**Policy Name:** EMS Instructor Requirements  
**Policy Number:** 8.5-020113

**PURPOSE:** To maintain high Emergency Medical Services (EMS) education standards by establishing requirements for certified EMS instructors who provide initial education and instruction.

**POLICY:** To ensure consistent standards and procedures for applicants seeking to certify as a WVOEMS approved EMS Instructor for a five (5) year period.

**PROCEDURES/REQUIREMENTS:**

A. Agency Training Coordinator (ATC):
   1. Be designated by a licensed EMS agency.
   2. Serve in an administrative (non teaching) capacity only.
   3. Coordinates and schedule agency continuing education courses including:
      a. Facilities.
      b. Logistics.
      c. Obtaining qualified instructors.
   4. Maintain and submit all required records and documentation to WVOEMS.
   5. Complete an approved ATC program.
   6. Successful completion of ATC continuing education as required.

B. Agency Training Officer (ATO):
   1. Be designated by a licensed EMS agency.
   2. Be qualified to instruct agency continuing education per the following:
      a. Possess at minimum a current WV EMT certification for BLS topics.
      b. Possess at minimum a current WV Paramedic certification for ALS topics.
      c. Possess at minimum a current WV Mobile Critical Care Nurse (MCCN)/Mobile Critical Care Paramedic (MCCP) certification for CCT topics.
      d. Meet Lead Instructor requirements if applicable.
   3. Complete an approved ATO program.
   4. Successful completion of ATO continuing education as required.

C. Basic Life Support Lead Instructor:
   1. Possess High school diploma or GED.
   2. Possess Current WV EMT or higher certification.
   3. Possess four (4) years field experience as EMT or higher.
   4. Successful completion of a WVOEMS approved educational methodology course or an equivalent professional higher education course.
   5. Successful completion of sixteen (16) student teaching hours under the supervision of a Master Instructor.
   6. Meet all other sponsoring educational institute requirements.
7. Successfully complete initial and ongoing WVOEMS evaluations.
8. Successful Completion of required continuing education for EMS instructors.

D. Advanced Life Support Lead Instructor:
1. Possess High school diploma or GED.
2. Possess Current WV Paramedic or higher certification.
3. Possess Four (4) years field experience as Paramedic or higher.
4. Successful completion of a WVOEMS approved educational methodology course or an equivalent professional higher education course.
5. Successful completion of sixteen (16) student teaching hours under the supervision of a Master Instructor.
6. Meet all other sponsoring educational institute requirements.
7. Successfully complete initial and ongoing WVOEMS evaluations.
8. Successful completion of required continuing education for EMS instructors.

E. Critical Care Transport Lead Instructor:
1. Possess High school diploma or GED.
2. Possess Current WV Mobile Critical Care Nurse (MCCN), Mobile Critical Care Paramedic (MCCP) or higher certification.
3. Currently practice at the CCT level.
4. Possess four (4) years field experience at the CCT level.
5. Successful completion of a WVOEMS approved educational methodology course or an equivalent professional higher education course.
6. Successful completion of sixteen (16) student teaching under the supervision of a Master Instructor.
7. Meet all other sponsoring educational institute requirements.
8. Successful initial and ongoing instructor evaluation by WVOEMS.
9. Successfully complete initial and ongoing WVOEMS evaluations.
10. Successful completion of required continuing education for EMS instructors.

F. Master Instructor:
1. Meet all instructor requirements for the appropriate level.
2. Possess current WV certification at the appropriate level.
3. Possess four (4) years active instructor experience at the appropriate level.
4. Demonstrate superior skills as an instructor through documented student and sponsoring institution evaluations.
5. Successful completion of a WVOEMS Skills Evaluator Course.
6. Maintenance of a 60% or greater overall initial pass rate for all students on cognitive and psychomotor skills.
7. Be certified at the appropriate instructor level for four (4) years.
8. Successful completion of a WVOEMS approved educational methodology course or an equivalent professional higher education course.

G. Visiting Instructor:
   1. Possess documented expertise in a particular clinical discipline or skill set.
   2. May or may not possess EMS certification or emergency experience.
   3. May not serve as Lead Instructor for any EMS certification course.

H. Skills Evaluator:
   1. Basic Life Support:
      a. Possess current WV EMT or higher certification.
      b. Possess four (4) years field experience as an EMT or higher.
      c. Successful completion of a WVOEMS approved Skills Evaluator Course.
      d. Monitor one (1) BLS skills examination.
      e. Evaluate one (1) BLS skill station supervised by a Master Instructor.
      f. Successfully complete initial and ongoing WVOEMS evaluations.
      g. Successful completion of required continuing education for evaluators.

   2. Advanced Life Support:
      a. Possess current WV Paramedic or higher certification.
      b. Possess four (4) years field experience as a Paramedic or higher.
      c. Successful completion of a WVOEMS approved Skills Evaluator Course.
      d. Monitor one (1) ALS practical skills examination.
      e. Evaluate one (1) ALS practical skill station supervised by a Master Instructor.
      f. Successfully complete initial and ongoing WVOEMS evaluations.
      g. Successful completion of required continuing education for evaluators.

   3. Critical Care Transport:
      a. Possess current WV Mobile Critical Care Nurse (MCCN), Mobile Critical Care Paramedic (MCCP) or higher certification.
      b. Possess four (4) years field experience at the CCT level.
      c. Successful completion of a WVOEMS approved Skills Evaluator Course.
      d. Monitor one (1) CCT skills examination.
      e. Evaluate one (1) CCT skill station supervised by a Master Instructor.
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f. Successfully complete initial and ongoing WVOEMS evaluations.
g. Successful completion of required continuing education for evaluators.

APPLICABLE CODE OR RULE: WV Code §16-4C-6 and §64 CSR 48-8.

Special Note: EMS educators currently active and approved by the West Virginia Office of Emergency Medical Services (WVOEMS) as of the effective date of this rule shall not be required to meet the standards herein provided that such instructors shall meet applicable requirements by January 1, 2014.
APPENDIX 1: APPROVED INSTRUCTIONAL METHODOLOGIES COURSES

A. WVOEMS approved educational methodology courses for Lead Instructor, as of the effective date of this policy, include:
   1. National Association of EMS Educators (NAEMSE) Instructor I.
   2. Regional Educational Service Agency (RESA) Instructor Methodology course.
   3. Education Degree.

B. WVOEMS approved educational methodology courses for Master Instructor, as of the effective date of this policy, include:
   1. National Association of EMS Educators (NAEMSE) Instructor II course.
   2. Regional Educational Service Agency (RESA) Supervising Instructor course.
   3. Education Degree.

C. This policy does not prohibit educational institutions from establishing additional requirements for their affiliated instructors.