

North Dakota Department of Health

Continuing Education Coordinator

Instructor/Coordinator

Handbook



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INTRODUCTION

This manual has been prepared by the North Dakota Department of Health, Division of Emergency Medical Services and Trauma (DEMST). It is intended to serve as a resource for Emergency Medical Services Continuing Education Coordinators (CEC) and Instructor/Coordinators (I/C). It describes the administrative details associated with conducting an EMS provider course.

Continuing Education Coordinator (CEC) – This individual has attended an approved eight-hour CEC course in North Dakota. Licensure is awarded by DEMST and is valid for two years. A licensed CEC must attend a two-hour refresher course every two years in order to relicense with DEMST.

A CEC may instruct the following courses:

- EMR Refresher
- EMT Refresher
- AEMT Refresher
- EMT-I85 Refresher
- Paramedic Refresher
- All approved enhancement courses
- All continuing education

Note: In order to conduct education at any of the levels listed, the CEC must be certified/licensed at that level or above for a period of at least two years.

Instructor/Coordinator (I/C) – This individual has attended an approved 40-hour instructor coordinator course in North Dakota. Licensure is awarded by DEMST and is valid for two years. A licensed I/C must attend an eight-hour refresher course every two years, as well as coordinate and/or instruct at least one primary education course during each certification period in order to relicense with DEMST. A licensed I/C may instruct/coordinate all of the above listed courses, as well as initial primary level courses.

Note: In order to conduct education for any of the above mentioned courses, an I/C must be certified/licensed at that level or above for a period of at least two years.

Course Curriculum

The curriculum for any course shall be the most recent edition of the EMS Education Standards as published by the U.S. Department of Transportation, National Highway Traffic Safety Administration, Washington D.C.

(<http://www.nhtsa.gov/people/injury/ems/FinalEducationAgenda.pdf>).

Refresher and Enhancement Courses – Recommended Course Length

Emergency Medical Responder (EMR)	16 hours
EMT	24 hours
EMT-I85	36 hours*
*May consist of 24-hour EMT-B refresher and 12 hours of advanced level training	
AEMT	36 hours
EMT-P	48 hours
Limited Advanced Airway	6 hours
Nebulized Medications	4 hours
Dextrose 50%	4 hours
IV Maintenance	4 hours
Epinephrine	3 hours

Enhancement Courses

Limited Advanced Airway

Recommended course length is six hours.

This course is available to North Dakota licensed EMTs and may be used for continuing education at the EMT-I/85, AEMT and paramedic levels. Testing must consist of both a written and practical exam. Testing materials are available from the DEMST office. Upon successful completion of this module, a physician preceptor form must be completed and signed by the service's medical director and submitted to DEMST. Certification is good for a period of two years and is dependent upon appropriate primary certification/licensure.

Nebulized Medications

Recommended course length is four hours.

This course is available to North Dakota licensed EMTs or EMT-I/85s and may be used for continuing education at the AEMT and paramedic level. Testing must consist of both a written and practical examination. Testing materials are available from DEMST.

Upon successful completion of this module, a physician preceptor form must be completed and signed by the service's medical director and submitted to DEMST. Certification is good for a period of two years and is dependent upon appropriate primary certification/licensure.

IV Maintenance

Recommended course length is four hours.

This course is available to North Dakota licensed EMTs and may be used for continuing education at the EMT-I/85, AEMT and paramedic levels. Testing must consist of both a written and practical exam. Testing materials are available from DEMST.

Upon successful completion of this module, a physician preceptor form must be completed and signed by the service's medical director and submitted to DEMST. Certification is good for a period of two years and is dependent upon appropriate primary certification/licensure.

Dextrose 50%

Recommended course length is four hours.

This course is available to North Dakota licensed EMT-I/85's and may be used for continuing education at the AEMT and paramedic levels. Testing must consist of both a written and practical exam. Testing materials are available from DEMST.

Upon successful completion of this module, a physician preceptor form must be completed and signed by the service's medical director and submitted to DEMST. Certification is good for a period of two years and is dependent upon appropriate primary certification/licensure.

Epinephrine Administration

Recommended course length is three hours.

This course is available to licensed EMRs and may be used for continuing education at all other EMS levels. Testing must consist of both a written and practical exam. Testing materials are available from DEMST.

Upon successful completion of this module, a physician preceptor form must be completed and signed by the service's medical director and submitted to DEMST. Certification is valid for a period of two years and is dependent upon appropriate primary certification/licensure.

NOTE: This course will no longer be required after January 1, 2014, for EMRs to administer epinephrine. This module will be included in the new standards.

Primary Certification Levels

Advanced First Aid-Ambulance (AFA-A)

AFA-A Initial Certification

American Red Cross Advanced First Aid Courses are no longer accepted as a primary training course. However, anyone certified at the AFA-A level prior to January 1, 1992, is qualified as a primary care provider in a Basic Life Support (BLS) Ambulance.

AFA-A Recertification

AFA-As must recertify every three years. During his or her certification period, an EMT refresher course must be completed and a current American Heart Association Healthcare Provider CPR with AED certification (or its equivalent) must be maintained.

The course coordinator must be sure to submit a roster upon course completion clearly listing the certification levels of all students. Completed EMS registration forms must be included for all AFA-A students.

No other continuing education hours are required, although it is recommended.

Enhancement modules available for AFA-A:

- Bronchodilator/Nebulizer Administration
- Limited Advanced Airway
- IV Maintenance

Emergency Medical Responder (EMR)

N.D. State Certified EMR: An EMR candidate must be at least age 16 to become state licensed. Consideration should be given to the maturity of the underage person with the understanding that he/she may be called upon to make difficult decisions in the field.

Nationally Registered EMR: There is no age limit to become a Nationally Registered EMR. However, consideration should be given to the maturity of the underage person with the understanding that he/she may be called upon to make difficult decisions in the field. Becoming Nationally Registered as an EMR in North Dakota is voluntary, but an individual must obtain state licensure in order to legally work as an EMS provider within the state of North Dakota. In order to become North Dakota licensed, the individual must be at least age 16. North Dakota expiration for Nationally Registered EMRs is December 31.

EMR Initial Certification

Recommended course length is at least 56 hours.

Initial certification for EMR consists of a state-approved initial EMR course of approximately 56 hours as well as passing a local practical and written test. The written test can be provided by DEMST or designed by the course coordinator. The written test must have at least 100 items and a

student must achieve a 70 percent to be considered passing. The practical exam must consist of at least three stations that include trauma, medical and splinting.

It is the responsibility of the course instructor to verify that all students receive CPR and present a current CPR card prior to signing off on completion of an EMR course. CPR cards do not need to be sent to DEMST for EMR certification. Upon completion of an initial EMR course, the instructor is responsible for submitting a completed roster containing all students in attendance, along with their pass/fail status and other pertinent information contained on the form. A completed EMS registration form for each student must accompany the roster and be submitted to DEMST within two weeks of completing the course. Provider certifications rely on the submission of this paperwork.

Certification is good for two years and expires on 6/30/xx. The cut-off date for course completion is 6/30/xx. Therefore, if a course is completed between 1/1/xx – 6/30/xx, the expiration date will be 6/30/xx+2; if a course is completed between 7/1/xx – 12/31/xx, the expiration date will be 6/30/xx+3.

EMR Recertification

Recommended course length is 16 hours including Healthcare Provider CPR (or its equivalent).

EMRs will receive a recertification letter from DEMST prior to the expiration date.

Recertification requirements for EMR consist of a state-approved EMR refresher course of approximately 16 hours (including Healthcare Provider CPR) as well as passing a local practical and written test. The written test can be provided by DEMST or designed by the course coordinator. The written test must have at least 100 items and a student must achieve a 70 percent to be considered passing. The practical exam must consist of at least three stations that include trauma, medical and splinting.

It is the responsibility of the course instructor to verify that all students receive CPR and present a current CPR card prior to signing off on completion of an EMR refresher course. CPR cards do not need to be sent to DEMST for EMR recertification. Upon completion of an EMR refresher course, the instructor is responsible for submitting a completed roster containing all students in attendance, along with their pass/fail status and other pertinent information contained on the form. A completed EMS registration form for each student must accompany the roster and be submitted to DEMST within two weeks of completing the course. Provider recertification relies on the submission of this paperwork.

Certification is good for two years and expires two years from the previous expiration date. State certification expires on June 30, xx and Nationally Registered EMRs expire on December 31, xx.

No further continuing education is required at the EMR level.

If conducting an EMR refresher course in conjunction with an EMT refresher course, an I/C may submit one course authorization request for an EMT refresher course. Be sure to submit a roster upon course completion clearly listing the certification levels of each student. Completed EMS

registration forms must be included for all EMR students. EMS registration forms do NOT need to be submitted for EMT students as one will need to be submitted for state licensure application upon receipt of a new NREMT card.

All refresher courses must be completed within the current two-year certification period. If a course is done prior to the current certification period, an extension of licensure will not be granted. For example, if a person is currently certified until 6/30/2013 and a refresher course is completed prior to 7/1/2011, the 6/30/2013 expiration will remain and a refresher course must still be completed during the certification period of 7/1/2011 and 6/30/2013.

If a refresher course is not completed within the certification period, the EMR will expire and will not be legally allowed to respond. However, if a refresher course is then completed within two years of the last expiration date, the EMR will be reactivated and the expiration date will be updated retro back to the last expiration date. For example, if an EMR expires 6/30/2011 but a refresher course is completed between 7/1/2011 and 6/30/2013, the EMR will be expired for that period until the course is completed and upon completion the expiration date will then be changed to 6/30/2013.

In order for a Nationally Registered EMR to recertify after completing an authorized refresher course, the appropriate paperwork must be submitted to NREMT as well as completing the relicensing process with North Dakota by submitting a copy of his/ her NREMT card along with a completed EMS registration form.

Enhancement modules available at the EMR level:

- Epinephrine module: This enhancement module will be included in the EMR refresher course starting July 1, 2011, and will be discontinued January 1, 2014.

Emergency Medical Technician (EMT)

N.D. State EMT: Licensure as a state EMT is available to candidates younger than 18 or to individuals requesting reciprocity from another state. A candidate must be 16 in order to be licensed as a North Dakota state EMT. NREMT certification is not required to be licensed as a N.D. state EMT.

Licensure is good for two years and expires on 6/30/xx. The cut-off date for course completion is 6/30/xx. Therefore, if a course is completed between 1/1/xx – 6/30/xx, the expiration date will be 6/30/xx+2; if a course is completed between 7/1/xx – 12/31/xx, the expiration date will be 6/30/xx+3.

EMT: Certification as a Nationally Registered EMT is available to candidates age 18 and older. A Nationally Registered EMT must obtain state licensure in order to legally work as an EMS provider within the state of North Dakota.

EMT licensure is good for a two-year period and expires on June 30 of the year of NREMT expiration. This extension from March 31 to June 30 is to allow EMS personnel the entire NREMT certification period to submit the NREMT application and receive a new certification, as NREMT certification is a requirement for N.D. licensure as an EMT.

EMT Initial Certification/Licensure

Recommended course length is 120 to 150 hours.

Initial certification as an EMT or N.D. state EMT consists of a state-approved initial EMT course of approximately 120 to 150 hours as well as passing a state practical exam at an authorized test site in Bismarck (see *Practical Exam Sites* below), as well as an NREMT cognitive (written) exam (see *BLS Testing* below).

An NREMT certified EMT must apply for N.D. licensure by submitting a completed current EMS registration form along with a copy of a current NREMT card to DEMST. This form is then reviewed and N.D. licensure is granted upon approval.

EMT licensure is good for a two-year period and expires on June 30 of the year of the individual's NREMT expiration. This extension from March 31 to June 30 is to allow EMS personnel the entire certification period to submit the NREMT application and receive a new certification, as NREMT certification is required for N.D. relicensure.

EMT Recertification/Relicensure

Recommended course length is 24 hours including Healthcare Provider CPR (or its equivalent).

Relicensure:

N.D. State EMT: A state EMT will receive a relicensure letter from DEMST prior to the expiration date and has the following options for recertification/relicensure:

- Complete a state-approved 24-hour EMT refresher course, and
- Complete an additional 48 hours of continuing education, and
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent, and
- Submit appropriate paperwork including: N.D. state-certified EMT recertification report, EMS registration form, copy of CPR card, and a copy of an EMT refresher course completion certificate.
 - *Refresher course and all continuing education must be completed during current certification period to qualify for recertification/relicensure.

OR:

- Successfully complete the state-approved practical exam (in lieu of the refresher course and continuing education hours). The practical exam may be taken at any DEMST approved practical test site and must be completed within six months of the expiration date, and
- Be current in Healthcare Provider CPR or its equivalent.

OR:

- Successfully complete the National Registry cognitive assessment exam, and
- Be current in Healthcare Provider CPR or its equivalent.

EMT: A Nationally Registered/N.D. licensed EMT will receive a recertification packet from the National Registry as well as a relicensure letter from DEMST prior to the expiration date. The following options are available to EMTs for recertification:

- Complete a state-approved 24-hour EMT refresher course, and

- Complete an additional 48 hours of continuing education, and
- Be current in Healthcare Provider CPR or its equivalent.

OR

- Recertify by examination. Cognitive testing as recertification must be completed within six months of the expiration date, and
- Be current in Healthcare Provider CPR or its equivalent.
 - * This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all training requirements before the deadline of March 31.

Upon completion NREMT recertification requirements, the EMT is responsible for applying for N.D. licensure by submitting a completed EMS registration form and a copy of the new NREMT card to DEMST. The process of N.D. state licensure must be completed every two years upon completion of the recertification process with National Registry.

Enhancement modules available at the EMT level:

- Bronchodilator/nebulizer administration
- Limited advanced airway
- IV maintenance

Any provider who attends an enhancement module of a skill they are not allowed to perform at his or her current primary level will not be granted licensure by DEMST for these skills.

All enhancement skills are dependent upon maintaining current licensure at the appropriate level and will be deemed “inactive” if the primary certification expires or becomes “inactive” for any reason.

Approved Continuing Education

- All continuing education must be directly related to EMS.
- A maximum of 24 hours may be applied from any one topic area.
- Hour-for-hour credit can be applied for standardized courses (including, but not limited to, ABLIS, ACLS, GEMS, PHTLS, ITLS, PEPP, etc.).
- Hour-for-hour for the following:
 - College courses that relate to EMS/Healthcare
 - Teaching EMS courses
- A maximum of 12 hours from:
 - Teaching CPR
 - Defensive Driving (EVOC)
 - Dispatch Training
- A maximum of 24 hours from distributive education:
 - Videos
 - Internet

Education that CANNOT be applied:

- Clinical rotations
- CPR (certification)
- EMR course
- Home study programs
- Instructor courses
- Performance of duty
- Preceptor hours
- Serving as a skill examiner
- Volunteer time with agencies
- Management/leadership courses

Auditing of an EMT course CANNOT be used as a refresher.

EMT-Intermediate/85 Initial Certification/Licensure

As of January 1, 2010, this level was no longer tested in N.D.

To become licensed to work in North Dakota as an EMT-I/85, the candidate must:

- Complete an EMT-I/85 license application. A license application must be signed by each medical director under which the EMT-I/85 will be working. More than one form may be required if the provider works for more than one service.
- Submit the license application and a copy of his or her National Registry card to DEMST.

EMT-I/85 licensure is good for two years and expires on June 30 of the year of NREMT expiration.

EMT-Intermediate/85 Recertification/Relicensure

A Nationally Registered/N.D. licensed EMT-I/85 will receive a recertification packet from the National Registry as well as a relicensure letter from DEMST prior to the expiration date. The EMT-I/85 must remain Nationally Registered in order to be relicensed in N.D.

To become licensed to work in North Dakota as an EMT-I/85, the candidate must:

- Be NREMT certified.
- Complete a 36-hour refresher course or a 24-hour EMT-B refresher course along with an additional 12 hours of advanced training.
- Complete an additional 36 hours of continuing education.

Upon completion of the required refresher course, continuing education, completion of NREMT paperwork, and receipt of a new National Registry card, the EMT-I/85 is responsible for sending a copy of the new National Registry card and a newly completed N.D. license application form to DEMST to receive state licensure. The process of N.D. state licensure must be completed every two years upon completion of the recertification process from National Registry.

Recertification by Examination: Within six months of the expiration date, a Nationally Registered EMT-I/85 may choose to forego the continuing education requirements and take the cognitive

examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all training requirements before the deadline of March 31 of the expiration year.

Approved Continuing Education

- All continuing education must be directly related to EMS.
- A maximum of 18 hours may be applied from any one topic area.
- Hour-for-hour credit can be applied for standardized courses (including, but not limited to, ABLS, ACLS, GEMS, PHTLS, ITLS, PEPP, etc.).
- Hour-for-hour for the following:
 - College courses that relate to EMS/Healthcare
 - Teaching EMS courses
- A maximum of 18 hours from:
 - Teaching CPR
 - Defensive Driving (EVOC)
 - Dispatch Training
- A maximum of 18 hours from distributive education:
 - Videos
 - Internet

Education that CANNOT be applied:

- Clinical rotations
- CPR (certification)
- EMR course
- Home study programs
- Instructor courses
- Performance of duty
- Preceptor hours
- Serving as a skill examiner
- Volunteer time with agencies
- Management/leadership courses

Auditing of an AEMT course CANNOT be used as a refresher.

Enhancement modules available for EMT-I/85:

- Dextrose 50% (AFA-A and EMTs are **NOT ALLOWED** to perform this skill. Any providers at these levels who attend the course will not be granted licensure by DEMST).
- Nebulized medications

Any provider who attends an enhancement module of a skill they are not allowed to perform at the current primary level will not be granted licensure by DEMST for these skills.

All enhancement skills are dependent upon maintaining current licensure at the appropriate level and will be deemed “inactive” if the primary certification expires or becomes “inactive” for any reason.

Advanced Emergency Medical Technician (AEMT) Initial Certification/Licensure

Recommended course length is at least 150 hours.

Initial certification as an AEMT consists of a state-approved initial AEMT course of approximately 150 hours as well as passing a state practical exam at an authorized test site in Bismarck or a N.D. licensed EMS training institution, as well as an NREMT cognitive (written) exam. In order to conduct an initial AEMT course, the training facility must have the following in place:

- Affiliation with an ALS licensed ambulance service
- Affiliation with a hospital for clinical rotations
- At least 20 patient contacts by the end of the course
- Have a paramedic or equivalent to instruct any or all of the course content
- Training equipment suitable for instruction at this level

To become licensed to work in North Dakota as an AEMT, the candidate must:

- Be NREMT certified.
- Complete an AEMT license application. A license application must be signed by each medical director under which the AEMT will be working. More than one form may be required if the provider works for more than one service.
- The license application and a copy of his/her National Registry card must be submitted to DEMST to be licensed to work in N.D.

AEMT licensure is good for a two-year period and expires on June 30 of the year of NREMT expiration. This extension from March 31 to June 30 is to allow EMS personnel the entire certification period to submit the NREMT application and receive a new certification, as NREMT certification is required for N.D. licensure as an AEMT.

AEMT Recertification/Relicensure

A Nationally Registered/N.D. licensed AEMT will receive a recertification packet from the National Registry as well as a relicensure letter from DEMST prior to the expiration date. The AEMT must remain Nationally Registered in order to be relicensed in N.D.

The AEMT must:

- Complete a 36-hour refresher course.
- Complete an additional 36 hours of continuing education.

Upon completion of the required refresher course, continuing education, completion of NREMT paperwork, and receipt of a new National Registry card, the AEMT is responsible for sending a copy of the new National Registry card and a newly completed N.D. license application form to

DEMST to receive state licensure. The process of N.D. state licensure must be completed every two years upon completion of the recertification process from National Registry.

Recertification by Examination: Within six months of the expiration date, a Nationally Registered AEMT may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all training requirements before the deadline of March 31 of the expiration year.

Approved Continuing Education

- All continuing education must be directly related to EMS.
- A maximum of 18 hours may be applied from any one topic area.
- Hour-for-hour credit can be applied for standardized courses (including, but not limited to, ABLS, ACLS, GEMS, PHTLS, ITLS, PEPP, etc.).
- Hour-for-hour for the following:
 - College courses that relate to EMS/Healthcare
 - Teaching EMS courses
- A maximum of 18 hours from:
 - Teaching CPR
 - Defensive Driving (EVOC)
 - Dispatch Training
- A maximum of 18 hours from distributive education:
 - Videos
 - Internet

Education that CANNOT be applied:

- Clinical rotations
- CPR (certification)
- EMR course
- Home study programs
- Instructor courses
- Performance of duty
- Preceptor hours
- Serving as a skill examiner
- Volunteer time with agencies
- Management/leadership courses

Auditing of an AEMT course CANNOT be used as a refresher.

Paramedic

Licensure as a Nationally Registered Paramedic is available to candidates 18 and older who are currently licensed as a state EMT or a Nationally Registered EMT, EMT-I/85 or AEMT and who complete the following:

- A state-approved 1200-hour paramedic initial course.
- Pass a National Registry practical exam.
- Pass the National Registry Paramedic cognitive exam. The passing score for this test is given as a “pass or fail,” not by percentage.

To become licensed to work in North Dakota as a paramedic, the candidate must:

- Be an NREMT certified paramedic.
- Complete a N.D. paramedic license application. A license application must be signed by each medical director under which the paramedic will be working. More than one form may be required if the provider works for more than one service.
- Submit the license application and a copy of his/her National Registry card to DEMST.

Paramedic licensure is good for a two-year period and expires on June 30 of the year of the NREMT expiration. This extension from March 31 to June 30 is to allow EMS personnel the entire certification period to submit the NREMT application and receive a new certification, as NREMT certification is required for N.D. licensure.

Paramedic Recertification/Relicensure

A Nationally Registered/N.D. licensed Paramedic will receive a recertification packet from the National Registry as well as a relicensure letter from DEMST prior to the expiration date. The paramedic must remain Nationally Registered in order to be eligible for relicensure in N.D.

The Paramedic must:

- Complete a 48-hour refresher course.
- Complete an additional 24 hours of continuing education.
- Maintain approved CPR Healthcare Provider training requirements.
- Maintain Advanced Cardiac Life Support training.

Recertification by Examination: Within six months of the expiration date, a Nationally Registered Paramedic may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all training requirements before the deadline of March 31 of the expiration year.

Upon completion of the required refresher course, continuing education, completion of NREMT paperwork, and receipt of a new National Registry card, the paramedic is responsible for sending a copy of the new National Registry card and a newly completed license application form to DEMST to receive state licensure. The process of N.D. state licensure must be completed every two years upon completion of the recertification process from National Registry.

Approved Continuing Education

- All continuing education must be directly related to EMS.
- A maximum of 12 hours may be applied from any one topic area.

- Hour-for-hour credit can be applied for standardized courses (including, but not limited to, ABLIS, ACLS, GEMS, PHTLS, ITLS, PEPP, etc.).
- Hour-for-hour for the following:
 - College courses that relate to EMS/Healthcare
 - Teaching EMS courses
- A maximum of 12 hours from:
 - Teaching CPR
 - Defensive Driving (EVOC)
 - Dispatch Training
- A maximum of 12 hours from distributive education:
 - Videos
 - Internet

Education that CANNOT be applied:

- Clinical rotations
- CPR (certification)
- EMR course
- Home study programs
- Instructor courses
- Performance of duty
- Preceptor hours
- Serving as a skill examiner
- Volunteer time with agencies
- Management/leadership courses

Auditing of a Paramedic course CANNOT be used as a refresher.

General Information for All I/Cs and CECs

Primary Level Courses

In order for an EMS course to be recognized by the state of North Dakota, a course authorization request must be completed and submitted to DEMST at least two weeks prior to the scheduled start date of the course. Incorrect or incomplete forms may be returned to the coordinator for correction and/or completion and may result in denial of the course. Once the request is received by DEMST, it is reviewed, the coordinator's credentials are verified and the course is either approved or denied. Upon approval of a course, DEMST assigns a course number and sends an authorization letter and any requested supplies to the coordinator. The assigned course authorization number must be included on all paperwork dealing with the course. Paperwork received at the DEMST office without a valid course number may be returned or processing may be delayed.

Course authorization requests for select courses may be submitted online through the DEMST website (www.ndhealth.gov/ems). In order to submit a course authorization request online, the coordinator must have a valid e-mail address. Course authorization will be forwarded to the course

coordinator by USPS upon approval by DEMST. Submission of a course authorization request by e-mail does not imply automatic approval of a course. **Authorization from DEMST must still be received prior to beginning the course.**

Online course authorizations **are not** available for AEMT or paramedic initial training courses as these are considered contracts and require signatures.

A completed roster must be submitted to the DEMST office within five business days of course completion for emergency medical responder initial and refresher courses and EMT refresher courses. Instructors that consistently submit their class rosters late may have disciplinary action taken against their licensure.

Since rules and policies change, it is recommended that an instructor download the most current forms from the DEMST website (www.ndhealth.gov/ems) or request the form(s) by mail or fax.

Enhanced Skills Courses

A course authorization request must be submitted two weeks prior to beginning a course. The request is then reviewed by DEMST. Course numbers are NOT issued for enhanced skills courses and authorizations are NOT sent to course coordinators. The instructor will be notified only if there is a problem with the course request submitted.

A completed roster and physician preceptor form are required within five business days of course completion for the enhanced skills, which includes the following courses: Limited Advanced Airway, Nebulized Medications, Dextrose 50%, Epinephrine, and IV Maintenance. Instructors that consistently submit their class rosters and physician preceptor forms late may have disciplinary actions taken against their licensure.

Providers who attend an enhancement module of a skill they are not allowed to perform at his/her current primary level will not be granted licensure by DEMST for these skills.

All enhancement skills are dependent upon maintaining current licensure at the appropriate level and will be deemed “inactive” if the primary certification expires or becomes “inactive” for any reason.

Since rules and policies change, it is recommended that an instructor download the most current forms from the DEMST website (www.ndhealth.gov/ems) or request the form(s) by mail or fax.

EMS Registration Forms

A completed EMS registration form must be submitted to DEMST in the following situations:

- 1) Within the first week of beginning a primary training course (EMT, AEMT or paramedic).
 - a) The coordinator is responsible for making sure the forms are complete and that the correct course authorization number and estimated course completion date is included.
 - b) All student EMS registration forms should be submitted together as a class.

- c) If a student affirms a felony charge or conviction, or an encumbrance of another healthcare certification or license, specifics concerning the situation must be submitted to DEMST along with the EMS registration form for evaluation. DEMST will then decide if a student is eligible to take the National Registry exam or obtain state licensure or certification. It is the responsibility of the instructor to ask for this information from the students at the beginning of the course to avoid wasting time and/or money for student or instructor.
- 2) When applying for relicensure as a state EMT, EMT or AFA-A.
 - a) EMTs must submit a copy of a current NREMT card with the EMS registration form.
 - b) N.D. State EMTs must submit a completed state-certified EMT recertification report and a copy of an EMT refresher certificate along with the EMS registration form.
- 3) An EMS registration form for each student must accompany a course roster upon completion of an initial or refresher EMR course or an EMT refresher course.
- 4) A completed EMS registration form signed by the squad leader on record is required when asking DEMST to add a new member to an ambulance service roster.
- 5) When making changes to personal information such as address, telephone number, name, etc.

Since rules and policies change, it is recommended that an instructor download the most current forms from the DEMST website (www.ndhealth.gov/ems) or request the form(s) by mail or fax.

Licensed Training Institutions should consult the *EMS Training Institution Guidebook*.

Re-Entry of an EMS Provider

EMR: An EMR/first responder that has expired may become recertified/relicensed under the following circumstances:

- The EMR/first responder that has expired less than two years ago may attend an approved EMR refresher course. Recertification will be granted retroactive to the original expiration date and expires two years from the original date. The EMR/first responder will be required to attend another refresher course prior to the new expiration.
- The EMR/first responder that has been expired for a period of more than two years will be required to attend a complete initial course.

EMT: An EMT that has expired may become recertified/relicensed under the following circumstances:

- The EMT that has expired less than two years ago may attend an approved EMT refresher course and complete the required 48 hours of continuing education. At that time they will be required to successfully complete the practical and cognitive examination process through the National Registry of EMTs.
- The EMT that has been expired for more than two years must attend an initial course as well as completing the approved examination process.

Advanced Level EMS Providers: All EMT-I/85s and paramedics that have expired are taken on a case-by-case basis communicating with the National Registry of EMTs and DEMST. Please contact DEMST for the latest information.

Course Textbooks

There are many publishers that print quality EMS textbooks. The course coordinator is responsible for choosing the appropriate textbook that follows the EMS Education Standards for the class being instructed.

Each course authorization request contains a checklist of available supplies for that particular course. One copy of each checked item will be sent to the course coordinator. If nothing is checked on this list, no supplies will be sent.

Cognitive Testing

Written (cognitive) examinations are not offered at the practical test sites. Applications for the written test must be completed on the NREMT website (www.nremt.org). All cognitive testing is completed through a Pearson Vue Test Center. Contact DEMST for current locations.

Forms and Terminology

Course Authorization Request:

A course authorization request must be completed and submitted to DEMST a minimum of two weeks prior to the scheduled start date of the class. Be aware that there are different request forms for different classes. As forms do change, it is recommended to print the current form from the DEMST website (www.ndhealth.gov/ems) each time. Changing the year on the heading of any form does not make it a current form.

Course Authorization:

DEMST will send a course authorization letter to the listed course coordinator upon approval of a course. This will be accompanied by the supplies requested on the course authorization request. This letter also will contain the **course authorization number**. This number **MUST** be on all correspondence for that class including rosters, testing applications and EMS registration forms.

Roster:

A roster must be submitted to DEMST within five business days of course completion for the following courses: EVOC, Instructor/Coordinator, Instructor/Coordinator Refresher, Emergency Medical Dispatch, Emergency Medical Responder, Emergency Medical Responder Refresher, EMT Refresher and all enhanced skills. The roster must include all students attending the course, the student state ID number, as well as other pertinent information for updating individual certifications. This form must be signed by the instructor and must include the correct course authorization number (if applicable) and course completion date. Submitting a completed roster with appropriate materials is very important as this is how most certifications are updated. A separate roster must be submitted for each class completed. Do not combine multiple classes on one roster including enhanced skills.

EMS Registration Form:

The EMS registration form serves many purposes including licensing application for various EMS levels. Please see detailed information above.

License Application (EMT-I/85, AEMT and EMT-P)

This form must be completed by the EMT-I/85, AEMT or paramedic and signed by the medical director on record for the EMS agency employing the EMT-I/85, AEMT or paramedic. This form must be received by DEMST in order for an EMT-I/85, AEMT or paramedic to be licensed to work in North Dakota. An individual license application is required for each EMS agency the provider works for. A completed and signed license application must be submitted for relicensure every two years for each agency upon NREMT recertification.

Application forms not signed or signed by a medical director without a medical director agreement on file for the agency represented will be returned to the applicant.

Since rules and policies change, it is recommended that an instructor download the most current forms from the DEMST website (www.ndhealth.gov/ems) or request the form(s) by mail or fax.

Physician Preceptor Form:

This form lists providers who have completed an enhanced skill course and are approved to perform this skill in the field. This form must be signed by the appropriate medical director to be valid. The enhanced skill allowed must be initialed by the medical director. (See individual provider level information for allowed enhanced skills.) A provider must be currently certified/licensed in “active” status at an appropriate level to be considered certified with any enhanced skill. Separate forms must be completed and signed for each specific skill. The physician preceptor form and roster for each individual class must be sent to DEMST for individuals to be certified.

Application forms not signed or signed by a medical director without a medical director agreement on file for the agency represented will be returned to the applicant.

Since rules and policies change, it is recommended that an instructor download the most current forms from the DEMST website (www.ndhealth.gov/ems) or request the form(s) by mail or fax.

Testing Applications (EMT or ALS):

This form must be completed and received by the testing contractor listed at the top of the application prior to the deadline for each test site. This form is used for both initial and retesting of the practical test. The current testing application is available on the DEMST website (www.ndhealth.gov/ems) Appropriate fees must be sent with this application to the testing agency. Cognitive examination fees are collected by the NREMT directly through the website: www.nremt.org.

Medical Director:

This identifies the physician that is responsible for course content as well as instructor and student supervision. The medical director signing license applications and preceptor forms must agree with the medical director on record for the EMS agency.

Forms not signed or signed by a medical director without a medical director agreement on file for the agency represented will be returned to the applicant.

Course Coordinator:

A course coordinator is responsible for assuring that material covered is within the core curricula by all instructors utilized throughout the duration of any course whether guest or primary. This person also is responsible for submission of all paperwork and signatures. The course coordinator must be licensed as an instructor/coordinator by DEMST.

Primary Instructor:

This identifies the main instructor of the course. This person must instruct at least 50 percent of the class and must be a licensed instructor/coordinator or CEC through DEMST.

Hospital Administrative Support Contract (Advanced Level Only):

This contract assures that arrangements have been made with a hospital or clinic to conduct the clinical rotation portion of the advanced level course. Hospital and clinical rotations are optional at the BLS level.

ALS Ambulance Service Support Contract (Advanced Level Only):

This contract assures that arrangements have been made with an ALS ambulance service for this portion of the training. This is required in advanced level EMT training only. A BLS licensed ambulance may be used for EMT level courses.

Practical Exam Sites

National Registry and state practical exams will be conducted five times each year at a test site located in Bismarck. These tests are conducted by a private contracting firm and are sponsored by DEMST. **All applications for testing and the associated practical fees MUST BE received by the deadline date listed on the application or the candidate will not be allowed to test on the requested date.** Practical test fees may be in the form of a check or money order payable to the contracted testing firm listed on the form.

The candidate will be notified by the testing firm via USPS of their practical exam time. This usually occurs approximately one week after the deadline date. Testing fees are **NON-REFUNDABLE** under any circumstances.

BLS Testing (EMT)

The application for basic life support testing must be completed prior to testing as an EMT. Select the appropriate box for full initial, full retest, or partial retest practical. All registration forms and appropriate fees must be submitted and received by the deadline date listed on the form. Faxes are not accepted. To ensure use of the most current forms, download the current registration form from the DEMST website (www.ndhealth.gov/ems) at the time of application. North Dakota cannot accept EMT candidates for practical testing that attended a course that was not authorized by DEMST such as out-of-state courses.

Written (cognitive) examinations are not offered at the practical test sites. Applications for the written test must be completed on the NREMT website (www.nremt.org). All cognitive testing is completed through a Pearson Vue Test Center. Contact DEMST for current locations.

Practical Exam Stations

The following psychomotor stations are tested at the BLS level in North Dakota:

- Patient Assessment-Trauma
- Patient Assessment-Medical
- Cardiac Arrest Management-AED
- Bag-Valve-Mask Apneic Patient
- Spinal Immobilization-Supine
- Random Station (one of the following)
 - Spinal Immobilization-Seated
 - Upper Airway Adjuncts
 - Oxygen Administration
 - Bleeding, Wound and Shock Management
 - Long Bone Injury
 - Joint Injury
 - Traction Splint

ALS Testing (AEMT and Paramedic)

The application for advanced life support testing must be completed prior to testing as an AEMT or paramedic. Select the appropriate box for full initial, full retest or partial retest practical. All registration forms and appropriate fees must be submitted and received by the deadline date listed on the form. Faxes are not accepted. To ensure use of the most current forms, download the current registration form from the DEMST website (www.ndhealth.gov/ems) at the time of application. Candidates that attended a program not authorized by DEMST or conducted by a licensed EMS training institution will be allowed to attend this practical testing under the discretion of DEMST.

Practical Exam Stations

AEMT (10 stations)

- Patient Assessment-Trauma
- Patient Assessment-Medical
- Dual Lumen Airway/King Airway (one station)
- Cardiac Arrest Management/AED
- Pediatric Airway/Respiratory Control
- Spinal Immobilization-Supine
- IV Therapy
- IV Medications
- Pediatric IO
- Random Station (one of the following)
 - Spinal Immobilization-Seated
 - Long Bone Immobilization
 - Joint Injury
 - Bleeding Control/Shock Management

The candidates will be notified by the testing firm via USPS of his/her practical exam time. This usually occurs approximately one week after the deadline date. Testing fees are **NON-REFUNDABLE** under any circumstances.

Written (cognitive) examinations are not offered at the practical test sites. Applications for the written test must be completed on the NREMT website (www.nremt.org). All cognitive testing is completed through a Pearson Vue Test Center. Contact DEMST for current locations.

Licensed Training Institutions

Licensed training institutions have the option of conducting their own practical exams following the guidelines set forth in the *EMS Training Institution Guidebook*. In this circumstance, they also have the option of accepting candidates from outside programs into their test site. However, this is not a requirement and it is suggested to contact the individual training institution for further information.

Coordinator Requirements

In order to act as a course coordinator, the following requirements must be met:

- Must be a state-licensed EMS instructor.
- Must be certified or licensed at or above the level to be instructed for a minimum of two years.
- Coordinator must be present for at least 50 percent of the class time.
- Coordinator must review the lesson plans being presented for the remaining 50 percent of the class time to assure compliance with the EMS Education Standards.
- Must maintain a student pass rate of at least 70 percent on both the psychomotor and cognitive exams.
- Must be listed as a primary instructor for at least one initial course within every two-year certification period.
- It is the responsibility of the coordinator to submit all paperwork before and after a course to accommodate the required timeline for DEMST. Failure to do so may not only result in certification issues for students, such as delaying of the (re)certification process, but also may result in disciplinary actions taken against their licensure.

The course coordinator and physician medical director may obtain additional qualified instructors as indicated in the curriculum to assist with up to 50 percent of the course.

Student Qualifications

- Students must be at least 18 to become Nationally Registered. Students may take the EMT course and become state certified if younger than 18 but older than 16 at the time of certification. The student may then become Nationally Registered any time after his/ her 18th birthday.
- If the student has previously been charged or convicted of a felony, prior approval must be obtained from DEMST to admit the student to class. Please contact DEMST for further information.

- An EMS registration form **must** be completed and submitted to DEMST as soon as a student begins an initial primary provider class. DEMST will assign a six-digit state identification number to the student once registration is received.
- A student must meet the physical requirements of being an EMT and be able to perform all skills required.
- The student must be able to attend all classes as scheduled by the course coordinator.
- The student must be able to read, write and comprehend the English language and communicate effectively.
- Advanced Level EMTs **must** be either a state EMT or a Nationally Registered EMT prior to attending class or clinical rotations at the advanced level.
- Any test result, cognitive or practical, is valid for a period of 12 months from the date of successful completion of the exam. Therefore, if one format of testing is successfully completed, the other format must be successfully completed within the following 12 month period, or the original testing format will need to be retested. For example: if the cognitive testing is successfully completed in June of 2011, the practical testing must be successfully completed by June of 2012 or the cognitive testing results would expire and would have to be retested.
- A candidate has two years from course completion date to successfully complete all testing requirements. If two years pass and the student has not tested or is still in a retest mode, the candidate will be required to attend another entire course.

Keep in mind that the fees for practical testing are **NON-REFUNDABLE**.

Course Completion

It is the instructor/coordinator's responsibility to submit all completed rosters to DEMST within five days of course completion. The roster must be printed clearly and all appropriate areas must be filled out. Instructors that consistently submit their class rosters late may have disciplinary action taken against their licensure. This submission is important not only for the instructor, but for accurate and timely update of EMS provider certification/licensure.

Please send all course related material to:

North Dakota Department of Health
Division of Emergency Medical Services and Trauma
600 E. Boulevard Ave. - Dept 301
Bismarck, N.D. 58505-0200
Phone: 701.328.2388
Fax: 701.328.1702
dems@nd.gov

Training questions may be directed to:

Ed Gregoire, NREMT-P
State EMS Training Coordinator
Primary training courses, enhancement courses, ALS courses, continuing education
egregoire@nd.gov

Kari Kuhn
Administrative Assistant Supervisor
Division of EMS & Trauma/Emergency Preparedness & Response
kkuhn@nd.gov

Tom Nehring, Director
Division of EMS and Trauma
trnehring@nd.gov

Remember to always use current forms.

Most forms are available on the DEMST website: <http://www.ndhealth.gov/EMS>