



State of Louisiana

Department of Health and Hospitals
Bureau of Emergency Medical Services

Bureau of Emergency Medical Services New Program / Instructor Guidelines Effective date: January 1, 2010

Effective January 1, 2010 all certified instructors must be associated with an EMS Education Program authorized through the National Registry of Emergency Medical Technicians (NREMT) website.

Each Program Director is responsible for the performance and conduct of the instructors that conduct training for that program. As a Program Director, they may recruit and release any instructor that they (Program Director) deem necessary to comply with the Bureau of Emergency Medical Services (BEMS) policies and procedures.

Individual instructors can apply for approval with an EMS Education Program authorized through the NREMT website. You can do so by going to the NREMT web site: http://www.nremt.org/Content/NREMT_Home.nremt and applying. Your application will be reviewed by the Bureau of Emergency Medical Services.

All non-accredited and non-Community College based programs are required to provide additional information for recertification of their program. If your program is affiliated with a Community College, after January 1, 2010, your program will use the designated program code for the Community College, and then the program code for the individual program will be inactivated.

The additional information required is:

- Number of projected classes that will be conducted annually
- Estimated number of Candidates that will attend the classes
- List of all instructors that will be associated with your program
- Resumes on all staff members including Program Director and Instructors
- Signed statement from the Program Director indicating that the program has the required equipment to conduct the level of training as approved by the Bureau.
 - If the program is using equipment from another organization (i.e. Volunteer Fire Department) the Fire Chief would sign the statement.

Instructors that are not associated with an approved EMS Education Program authorized through the National Registry of Emergency Medical Technicians (NREMT) website will be placed on an

“Inactive Status”. The “Inactive Status” is an administrative status that merely indicates that the instructor is not currently affiliated with an EMS Education Program authorized through the National Registry of Emergency Medical Technicians.

A Program Director can request that an instructor be “Re-activated” when the instructor is added to the EMS Education Program authorized instructor list. Program Directors can authorize instructors on Inactive Status to assist with their program as a Guest /Adjunct Instructor for a module those (Guest /Adjunct Instructor) must be considered “Subject Matter Expert” on a particular subject.

All documentation must be received by the Bureau no later than December 10, 2009. The Program Director can request an extension from the Director of the Bureau of Emergency Medical Services. An extension must be received by the Bureau no later than December 1, 2009.

I am available to answer your questions and assist you with this transition process.



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