

NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS

Education Programs Policy and Procedures Manual



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Purpose

The purpose of this manual is to provide a framework and guidelines for the implementation of NAEMT's education programs. All NAEMT education programs will be implemented in accordance with this manual and the NAEMT bylaws.

Statement of Philosophy

One of NAEMT's core values is the belief that professional education, national education standards and EMS research are essential to the consistent delivery of high quality, evidence-based medical care. This belief is the foundation upon which our education programs are built.

The mission of NAEMT education is *to improve patient care through high quality, cost effective, evidence-based education that strengthens and enhances the knowledge and skills of EMS practitioners.*

NAEMT education emphasizes the development of critical thinking skills so that practitioners can obtain the best possible outcomes for their patients. We believe that EMS practitioners make the best decisions on behalf of their patients when given a solid foundation of key principles and evidence-based knowledge.

Collaborative teams of clinicians, EMS educators and medical directors develop NAEMT education programs by reviewing current publications relevant to course content. They incorporate the latest research, newest techniques and innovative teaching approaches to provide students with the best possible learning experience.

New programs and major revisions of current programs are field tested to ensure their relevancy and appropriateness. All course content is reviewed and updated at least once every four years to keep up with advances in the field and incorporate participant feedback.

NAEMT is committed to this philosophy in developing and implementing all of our education programs.

NAEMT Education Programs

More information about each of our programs can be found here:

[Advanced Medical Life Support \(AMLS\)](#)

[Bleeding Control for the Injured \(B-Con\)](#)

[Emergency Pediatric Care \(EPC\)](#)

[EMS Safety](#)

[Geriatric Education for EMS \(GEMS\)](#)

[Law Enforcement and First Response Tactical Casualty Care \(LEFR-TCC\)*](#)

[Prehospital Trauma Life Support \(PHTLS\)](#)

[Principles of Ethics and Personal Leadership \(PEPL\)](#)

[Tactical Combat Casualty Care \(TCCC\)](#)

Tactical Emergency Casualty Care (TECC)

[Trauma First Response \(TFR\)](#)

NAEMT Courses

NAEMT's education programs offer a selection of courses to address the needs of providers and instructors. All NAEMT education courses and course materials are copyrighted. Use of NAEMT education materials for any purpose other than holding an NAEMT education course is prohibited.

New technologies, equipment, simulators, or other devices can be utilized within a course to enhance students' learning experience, however such use must not deviate from the structure, objectives or evaluative processes of the program.

Provider Courses

Description

Provider courses are designed for individuals practicing pre and/or out of hospital emergency medical services. All courses have a specified number of content hours. The number of course hours, the order of course content, or any course components may not be modified. However, the course schedule may be modified [i.e. an intra-curriculum/extended course format] to accommodate student needs. Each course is designed to present interventional skills but does not provide approval for the student to practice them outside of the course. Certification to perform these skills, utilize the equipment, or administer medications is not intended, implied or provided.

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Eligible Participants

Health care practitioners who hold a license or certification at the level required by each educational program or as provided by the country and/or state/province in which they serve such as: Emergency Medical Responders, Emergency Medical Technicians, Advanced Emergency Medical Technicians, Paramedics, nurses, physician assistants and physicians are eligible to participate.

Format

Provider courses may be offered in one of two formats (if available for the program):

- Traditional face-to-face classroom.
- Hybrid, where a portion is offered online in an interactive, web-based format followed by a classroom component.

Refresher Courses for Providers

Description

Refresher courses are designed for pre-hospital practitioners to reinforce the knowledge and skills acquired through the program provider course. Refresher courses are generally shorter in duration than the provider course. Refresher courses incorporate lectures, skill/scenario stations and a final written evaluation.

Eligible Participants

Individuals who have successfully completed the respective course within the four years prior to the Refresher course and can provide a wallet card for the program as record to the hosting facility are eligible to participate.

Format

Refresher courses are offered in a face-to-face classroom format.

Course Completion

Successful completion of both Provider and Refresher courses is defined as the practitioner having:

- Attended the entire course or completed prerequisite online work and attended the required classroom portion of the course.
- Adhered to course content and demonstrated all practical skills outlined in the course materials.
- Achieved a minimum passing score for the course on the written post-test(s).
- Successfully completed skill stations and scenarios, if required for the course.

NOTE: Any student who is unsuccessful in one segment of the evaluative process will be permitted an opportunity to receive remediation and re-testing.

Re-evaluating the Unsuccessful Student

Students unsuccessful in any one component of course evaluation (written or scenario) will have an opportunity to be re-tested within 30 days, at the convenience of the course coordinator. The same written evaluation tool will be utilized for this purpose. In the case of a scenario evaluation, an alternate scenario will be used. Students are not permitted to re-test to achieve a higher test score.

Recognition

Upon successful completion, recognition is valid for four years. A certificate and wallet card is provided upon successful completion. Certificates are issued by the course coordinator and will be provided at the end of a course or within thirty days post-course.

Continuing Education Credits

The Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) recognizes the respective number of approved hours of continuing education credit. To receive CECEBMS credit, participants must provide all information required by CECBEMS, including a current state license and/or National Registry number and expiration date.

Course Set-Up and Logistics

Administrative Requirements

Course site coordinators must submit course applications to the Headquarters Office ([via the NAEMT website](#)) at least 30 days prior to course commencement to allow adequate time for processing. The minimum administrative staffing requirements per course are one course coordinator and one medical director. A state coordinator or affiliate faculty is required for monitoring new course coordinators or new course sites.

Faculty Requirements

The minimum instructor-to-student ratio required for skill stations, scenarios, and final testing stations is defined in the instructor materials for each course. Adjunct Faculty may be used for lectures or practical skill evaluations if they hold a current card for the course. At least half of the course faculty must be NAEMT approved instructors for the course. See program instructor materials for instructor requirements.

Equipment & Supplies

Required equipment and supplies for the provider course are listed in the current edition of the instructor materials.

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Intra-curriculum/Extended Course

NAEMT courses can be offered as a component of an EMS training course for EMTs or Paramedics, with prior approval from the state, regional, or national coordinator responsible for the area. The integrity of the NAEMT course must be maintained and presented in its entirety, and the course must be completed within a period consistent with a typical college semester, up to six months in duration.

NAEMT Instructor Courses

NAEMT offers a selection of courses to address the needs of our instructors.

Description

Instructor courses are designed for individuals interested in becoming an instructor for one or more of NAEMT's education programs. The six-hour course provides instructor candidates with basic training and information needed to develop as an instructor for any of NAEMT's education programs.

Eligible Participants

Individuals who are eligible to become an NAEMT instructor must:

- Possess a current EMT or Paramedic license in one of the states or territories of the United States or one of the provinces of Canada* EMTs serving as NAEMT instructors may not teach content or skills they are not credentialed to perform.
- Have successfully completed the provider course for at least one of NAEMT's education programs with a minimum passing score as defined for the course on the written test.
- Hold a current provider card for that course.
- Have submitted an [Instructor Application](#) to NAEMT Headquarters for approval.
- Have successfully completed the NAEMT Instructor Course.

** Individuals interested in becoming an NAEMT instructor in other countries, please see the section on [NAEMT Education in Countries Outside of North America](#). Individuals interested in conducting NAEMT courses for U.S. military personnel must be currently certified by NREMT at the EMT, AEMT or Paramedic level or hold a military medic instructor credential issued by one of the U.S. Armed Services.*

Individuals who are currently an instructor for one or more NAEMT education programs are NOT required to take the NAEMT Instructor Course to continue as an instructor for that program, but they are strongly encouraged to take the course.

Individuals who wish to become an NAEMT instructor for additional education programs are required to successfully complete the NAEMT Instructor Course one time.

Format

This course is offered in an online format.

Course Completion

Successful completion of the NAEMT instructor course is defined as the student having:

- Participated in the entire online course.
- Achieved a minimum passing score (80%) for the course on the online post-test.

Beyond successful completion of the NAEMT Instructor Course, each NAEMT education program may have additional instructor requirements that will vary between programs.

See specific program instructor requirements below:

[Advanced Medical Life Support \(AMLS\)](#)

[Bleeding Control for Injured Patients \(B-Con\)](#)

[Emergency Pediatric Care \(EPC\)](#)

[EMS Safety](#)

[Geriatric Emergency Medical Services \(GEMS\)](#)

[Law Enforcement & First Response-Tactical Casualty Care \(LEFR-TCC\)](#)

[Prehospital Trauma Life Support \(PHTLS\)](#)

[Principles of Ethics and Personal Leadership \(PEPL\)](#)

[Tactical Combat Casualty Care \(TCCC\)](#)

Tactical Emergency Casualty Care (TECC)

[Trauma First Response \(TFR\)](#) - must be a PHTLS Instructor to teach TFR

Most programs require that instructor candidates teach their initial provider course under the supervision of an affiliate faculty for the program. Upon completion of this initial course, the affiliate faculty will submit a monitoring form to NAEMT. If the affiliate faculty recommends the candidate as an instructor, NAEMT will issue an instructor card to the candidate recognizing them as an NAEMT Instructor.

Instructor Update

Description

The Instructor Update is designed to inform current instructors, coordinators and affiliate faculty on all aspects of new edition text materials, amended program formats and administrative changes. An Instructor Update is offered in conjunction with the release of a new edition of course materials. In order for instructors to maintain current instructor status in a particular NAEMT education program, they must successfully complete the instructor update as required by the program.

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Eligible Participants

Individuals who are currently recognized as instructors for the NAEMT education program for which the update is being held are eligible for participation. Proof of current instructor status is required.

Format

Instructor updates may be presented as a lecture or online.

Faculty Requirements

The initial Instructor Update will be presented by the education program committee.

Material Requirements

The new edition of program provider and instructor course materials is required.

Instructor Transition

Eligible Participants

Accredited instructors from other related programs who wish to become recognized as instructors in the respective NAEMT education program. Instructors must:

Provide proof of instructor status for other related programs.

Successfully complete the NAEMT Instructor Course.

Teach their initial provider course under the supervision of an affiliate faculty for the program. Upon completion of this initial course, the affiliate faculty will submit a monitoring form to NAEMT. If the affiliate faculty recommends the candidate as an instructor, NAEMT will issue an instructor card to the candidate recognizing them as an NAEMT Instructor.

Material Requirements

The current edition of program provider and instructor course materials is required.

The following requirements apply to all types of NAEMT instructor courses:

- Recognition: Upon successful completion of any instructor course, participants will receive a certificate of completion at the end of an update or within thirty days post-course.
- NAEMT Instructor Recognition: Recognition as an approved NAEMT instructor is good for four (4) years with the provision that the instructor meets the requirements described under the [Instructor Roles and Responsibilities](#).

Annual NAEMT Faculty Meeting

The Annual NAEMT Faculty Meeting is held in conjunction with EMS World Expo and the NAEMT Annual Meeting. The meeting provides faculty with a report on current activities and future plans for the education program.

About CECBEMS

The Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) was chartered in 1992 to develop consistent criteria for the review and approval of EMS continuing education activities nationwide. Individual programs are submitted and reviewed in relation to CECBEMS education standards and assigned continuing education credits recognized by CECBEMS. NAEMT has received organizational accreditation from CECBEMS.

CECBEMS fees are included in course fees (no additional submission or action is required on behalf of the sponsoring site) and participant information is submitted to CECBEMS by NAEMT Headquarters, provided the course roster contains all participant information required by CECBEMS. Incomplete participant data is ineligible for submission and recognition by CECBEMS for continuing education credit.

Further information on CECBEMS can be found at <http://www.cecbems.org>

Administration

NAEMT's education programs are administered by NAEMT's headquarters office, which does the following:

- Provides service and support to course coordinators, instructors, prospective course sites and students.
- Processes course information for education programs, including course site applications, course registrations, course rosters, and student and instructor data.
- Distributes certificates to course sites.
- Processes course fees, issues statements of fees due, and coordinates the collection process for outstanding invoices.
- In cooperation with regional and state coordinators, coordinates outreach to course sites and the promulgation of programs.

The Headquarters Office is located at 132-A East Northside Drive, Clinton, MS 39056. The mailing address is P.O. Box 1400, Clinton, MS 39060-1400. The phone number is 1-800-346-2368. Emails should be directed to education@naemt.org.

Development and Guidance

NAEMT education programs are developed with the direction of the NAEMT Board of Directors. The President appoints committees comprised of EMS educators, subject matter experts and medical directors to develop education course materials and provide guidance and advice to course sites and instructors within the framework of the policies outlined in this manual.

NAEMT's education program committee is required to:

- Work with NAEMT's publishing partner to develop course materials.
- Determine qualifications for instructors to teach the course.
- Provide guidance, advice and oversight to the program faculty, including instructors, course site coordinators, affiliate faculty, and state, regional and national coordinators.
- Work with NAEMT Headquarters on domestic and international course promulgation.
- Provide recommendations for the development of new course materials for approval by the NAEMT Board.

Members of the committee will not hold a leadership position at a state or regional level with a competing education program.

Roles and Responsibilities

NAEMT Faculty Conduct Policy

NAEMT expects that all NAEMT faculty will:

1. Comply with NAEMT's Bylaws and policies and promote adherence of such policies;
2. Support the mission of NAEMT education;
3. Conduct themselves in a responsible, respectful and professional manner that appropriately reflects their faculty position;
4. Conduct themselves in a spirit of collegiality and respect for their fellow faculty member;
5. Not abuse their position as faculty by influencing or suggesting to any individual or group that they are entitled to or expect any special treatment;

6. Not engage in or facilitate any discriminatory or harassing behavior directed toward their students, other faculty members, or NAEMT staff, members, officers, directors, or others in the context of activities relating to their faculty assignments;
7. Obey all applicable federal, state and local laws and regulations, and provide or cause to provide their full cooperation when requested to do so by those institutions and their representatives required to uphold the law;
8. Report to NAEMT, on a confidential basis, any current or pending felony indictment in which they are named.

NAEMT reserves the right to remove any individual from its faculty who substantively violates this policy.

Below are the descriptions for the various faculty positions involved in the implementation of an NAEMT education program.

Instructor

Description: Instructors are individuals who have successfully completed the program provider course and the NAEMT Instructor Course and have been monitored by an education program committee member, regional coordinator, state coordinator, affiliate faculty or designee, and approved to teach. The monitoring and approval process, if required, must be completed within one year of completion of the NAEMT Instructor Course. Course Coordinators select the team of NAEMT instructors to serve as faculty for the course.

Note: Instructors recognized prior to February 2014, are not required to take the NAEMT Instructor Course unless becoming an instructor for another NAEMT program(s).

Qualifications: The qualifications are listed under Eligible Participants

Responsibilities: The Instructor will:

- Assist in preparations for the education program, including set up and break down of classrooms and equipment.
- Assist in the presentation of the education program, including assigned lectures, skill stations and scenarios.
- Present the materials assigned in an effective fashion.
- Communicate courteously and effectively with a diverse group of course participants, coordinators, instructors, and affiliate and adjunct faculty.
- Consider the participants' needs and learning styles in delivering the program.
- Complete all pre-course and post-course paperwork as appropriate.
- Adhere to all NAEMT policies and procedures for administration of the education program.
- Advise the on-site course coordinator of any problems that may arise before, during or after the course is held.

- Teach at least 1 program per year within the 4 year recognition period;
- Attend all Instructor Updates, as required.
- Advise NAEMT Headquarters of current contact information.

Accountability: The instructor is accountable to the course coordinator and medical director.

Adjunct Faculty

Description: Adjunct faculty are specialty instructors such as physicians, nurses, educators, or EMS instructors who are not NAEMT instructors or coordinators, but who have specific expertise in a particular subject matter discussed in the course. Adjunct faculty may assist in teaching an NAEMT provider course.

Qualifications: Adjunct faculty will:

- Understand the program concepts and philosophies.
- Have knowledge and clinical pre-hospital experience relevant to the assigned lectures and/or skill stations.

Responsibilities: As requested by the course coordinator, adjunct faculty will:

- Assist in the presentation of assigned lectures.
- Assist in skill stations if they have successfully completed the provider course for the program.
- Present the materials assigned in an effective fashion.
- Advise the course coordinator of any problems that may arise before, during and after the course.
- Communicate courteously and effectively with a diverse group of course participants, coordinators, instructors, and affiliate and adjunct faculty.
- Complete all paperwork, as appropriate.
- Not participate as sole evaluator in the presentation of final student evaluations.
- Adhere to all NAEMT policies and procedures for administering NAEMT education programs.

Accountability: Adjunct faculty is accountable to the course coordinator.

Course Coordinator

Description: The course coordinator is responsible for the organization, coordination and conduct of the NAEMT education course. The individual must be approved to serve as a course coordinator by the national, regional or state coordinator for the respective NAEMT education program.

Qualifications: Course coordinators will:

- Be an experienced NAEMT instructor.
- Have knowledge and experience in coordinating EMS courses.

- Have knowledge of the process required to organize and execute all course logistical requirements.
- Understand the program concepts and philosophies.
- Have knowledge and clinical experience relevant to all lectures and/or skill stations.
- Hold a current instructor card for the course.
- Advise NAEMT Headquarters of current contact information.

Responsibilities: The course coordinator will:

- Organize, plan, and budget for course materials, facilities, equipment and human resources.
- Supervise all preparations for the course, including set up and break down of classrooms and equipment.
- Ensure that registered students are eligible to attend in compliance with course requirements.
- Present all course materials in an effective fashion.
- Communicate courteously and effectively with a diverse group of course participants, instructors, and affiliate and adjunct faculty.
- Consider the participants' needs and learning styles in delivering the course.
- Ensure submission of all pre-course and post-course paperwork and reports, including appropriate documents and payment to NAEMT Headquarters.
- Issue cards and certificates, printed from NAEMT's online course administration system, to students within thirty (30) days post-course.
- Provide on-site course oversight or appoint a qualified lead instructor to provide oversight.
- Recognize problems in the classroom and address them in a timely and appropriate manner.
- Adhere to all NAEMT policies and procedures for administering NAEMT education programs.
- Ensure that all students complete a course evaluation form upon completion of the course.
- Advise NAEMT Headquarters in writing of any problems with courses, instructors, etc. and/or any relevant field information, in a timely manner.
- Maintain copies of all relative course paperwork from the course, including course evaluations, for at least five years and make available to NAEMT upon request.
- Ensure complete, accurate and timely submission of participant information, post-course materials and fees to NAEMT within 30 days of course completion. Course Coordinators who fail to comply will not be allowed to register courses until all outstanding paperwork and fees are received at NAEMT headquarters.

Accountability: Course coordinators will be accountable to their respective national, regional or state coordinators.

Course Medical Director

Description: The course medical director provides medical oversight and guidance to the course coordinators and instructors. They must adhere to the program course content and principles of patient care.

Qualifications:

- Physicians who are board certified or practice in a broad based specialty.
- PHTLS Medical Directors must be current ATLS providers.

Responsibilities: The course medical director will:

- Be available, on site or by telephone, to the course coordinator to address medical questions that may arise in the progress of the course.
- Should actively participate in the course by lecturing, presenting skill stations, or evaluating students.
- Advise the program national, regional or state coordinator in writing of any problems with the course, instructors, and/or any relevant field information, in a timely manner.

Accountability: The medical director is accountable to the education program committee for the accurate delivery of course content.

Affiliate Faculty

Description: Affiliate faculty ensures the quality and consistency of the program by monitoring new instructor candidates, new sites and new coordinators.

Qualifications:

- Experienced NAEMT Course Coordinator for the respective program.
- Successfully completed the NAEMT Instructor Course.
- Appointed by a National, Regional or State Coordinator for the program.

Responsibilities: Affiliate faculty will:

- Maintain contact with the course coordinator when making arrangements for monitoring.
- Assist the course coordinator with the pre-course faculty meeting.
- Monitor course sites for adherence to NAEMT education policies and procedures.
- Monitor instructor candidates on lectures and skill stations for adherence to NAEMT education program standards.
- Submit completed Instructor Monitoring Forms to NAEMT Headquarters within two weeks after monitoring an instructor candidate.
- Report to respective national, regional or state coordinator following completion of the course.
- Advise NAEMT Headquarters of current contact information.

Accountability: Affiliate faculty is accountable to the national, regional or state coordinators.

State Coordinator

Description: State coordinators are program instructors who are appointed by the NAEMT education program committee chair upon the recommendation of the regional coordinator. The State Coordinator is responsible for maintaining all administrative and quality assurance for the program in an assigned state. The education program committee will review this position annually in conjunction with re-appointment.

Qualifications: The state coordinator will:

- Be an active member of NAEMT.
- Have a history of support for the NAEMT education program at a minimum level of affiliate faculty.
- Reside and/or work in the state in which they serve as the state coordinator.
- Provide a letter of recommendation from their course medical director, college dean or other individual who has direct knowledge of candidate's qualifications.
- Not hold a leadership position at a state or regional level with a competing education program.
- Possess good written and verbal communication skills.
- Have the ability to provide advice, guidance and oversight to the course coordinators and affiliate faculty in the state.
- Possess knowledge of EMS education requirements in the state.

Responsibilities: The state coordinator will:

- Actively promote the education program within the assigned state.
- Advise the education program committee of any conferences or events that will benefit from the presence of the educational program.
- Provide information and documentation about the program to interested parties and potential course sites, and/or direct program inquires to those best suited to assist.
- Identify potential NAEMT education program sites.
- Schedule and hold provider courses.
- Provide required monitoring of instructor candidates and/or new NAEMT education program sites.
- Assist potential course coordinators and instructors with obtaining course information, answering questions and providing assistance with planning a course.
- Identify and appoint qualified instructors/coordinators as affiliate faculty.
- Advise the regional coordinator and NAEMT Headquarters of newly appointed affiliate faculty, including current contact information.
- Provide assistance and support to all established sites, coordinators, instructors and affiliate faculty.
- Assist in setting up new course sites as needed.

- Build relationships and maintain open communication with regional coordinator, course coordinators and affiliate faculty;
- Disseminate information about any new or updated procedures as required,
- Ensure the quality of all programs held within the assigned state.
- Participate in quarterly conference calls with regional coordinators to discuss program business.
- Provide annual report of program activity in state to regional coordinator.

Accountability: State coordinators are accountable to their assigned regional coordinator.

Regional Coordinator

Description: The regional coordinator is appointed by the NAEMT education program committee chair to oversee the activity of state coordinators and/or affiliate faculty within an assigned area. The education program committee chair reviews this appointment on an annual basis.

Qualifications:

- Be an active member of NAEMT.
- Have a history of support for the NAEMT education program at a minimum level of affiliate faculty, but preferably as a state coordinator.
- Reside in and/or work in the region to which they have been assigned.
- Provide a letter of recommendation from their course medical director, college dean, or other individual who has direct knowledge of candidate's activities.
- Possess good written and verbal communication skills.
- Have the ability to provide advice, guidance and oversight to the course coordinators and affiliate faculty in the state.
- Possess knowledge of EMS education requirements in the areas within their responsibility.

Responsibilities: The regional coordinator will:

- Oversee state coordinators and/or affiliate faculty activities within their assigned regions.
- Conduct quarterly conference calls with state coordinators and/or affiliate faculty.
- Support state coordinators and/or affiliate faculty in promoting NAEMT education programs in their area.
- Not hold a leadership position at a state or regional level with a competing education program.
- Assist in setting up new course sites as needed.
- Conduct updates as needed.
- Provide an annual, written report to the education program committee chair, which includes updates on each state in the assigned region.

Accountability: The Regional Coordinator is accountable to the education program committee chair.

National Coordinator

Description: The national coordinator is approved by the NAEMT education program committee chair to oversee all respective program activities within a particular country. National coordinators must comply with the terms of the NAEMT International Education Partner Agreement form.

Qualifications: The national coordinator will:

- Be an active member of NAEMT.
- Be a citizen of at least one of the countries to which he or she is assigned.
- Be a current instructor for the NAEMT education program.
- Provide a letter of recommendation from the president or CEO of the international partner organization (see page 18 regarding international education partners), the organization's medical director or other individual who has direct knowledge of candidate's activities.
- Have knowledge and experience in program volunteer management in their respective country.
- Submit a personal resume.
- Possess good written and verbal communication skills.
- Have the ability to provide advice, guidance and oversight to instructors and course coordinators in the areas within their responsibility.
- Possess knowledge of EMS education requirements in their country.

Responsibilities: National coordinators will:

- Actively promote and disseminate the program within the assigned country.
- Identify potential course sites where the program could be offered.
- Provide program information and documentation to interested parties and potential course sites and/or direct program inquires to those best suited to assist.
- Advise the program committee chair of any conferences or events that would benefit from the presence of the NAEMT educational program.
- Provide potential course coordinators and instructors with course information, answer questions and assist with course planning.
- Identify qualified instructors/coordinators as potential affiliate faculty.
- Schedule and hold provider and instructor courses, as needed.
- Provide required monitoring of instructor candidates and/or new NAEMT education course sites.
- Provide assistance and support to all established sites, coordinators, instructors and affiliate faculty.
- Build relationships and maintain open communication with course coordinators and instructors.
- Disseminate information about new or updated procedures as required.
- Ensure the quality of all courses held within the country for which they are responsible.

- Advise education program committee chair and NAEMT Headquarters of new affiliate faculty, including their contact information.
- Ensure that all courses follow the process and content as presented in the instructor materials and as advised by the education program committee.
- Serve as national faculty for instructor courses, as needed, at the discretion of the education program committee chair.
- Prepare an annual promulgation plan for approval by the education program committee chair.
- Implement the promulgation plan in good faith and to the best of his or her ability.
- Provide an annual written summary report to the education program committee chair summarizing all program activity in the country as well as the results of the promulgation plan.
- Advise the education program committee chair, in writing, of any difficulties and/or any relevant field information in a timely manner.
- Notify NAEMT of interest by another organization in offering NAEMT education.

Accountability: The national coordinator is accountable to the education program committee chair.

Course Delivery

NAEMT education courses are delivered through course sites approved by NAEMT and sponsored by local organizations. The following outlines the requirements of the local organization serving as an NAEMT education program course site:

- Have classroom facilities appropriate to the number of students attending. Classrooms should be safe for all faculty and participants, well lit and comfortable, with adequate space for lectures, skills stations, and scenarios.
- Have audio-visual equipment, training equipment and supplies as required to facilitate a successful NAEMT education course.
- Be responsible for all course expenses, including honorariums, travel, lodging, meals and other faculty expenses associated with conducting a course.
- Be responsible for course administration, including course registration, student registration, registration confirmation, acquisition of textbooks and student materials;

NAEMT Education in Countries Outside of North America

The NAEMT Board of Directors may establish a formal relationship with organizations in other countries for the purpose of promulgating NAEMT education courses in those

countries. Such international relationships shall be established within the guidelines listed below:

- Organizations interested in holding NAEMT education programs in their respective countries should contact NAEMT Headquarters. NAEMT Headquarters will respond to inquiries about programs, including the process for becoming an international education partner. Organizations will be asked to complete the International Education Partner Application Form.
- NAEMT Headquarters and the appropriate education program committee chair will review completed applications. If warranted, an interview will be conducted with the organization's leadership.

The application and review process shall confirm that the organization:

- Is interested in conducting one or more NAEMT education programs, along with the number of courses expected to be offered and the number of students expected to enroll.
- Is physically headquartered in the country in which it plans to offer the education program(s).
- Has a mission that is consistent with the purpose and objectives of NAEMT.
- Possesses an excellent reputation within the EMS and/or medical community and among the public at large.
- Has appropriate leadership and staff, support services and office space to successfully conduct NAEMT education programs.
- Has qualified individuals within its ranks to serve as instructors, coordinators, and medical directors.
- Will agree to the terms set forth in the NAEMT International Education Agreement.

Upon the recommendation of the education program committee chair and NAEMT Headquarters, the president shall execute an agreement between NAEMT and the organization to conduct education courses in accordance with NAEMT policies.

Evaluation Tools

The education program committee or subject matter group for each program develops written tests. They are mandatory and are provided by NAEMT Headquarters for the respective program. Current versions of the tests will be provided to course coordinators via a secured page on the NAEMT web site. Tests may be photocopied to accommodate the course but may not be utilized for any other purpose. Students or any other person involved in the instruction of the course may not keep the exams

Course sites may be asked to provide copies of completed written test answer sheets in order to assist with the validation process. These requests will be provided in writing along with instructions.

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If errors or difficulties are discovered within the written test, please document and send notice to NAEMT Headquarters at: education@naemt.org. Such notice will be forwarded to the program committee chair for review.

Final Evaluation Scenarios: Final Evaluation Scenarios will be conducted by an instructor or medical director.

Alternate Scenarios: Only the scenarios provided in the instructor materials are to be used. Alternate scenarios to accommodate new technologies, equipment, mannequins or other devices, situational specific requirements or end-user requirements, may only be utilized upon formal application, review and approval by the education program committee.

Course Evaluations: All program courses include a course summary evaluation to be completed by the student at the completion of the course.

Online Course Administration System

The online course administration system can be accessed in the Course Coordinator section of the [NAEMT Website](#). Here course coordinators can register a new course site, register courses, submit and manage course rosters, and submit course payments online.

Course coordinators have the option of having course participants enter their individual information into the course roster on the NAEMT website. A URL that coordinators can provide to participants for this purpose is located on the [Submit a Roster](#) page of the Course Coordinators section of the web site. The course number is required for participants to sign up for the course and enter their information.

In addition, course materials not included in the student or instructor materials, including pre-tests, post tests and course evaluations, can be accessed by course coordinators via a secured page on NAEMT's web site. Course coordinators will receive the password to access these pages upon course approval.

Any problems with the online course administration system should be reported to NAEMT Headquarters at education@naemt.org or by phone at 800-346-2368.

Website

Information about NAEMT's education programs is located in the *Continuing Education* section on NAEMT's web site at www.naemt.org/continuingeducation. Information for course coordinators and instructors can be found at www.naemt.org/coursecoordinators.

Use of NAEMT Trademarks

NAEMT's logo and the logos for its education programs are registered trademarks owned by NAEMT. In promoting enrollment in NAEMT education programs, use of the NAEMT logo and applicable program logo(s) is encouraged within the following guidelines:

- Any use of the NAEMT logo and/or education program logos must be in support of the Statement of Philosophy.
- NAEMT logos may not be amended or altered in any way.
- Use of the name and logo of NAEMT and/or its education program names and logos, for any purpose beyond course promotion, is ONLY permitted through prior written authorization from NAEMT.
- Any such proposed name and/or logo use must be submitted to NAEMT Headquarters in writing sufficiently in advance so as to permit appropriate review and consideration by NAEMT.
- Use of the NAEMT name and/or logo, or use of the name and/or logo of any NAEMT education program does not represent or imply approval or endorsement by NAEMT of any product, program or service.

Amendments to Policy, Procedures, Materials or Forms

Requests for any changes to NAEMT's education program policies, procedures, materials or forms should be provided in writing to NAEMT Headquarters at education@naemt.org. Written responses will be provided generally within 30 days. Certain requests may take longer if discussion by one or more committees is required, and/or if requests for changes require approval by the NAEMT President or Board of Directors.