

EMT Instructor/Coordinator Application

Required Materials:

For new applicants please submit the following with your application:

1. Copy of current National Registry of Emergency Medical Technicians card at or above the highest level for which certification is sought; and/or a copy of licensing as a state of Wisconsin EMT-Paramedic*;
2. Copy of current CPR Instructor card by either the American Red Cross or the American Heart Association at the Professional Rescuer and/or health Care Provider level;
3. A letter on EMS provider letterhead attesting to a minimum of two years of prior experience in the delivery of emergency medical service, of which a minimum of one year must be completed in the pre-hospital setting;
4. Documentation of courses/hours taught, class coordination, etc. (see chart below);
5. A copy of the completion certificate of the Wisconsin EMS Instructor/Coordinator Orientation workshop; and,
6. If the applicant will be teaching at the EMT-Intermediate or Paramedic levels, a current copy of the applicant's current Advanced Cardiac Life Support Instructors card.

** Because a paramedic license is not valid unless the licensee is also certified in both Basic Life Support and Advanced Cardiac Life Support, all instructor/coordinators using a paramedic license as the basis for eligibility must include a copy of their current ACLS provider card regardless of the level(s) of certification being sought.*

Renewing applicants:

1. Copy of current National Registry of Emergency Medical Technicians card at or above the highest level for which certification is sought;
2. Copy of current CPR Instructor card by either the American Red Cross or the American Heart Association at the Professional Rescuer and/or health Care Provider level; and,
3. If the applicant will be teaching at the EMT - Intermediate or Paramedic levels, a current copy of the applicant's current Advanced Cardiac Life Support Instructors card.

Additional information:

- All supportive documentation must be legible.
- All letters of support must be on EMS provider and/or training center letterhead and must include an original signature.
- Applications which are not complete and correct will be returned to the Training Center making application with no action taken.
- EMT Instructor/Coordinator certification expires on July 1 of the same year in which the applicant's NREMT certification or Wisconsin EMT-Paramedic license expires.
- Instructor/Coordinators must maintain continuous CPR Instructor certification to maintain their status as an instructor. Those teaching at the EMT-Intermediate or Paramedic levels must also maintain continuous Advanced Cardiac Life Support Instructor status.

INSTRUCTOR/COORDINATOR REQUIREMENTS

**Bureau of Local Health Support and EMS
Department of Health and Family Services**

Level	Minimum License level	CPR instructor	Minimum Years Prehospital experience	Attended I/C workshop	Minimum Courses taught	Minimum Hours taught	Coordinate entire class?	Designated by training center MD?	Affiliated w/training center?
First Responder	Basic	Yes	2/1	Yes	Basic and Basic refresher or 2 Basic classes	n/a	Yes	Yes	Yes
EMT-Basic	Basic	Yes	2/1	Yes	Basic and Basic refresher or 2 Basic classes	n/a	Yes	Yes	Yes
Intermediate Technician	Intermediate Technician	Yes	2 years at Intermediate Technician level	Yes	One Int-Tech or one Int-Tech refresher	n/a	Yes	Yes	Yes
Intermediate	Intermediate 99	Yes + ACLS instructor	2 years at Intermediate level	Yes	n/a	150 hrs. at I99 or above	Yes	Yes	Yes
Paramedic	Paramedic	Yes + ACLS instructor	2 years at Paramedic level	Yes	n/a	150 hrs at Paramedic or above	Yes	Yes	Yes

Submit your complete form and appropriate materials to:

Arleen Case
WTCS
PO Box 7874
Madison, WI 53707-7874