



**Bureau of Emergency Medical Services  
And Trauma Systems**

**POLICY STATEMENT**

*Supersedes/Updates: 08-05, 11-09, 13-06*

**No. 16 - 02**

**Date: March 30, 2016**

**Re: Instructor Certification**

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## **Purpose**

The purpose of this policy is to define the New York State (NYS) Department of Health (DOH) Bureau of EMS Certified Laboratory Instructor (CLI) and Certified Instructor Coordinator (CIC):

- prerequisite requirements;
- examination and certification requirements;
- processing; and
- re-certification requirements.

## **Definitions**

The following definitions are found in Chapter VI Title 10 NYCRR Part 800.3 of the New York State Official Compilation of Codes Rules and Regulations:

- (t) A Certified Laboratory Instructor means a person certified pursuant to these regulations to instruct, in psychomotor skills, candidates in courses leading to certification as certified first responder, emergency medical technician or advanced emergency medical technician.
- (s) A Certified Instructor Coordinator means a person certified pursuant to these regulations to serve as the lead instructor for courses leading to certification. Certified instructor coordinators must be certified, pursuant to these regulations, at or above the level at which they seek to instruct.

## **Instructor Certification**

This process consists of successfully completing the NYS sanctioned CLI or CIC course, the internship requirements and successfully passing, with at least 70% on the CLI or CIC written certification exam. The instructor examinations were adopted by SEMSCO and written by EMS educators and peers to confirm instructor's knowledge of teaching theory, methodology and learning domains.

Instructor candidates will have two attempts to pass the written certification examination. If unsuccessful after two attempts, the candidate must contact BEMS for a remediation plan.

The written examination consists of materials from the NYS DOH BEMS website and includes, but is not limited to: policy statements, Administration Manual for EMS Education Programs, Classroom and Exam Location Standards Manual, CIC Quick Reference Guide, Practical Skills Manual, and the CLI/CIC course curriculums.

## Policy

### **Certified Laboratory Instructor:**

#### CLI *Prerequisites* for Certification

The candidate must:

1. Complete an *Application for Instructor Certification* (DOH-2260).
2. Hold current certification as a NYS EMT or higher.
3. Must be **actively providing on-going, direct, hands-on, pre-hospital patient care with a NYS Certified EMS agency, at the EMT level or higher for at least one year within the last three years**. This will be documented by assuring that the candidate's name is listed on the agencies roster and patient care reports. If the CLI candidate is planning to teach ADVANCED level courses, the candidate must be actively providing care within a regionally approved ALS system at the level they wish to teach, or higher.
4. Submit a letter of recommendation from the Course Sponsor that will be providing the instructor internship.

#### CLI *Certification* Requirements

The candidate must:

1. Completion of all prerequisite requirements as stated above.
2. Attend and successfully complete all modules of the NYS CLI course.
3. Serve as a CLI intern under the supervision of a NYS CIC preceptor in a BEMS approved certification course at the EMT level or higher. The internship must meet the objectives outlined in Bureau of EMS Policy Statement entitled "*Internship Requirements for Instructor Certification*".
4. Instruct the minimum lab sessions, as dictated on CLI Internship Tracking Form, DOH-4451.
5. Submit, as one single packet, all of the following items to the Bureau of EMS **Central Office** within **18** months of CLI course completion:
  - a) The completed and signed *Application for Instructor Certification* (DOH 2260).
  - b) The *CLI Internship Completion Report* (DOH-3378) completed by the supervising CIC preceptor.
  - c) The completed and signed *CLI Internship Tracking Worksheet* (DOH-4451)
  - d) At least one *Lab Instruction Audit Report* (DOH-2423) conducted by the supervising CIC preceptor.
  - e) At least one *Lab Instruction Audit Report* (DOH-2423) conducted by a CLI, CIC, Regional Faculty or BEMS staff. This audit must be from someone other than the supervising CIC preceptor.

Note: *Audits must be completed by a currently certified NYS CLI/CIC.*

Note: *Individuals with whom the CLI candidate has a close personal relationship may not serve as the candidate's supervising CIC and/or auditor during the instructor internship. Clarifications regarding this exclusion must be directed to the Bureau of EMS Central Office, prior to the start of the instructor certification process.*

6. Maintain NYS EMT or higher level of certification throughout the CLI certification process.
7. Successfully pass the NYS BEMS CLI written instructor examination. To register for an instructor exam, visit the NYS DOH website: [www.health.ny.gov/professionals/ems/emsforms.htm](http://www.health.ny.gov/professionals/ems/emsforms.htm) and submit DOH-4245, the Registration for Emergency Medical Technician's Test Scheduling Request.
8. As an intern and/or practicing CLI, comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to NYS Public Health Law;
  - b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
  - c) Policies as issued by the Bureau of EMS.
  - d) Violations of 8a, 8b, or 8c of this section may result in denial of instructor certification, suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

## Certified Instructor Coordinator:

### CIC Prerequisites for Certification

The candidate must:

1. Complete an *Application for Instructor Certification* (DOH-2260).
2. Hold current certification as a NYS EMT or higher.
3. Hold current certification as a NYS CLI (unless utilizing the NAEMSE fast track process).
4. Must be **actively providing on-going, direct, hands-on, pre-hospital patient care at the EMT level or higher, with an NYS Certified EMS agency for at least one year within the last three years**. This will be documented by assuring that the candidate's name is listed on the agencies roster and patient care reports. If the CIC candidate is planning to teach ADVANCED courses, the candidate must be actively providing care within a regionally approved ALS system at the level they wish to teach, or higher.
5. Submit a letter of recommendation from the Course Sponsor that will be providing the instructor internship.

### CIC Certification Requirements

The candidate must:

1. Attend and successfully complete all modules of the CIC course.
  2. A candidate may substitute completing a NYS CIC course with successful completion of the National Association of EMS Educator's (NAEMSE) level 1 Instructor Course within the last 3 years. If utilizing the NAEMSE course in lieu of the NYS CIC course, **the candidate must contact the BEMS Central Office prior to beginning the CIC certification process**. The candidate will be required to complete a CLI and a CIC internship, NYS Instructor Addendum webinar, and the written instructor certification exam once proof of NAEMSE course completion has been accepted by the BEMS Central Office. **NOTE: Completion of the NAEMSE Instructor course cannot be utilized towards CLI certification.**
3. Successfully complete an instructor internship under the supervision of a current CIC in a BEMS approved course at the EMT level or higher. The candidate must:
  - a) Prepare and deliver the required hours of didactic material, within a NYS EMS certification course as found on the CIC Tracking form DOH-4452, **and**
  - b) Directly coordinate and supervise a minimum of **9** hours of lab sessions in a NYS EMS certification course. The candidate must plan, coordinate and implement lab sessions, observe CLI performance, and debrief staff with the supervising CIC.
  - c) The internship must meet the objectives outlined in the CIC curriculum and Bureau of EMS Policy Statement entitled "*Internship Requirements for Instructor Certification*".

4. Submit the following items, as one single packet, to the Bureau of EMS Central Office within **18** months of CIC course completion:
  - a) The completed and signed *Application for Instructor Certification* (DOH 2260)
  - b) The *CIC Internship Completion Report* (DOH-3377) completed by the supervising CIC preceptor.
  - c) The completed and signed *CIC Internship Tracking Worksheet* (DOH-4452).
  - d) At least one *Didactic Presentation Audit Report* (DOH-2424) conducted by the supervising CIC.
  - e) At least one *Didactic Presentation Audit Report* (DOH-2424) conducted by a Regional Faculty member or Bureau of EMS Representative.

*Note: Audits must be completed by a currently certified CIC.*

*Note: Individuals with whom the CIC candidate has a close interpersonal relationship (real or perceived) may not serve as the candidate's supervising CIC and/or auditor during the instructor internship. Clarifications concerning this exclusion must be directed to the Bureau of EMS, prior to the start of the instructor certification process.*

5. Maintain NYS EMT or higher level certification throughout the CIC certification process.
6. Successfully pass the NYS BEMS CIC written Instructor examination. To register for an upcoming Instructor exam, visit the NYS DOH website: [www.health.ny.gov/professionals/ems/emsforms.htm](http://www.health.ny.gov/professionals/ems/emsforms.htm) and submit [DOH-4245](#), the Registration for Emergency Medical Technician's Test Scheduling Request.
7. As an intern and/or practicing CIC, comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to NYS Public Health Law;
  - b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
  - c) Policies as issued by the Bureau of EMS.
  - d) Violations of 6a, 6b, or 6c of this section may result in denial of instructor certification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

## **Bureau of EMS Instructor Processing**

It is the responsibility of the individual seeking instructor certification, with the assistance of their course sponsor and preceptor, to meet all certification requirements and submit all completed documentation to the Bureau of EMS **Central Office**. The completed file will be reviewed by the BEMS representative who will do one of the following:

1. Issue certification to the individual with an instructor number and expiration date that is three years after the date of issuance and notify the individual of the recertification requirements, **or**
2. Extend the internship period for a specific amount of time and arrange for appropriate remediation by notifying the candidate in writing, **or**
3. Deny instructor certification by notifying the candidate in writing.

## **Instructor Recertification**

### **CLI Recertification Requirements**

The CLI must:

1. Be currently certified as a CLI or be expired no more than 3 months.
2. Hold current certification as a NYS EMT or higher.
3. Be certified as a NYS BEMS provider at or above the desired teaching level.
4. Must have successfully passed the NYS BEMS CLI written Instructor exam since their original CLI course completion date. To register for an upcoming instructor exam, visit [www.health.ny.gov/professionals/ems](http://www.health.ny.gov/professionals/ems) and submit DOH-4245 Registration for Emergency Medical Technician's Test Scheduling Request.
5. Must complete and submit the *Application for Instructor Recertification* (DOH-3508) to the Bureau of EMS Central Office.
  - a) Must be **actively providing on-going, direct, hands-on, pre-hospital patient care, at the EMT level or higher with a NYS certified EMS agency for at least one year within the last three years.**
  - b) Provide evidence of participation as a CLI in at least one BEMS approved course at the EMT level or higher, within the past three years. If the candidate has not participated as a CLI in at least one BEMS approved course, the candidate must receive a minimum of 2 favorable Lab Instruction Audit Reports (DOH-2423). Both reports must be within 3 months of applying for recertification and one completed by a currently certified CIC, the other by a currently certified CLI or CIC.
  - c) Provide evidence of participation in at least 6 hours of instructor level training approved by the Bureau of EMS Central Office.
6. If CLI certification has been expired for **more than 3 months**, but not more than 2 years, the applicant must comply with items 2, 3, 4, 5a, and 5b as well as:
  - a) Complied with 5c **OR**
  - b) Submit proof of attending and completion within the last 3 years:
    - i) American Heart Association Instructor Update, or ii) PHTLS Instructor Update, or iii) PEPP Instructor Update, or
    - iv) New York State Fire Instructor Yearly Update, Instructor 1, Instructor 2 or
    - v) NAEMSE Instructor Level 1 or 2 course
7. If CLI certification has been expired for **more than 2 years**, the applicant must comply with all items in 6 as well as:
  - a) Complete a minimum of 2 Lab Instruction Audit Reports (DOH-2423). One must be completed by a CIC, the second by a CIC or CLI. Both reports must be completed within 3 months of application for recertification.
  - b) Must have successfully passed the CLI written Instructor exam since last expired. To register for an upcoming instructor exam, visit [www.health.ny.gov/professionals/ems](http://www.health.ny.gov/professionals/ems) and submit DOH-4245 Registration for Emergency Medical Technician's Exam Test Scheduling Request.
8. Must comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to NYS Public Health Law;
  - b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations and;
  - c) Policies as issued by the Bureau of EMS.
  - d) Violations of 8a, 8b, or 8c of this section may result in denial of instructor recertification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

## **CIC Recertification Requirements**

The candidate must:

1. Be currently certified as a CIC or be expired **no more than 3 months**.
2. Hold current certification as a NYS EMT or higher.
3. Be certified at or above the desired teaching level.
4. Have successfully passed the NYS BEMS CIC written Instructor Exam once since their original CIC course completion date. To register for an upcoming Instructor exam, visit the NYS DOH website: [www.health.ny.gov/professionals/ems\\_and\\_submit DOH-4245](http://www.health.ny.gov/professionals/ems_and_submit_DOH-4245), the Registration for Emergency Medical Technician's Exam Test Scheduling Request.
5. Must complete and submit an *Application for Instructor Recertification* (DOH-3508) to the Bureau of EMS Central Office.
  - a) Must have served as the CIC of record for at least one BEMS approved course within the past three years and/or since the last renewal date. If the candidate has not served as the CIC of record for at least one BEMS approved course, then he/she will be required to successfully complete a minimum of 2 favorable Didactic Presentation Audit Reports conducted by a Regional Faculty member or Bureau of EMS Representative. Both reports must be within 3 months of applying for recertification.
  - b) Provide evidence of participation in at least six (6) hours of instructor-level continuing education approved by the Bureau of EMS Central Office.
6. If CIC certification has been expired for more than 3 months, but not more than 2 years, the applicant must comply with items 2, 3, 4, 5a as well as:
  - a) Must have successfully passed the CIC written Instructor exam since last expired. To register for an upcoming instructor exam, visit [www.health.ny.gov/professionals/ems\\_and\\_submit DOH-4245](http://www.health.ny.gov/professionals/ems_and_submit_DOH-4245) Registration for Emergency Medical Technician's Exam Testing Scheduling Request **AND**
  - b) Applicant must also have complied with 5b **OR**
  - c) Submit proof of attending and completion of:
    - i) American Heart Association Instructor Update, or
    - ii) PHTLS Instructor Update, or iii) PEPP Instructor Update, or
    - iv) New York State Fire Instructor Yearly Update, Instructor 1, Instructor 2, or
    - v) NAEMSE Instructor Level 1 or 2 course
7. If CIC certification has been expired for **more than 2 years**, the applicant must comply with all items in 6 as well as:
  - a) Submit a minimum of 2 favorable Didactic Presentation Audit Reports conducted by a Regional Faculty member or Bureau of EMS Representative. Both reports must be within 3 months of applying for recertification.
  - b) Complete CIC Internship Completion Report (DOH-3377), completed by the CIC of record for the course.
  - c) Complete the BEMS Update webinar found at [training.vitalsignsconference.com](http://training.vitalsignsconference.com). Submit completion certificate with your recertification information.  
**Must be actively providing on-going, direct, hands-on, pre-hospital patient care, at the EMT level or higher with a NYS certified EMS agency for at least one year within the last three years.**
8. Comply with:
  - a) All applicable state and federal laws and regulations including, but not limited to NYS Public Health Law;
  - b) Chapter VI Title 10 Part 800 of the Official Compilation of Codes, Rules, and Regulations, and;
  - c) Policies as issued by the Bureau of EMS.

- d) Violations of 8a, 8b, or 8c of this section may result in denial of instructor recertification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

## **ADDITIONAL INFORMATION**

- **Instructor Advanced Standing**

CLIs holding a permanent or provisional teaching certificate from the New York State Education Department (NYSED) may be eligible for advanced standing in a CIC course. The CIC candidate will be required to provide a copy of the NYSED teaching certificate and a copy of the CLI certificate to the Bureau of EMS Central Office. If approved, the candidate will be notified of the modules of the course he or she will be required to attend, as well as any additional items required.

- **Instructor Reciprocity**

Instructor reciprocity from other states, in compliance with regulations, will be handled by the Bureau of EMS Central Office on a case-by-case basis.

- **Additional Instructor Level Training Accepted**

Currently the Bureau of EMS has approved instructor-level training for the following programs:  
NYS Certified Instructor Updates approved by the Bureau of EMS Central Office

- Instructor certification or update courses sponsored by American Heart Association, American Red Cross, National Safety Council, National Association of EMTs, and others that may be approved by the BEMS Central Office on a case-by-case basis.
- Any other instructor level training/education that is vetted by a national organization or NYS governmental entity and approved by the BEMS.

- **CIC Interning CLI/CIC candidates**

A CIC is required to be certified at least one year and have been the CIC of record for one complete original course that was not cancelled, prior to interning new CLI or CIC candidates.

- **CIC Signing CME Content**

A CIC must have been a CIC of record for one complete original course prior to teaching core content or approving content in the NYS CME recertification program.

- **NAEMSE Instructor I Course**

The National Association of EMS Educators Instructor I course may be utilized in place of the NYS CIC course for those candidates pursuing CIC certification only. After completing the NAEMSE program, candidates will be required to submit an Instructor Application (DOH-2260) with a copy of the NAEMSE completion certificate to the BEMS **Central Office**. Upon approval of the application, candidates will be provided instructions pertaining to the completion of a CLI internship, a CIC internship, the instructor webinar, and the NYS EMS CIC written examination. Please note: the internships cannot be completed at the same time, the CLI internship must be completed and approved by the BEMS Central Office, prior to beginning the CIC internship.