the provider level.

EMT-Paramedic Instructor/Coordinator shall mean a full time employee responsible for the delivery of instruction in accredited Paramedic Programs. The individual shall be knowledgeable in all aspects of prehospital care, capable of applying techniques and modalities of adult education, and of managing resources and resource personnel.

The minimal qualification for EMT-Paramedic Instructor/Coordinator shall be:

1. Associate degree
2. Currently licensed as a Tennessee EMT-Paramedic, without a history of revocation, denial or suspension of licensure.
3. Pre-Hospital: Minimum of two years practicing in the pre-hospital environment and
4. Administration: Minimum of two years in EMS education administration **or**, Greater than three hundred (300) hours of EMS instruction.
5. Currently endorsed in an EMS Board approved trauma, cardiac and pediatric course (instructor preferred).
6. Completion of an EMS Board approved instructors' course.

APPLICATION FOR FOR EMS INSTRUCTOR ENDORSEMENT

EMT Paramedic Instructor Assistant shall mean an individual capable of teaching the application of practical skills to include: assisting the faculty in the delivery of instruction, evaluating student performance of skills, maintenance of equipment, and coordinating with the faculty or Instructor/Coordinator to maintain adequate levels of needed equipment.

The minimum qualifications for an EMT-Paramedic Instructor assistant shall include:

1. Currently licensed as a Tennessee EMT-Paramedic, registered nurse, or physician without a history of revocation, denial or suspension of licensure.
2. Licensed experience: Minimum of two years practicing advanced life support in the pre-hospital or emergency department environment.
3. Teaching Experience: Minimum of two years in EMS education administration
or greater than seventy-five (75) hours of EMS instruction.
4. Current endorsement in an EMS Board approved trauma, cardiac and pediatric course **as an instructor.**
5. Completion of an EMS Board approved instructors' assistant course.

EMT-Basic Instructor/Coordinator shall mean an individual responsible for the overall coordination of the EMT-Basic Program. The individual shall act as a liaison between faculty, the sponsoring agency, students, the local medical community and the Division of Emergency Medical Services. The individual is also responsible for the delivery of didactic material, demonstration of the psychomotor skills, verification of skill proficiency, and the recruitment and continued development of faculty to meet the needs of the institution.

The minimal qualifications for EMT-Basic Instructor Coordinator shall be:

1. Associate degree.
2. Currently licensed as a Tennessee EMT-Paramedic, without history of revocation, denial, or suspension of licensure.
3. Experience. Pre-Hospital: Minimum of two years practicing in the pre-hospital environment **or** :
One hundred fifty (150) hours of EMS instruction acceptable to the Board.
3. Administrative: Minimum of one year in EMS education administration.
4. Completion of an EMS Board approved Instructors' course.

EMT Instructor Assistant shall mean an individual capable of teaching the application of practical skills to include: assisting the faculty in the delivery of instruction, evaluating student performance of skills, maintenance of equipment, and coordinating with the faculty or Instructor/Coordinator to maintain adequate levels of needed equipment.

The minimal qualifications for EMT Instructor Assistant shall be:

1. Currently licensed as a Tennessee EMT-Basic, without history of revocation, denial, or suspension of licensure.
2. Experience: Pre-Hospital: Minimum of one year practicing in the pre-hospital environment in Tennessee.
3. Must document at least seventy-five (75) hours of EMS instruction acceptable to the Board.

ALL APPLICANTS SHOULD READ RULE 1200-12-1-.12. FOR RENEWAL REQUIREMENTS FOR EACH LEVEL OF INSTRUCTOR.

This packet contains the information needed for EMS personnel seeking endorsement as EMS Instructor in Tennessee.

In order for an endorsement to be issued you must:

- * Submit all of the required documentation on the attached list.
- * Pay all required fees.

ALL THE REQUIRED DOCUMENTATION AND FEES MUST BE SUBMITTED IN ONE PACKAGE. THE ONLY EXCEPTION IS THE “**OFFICAL COLLEGE TRANSCRIPT** WHICH MUST BE MAILED TO THE STATE EMS OFFICE. ANY INCOMPLETE APPLICATION PACKAGE WILL CAUSE DELAY PROCESSING FOR INSTRUCTOR ENDORSEMENT.

Submit all documentation to:

**Tennessee Department of Health
Division of Health Regulations and Licensure
Office of Emergency Medical Services
EMS INSTRUCTOR ENDORSEMENT
665 Mainstream Drive
Nashville, TN 37243**

With your cooperation, we will make every effort to expedite your application.



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
DIVISION OF EMERGENCY MEDICAL SERVICES
227 FRENCH LANDING, SUITE 303
HERITAGE PLACE, METRO CENTER
NASHVILLE, TN 37243

INSTRUCTOR APPLICATION CHECKLIST

General Requirements:

1. **Completed Application**
:
2. **Verification of Education:**
Submit an official copy of college transcript with degree awarded.
3. **Copy of current TN EMS License.**
4. **Documentation of Two years practicing in pre-hospital Environment**
Submit a letter from your employer with years of practice in their employment.
5. **Documentation of Previous hours in teaching in EMS instruction.**
Submit a letter from a school or organization verifying your teaching experience to include appropriate number of hours required.
6. **Documentation of experience in EMS education administration for appropriate levels**
A letter from an organization/school/service documenting your coordination of EMS related courses, i.e. CPR, ACLS, PEPP, BTLS.
7. **Documentation of successful completion of a EMS Board approved Instructors' course. For EMT and Paramedic Instructor Coordinator levels prior to endorsement all assistant levels must have course before renewal of status. Submit a certificate of completion.**
8. **Complete EMS Professional Fee form and return with fee for Instructor Endorsement.**

NOTE: Fees Are Subject To Change Without Notice.

REMEMBER: ALL REQUIRED DOCUMENTATION, FORMS, AND FEES MUST BE SUBMITTED TOGETHER AS ONE PACKET. (Excluding Official College Transcript) IF YOUR APPLICATION PACKET IS INCOMPLETE, IT WILL NOT BE PROCESSED.

Questions?
Contact Nita Jernigan
EMS Consultant
nita.jernigan@tn.gov
Phone: 615-741-2213