

Estimated Training Center Cost for Conducting an NAEMT Course

To assist NAEMT Training Centers in preparing to conduct an NAEMT course, here is a sample of typical costs associated with organizing and holding a course.

Course Equipment

- For each NAEMT course, there is a list of required equipment that is used to conduct the course. Equipment lists for each course are available at [NAEMT Headquarters](#).
- All NAEMT courses require the use of audiovisual equipment in good working order for showing images and videos.

Faculty Expenses

- Each NAEMT course has a specific instructor to student ratio. View the instructor to student ratios for each course here. Most courses are a 1:6 student ratio. For the instructor to student ratio for a specific program, contact [NAEMT Headquarters](#).
- For those training centers not utilizing on-staff faculty, typical faculty costs may include a per day honorarium, meals, and travel reimbursement.
- All NAEMT instructors participating in the course are expected to have a complete set of course materials that they should review carefully in preparation for teaching. Course materials can be purchased from NAEMT's publisher, Jones and Bartlett Learning at www.jblearning.com.

Student Expenses

- All students participating in NAEMT courses are required to have student materials for the course in advance so they can carefully review the materials prior to and during their course participation.
- Student course materials can be purchased from NAEMT's publisher, Jones and Bartlett Learning at www.jblearning.com.
- Some training centers offer meals and refreshment breaks to their students.

Classroom Expenses

- Training centers are required to provide all students who successfully complete a course with an official NAEMT course completion certificate and card which may be printed directly from NAEMT's online course administration system.
- These documents should be printed on standard certificate paper and card stock.
- Other typical classroom expenses may include copying costs for on-site registration forms, written test materials, and course evaluation forms; and postage if certificates and cards are to be mailed.

Administrative fees for NAEMT education

- NAEMT charges a per student administrative fee of \$10 per 8-hour course, and \$15 per 16-hour course. The fees cover the following costs:
 - Development and updating of NAEMT course content. (Exception – TCCC content is developed by the U.S. Department of Defense)
 - Obtaining Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) accreditation for all NAEMT continuing education courses.

- Processing the continuing education credits through CAPCE, including the per student fee that NAEMT pays to that organization.
- Development and maintenance of NAEMT's online course administration system.
- Tracking and reporting of all student data.
- Administration of a training center approval process, and maintaining training center data.
- Administration of an instructor training and approval process, and tracking all instructor data.
- Customer service support to our training centers and faculty.
- Support to NAEMT's global network of state, regional and national coordinators.

Promotion

- Some training centers print and distribute flyers to announce upcoming courses, and/or develop online advertisements that can be posted on the training center's website.

Affiliate Faculty Monitoring

- New NAEMT Training Centers must be monitored by an assigned Affiliate Faculty when conducting their first NAEMT course. New faculty also require Affiliate Faculty monitoring. NAEMT waives this requirement for training centers that have been accredited by CAAHEP in the United States, or by provincial accrediting bodies in Canada. The training center is expected to reimburse the travel expenses for the Affiliate Faculty to the training center, and may be asked to provide an honorarium.