



Department
of Health

Bureau of Emergency Medical Services
And Trauma Systems

POLICY STATEMENT

Supersedes/Updates: 08-05, 11-09, 13-06, 16-02

No. 19 - 01

Date: April 23, 2019

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, advanced emergency medical technician and Paramedic.
- (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.

Upon completion of the remediation plan, instructor candidates will have two additional attempts to pass the instructor exam. If after four attempts a passing grade is not achieved, the instructor candidate will be required to complete the appropriate CLI or CIC course again.

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.

Additional exam content includes material from the National Association of EMS Educators 2nd Edition, Foundations of Education; An EMS Approach. ISB-10; 1-111-13488-X

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 have **provided 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.
4. Have no open clinical or criminal investigations on a local, regional, or state level prior to or during the CLI course or internship period.

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 currently certified NYS CIC Instructor 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. Maintain NYS EMT or higher level of certification throughout the CLI certification process.
6. 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 and submit DOH-4245, the Registration for Emergency Medical Technician's Test Scheduling Request. Follow the directions on the form for submission.
7. Submit the following items, **as one single packet**, 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 and signed by the supervising CIC instructor.
 - 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 instructor.

- e) At least one *Lab Instruction Audit Report* (DOH-2423) conducted by an additional CIC or CLI, Regional faulty member or BEMS staff. This audit must be from someone other than the supervising CIC instructor.

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.

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 registered in the CIC "fast track" program utilizing the NAEMSE Instructor I certification) and maintain the CLI certification during the CIC certification process.
4. Must have **provided 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.
5. Have no open clinical or criminal investigations on a local, regional, or state level prior to or during the CIC course or internship period.

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 5 years.

If utilizing the NAEMSE course in lieu of the NYS CIC course, the candidate must contact the BEMS Central Office to register into the program prior to beginning the internship or certification process.

The candidate will be required to complete a CLI internship, a CIC internship, complete the NYS Instructor Addendum webinar, and pass the written instructor certification exam once proof of NAEMSE course completion has been accepted by the BEMS Central Office.

NOTE: CLI and CIC internships cannot be completed concurrently, without the pre-approval of the Central office.

Completion of the NAEMSE Instructor course cannot be utilized towards CLI certification.

3. Successfully complete an instructor internship under the supervision of a currently certified CIC in a BEMS approved original or refresher course at the EMT level or higher. The candidate, under the mentorship of a single course sponsor and one CIC of record, 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 plan, coordinate and implement lab sessions, observe CLI performance, and debrief staff with the supervising CIC, and organize the final practical skills exam with PSE exam coordinator.
 - 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. Maintain NYS EMT or higher level certification throughout the CIC certification process.
5. 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/emsforms.htm and [submit DOH 4245](#), the Registration for Emergency Medical Technician's Test Scheduling Request. Follow the instructions on the form for submitting.
6. Must maintain CLI certification during the CIC internship (if not utilizing the "fast track").
7. Submit the following items, **as one single packet**, to the Bureau of EMS **Central Office** within **18 months** of NYS CIC course completion:
 - a) The completed and signed *Application for Instructor Certification* (DOH 2260)
 - b) The *CIC Internship Completion Report* (DOH-3377) completed and signed by the supervising CIC.
 - 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: 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.

8. 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 8a, 8b, or 8c 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.

Instructor Recertification

CLI Recertification Requirements

The CLI must:

1. Hold current certification as a NYS EMT or higher.
2. Be certified as a NYS BEMS provider at or above the desired teaching level.
3. 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 and submit DOH-4245 Registration for Emergency Medical Technician's Test Scheduling Request.
4. 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 with one completed by a currently certified CIC, the other by a currently certified CLI or additional CIC.
 - c) Provide evidence of participation in at least eight (8) hours of instructor level training approved by the Bureau of EMS Central Office.
 - i. 3 hours must be from an official BEMS instructor update with a state provided course number.
 - ii. 5 hours must be from any BEMS approved educational continuing instructor education OR BEMS instructor update with a course number (educational CE must be related back to adult learning, EMS education instruction, etc. When in doubt, contact BEMS Central Office for clarification). Examples of courses acceptable, but not limited to, the 5 hour continuing education are:
 - a. AHA Instructor Updates with verification certificates
 - b. PHTLS Instructor Updates with verification certificates
 - c. PEPP Instructor Updates with verification certificates
 - d. NAEMSE Instructor I and II with verification certificates (if not already used for the "fast track" program)
 - e. NYS Fire Instructor I and II with verification certificates
 - f. AHA Instructor original courses with verification certificates, NOT certification cards.
5. If CLI certification has been expired for **more than 2 years**, the applicant must comply with all items above 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 different CIC or a 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 and submit DOH-4245 Registration for Emergency Medical Technician's Exam Test Scheduling Request.
 - c) **CLI certification that has been expired for more than 5 years may be required to repeat the CLI course and internship. Contact the BEMS Central office prior to any CLI activity.**

6. 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 6a, 6b, or 6c 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. Hold current certification as a NYS EMT or higher.
2. 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.
3. 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. One conducted by a Regional Faculty member or Bureau of EMS Representative, the other by a current CIC. Both reports must be within 3 months of applying for recertification.
 - b) Provide evidence of participation in at least eight (8) hours of instructor-level training approved by the Bureau of EMS Central Office:
 - i. 3 hours must be from an official BEMS instructor update with a state provided course number.
 - ii. 5 hours must be from any BEMS approved educational continuing instructor education OR BEMS instructor update with a course number (educational CE must be related back to adult learning, EMS education instruction, etc. When in doubt, contact BEMS Center Office for clarification). Examples of courses acceptable, but not limited to, the 5 hour continuing education are:
 - a. AHA Instructor Updates with verification certificates
 - b. PHTLS Instructor Updates with verification certificates
 - c. PEPP Instructor Updates with verification certificates
 - d. NAEMSE Instructor I and II with verification certificates (if not already used for the "fast track" program)
 - e. NYS Fire Instructor I and II with verification certificates
 - f. AHA Instructor original courses with verification certificates, NOT certification cards.

4. If CIC certification has been expired for **more than 2 years**, the applicant must comply with all items above as well as:
 - a) Submit a minimum of 2 favorable Didactic Presentation Audit Reports. One conducted by a Regional Faculty member or Bureau of EMS Representative, the other by a current CIC. 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 and submit the completion certificate with your recertification information. Contact the Central Office for the webinar link address.
 - d) 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.
 - e) **CIC certification that has been expired for more than 5 years may be required to repeat the CIC course and internship. Contact the BEMS Central office prior to any CIC activity.**
5. 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 5a, 5b, or 5c 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.

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 electronically 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.

ADDITIONAL INFORMATION

- **Basic or Advanced Level Instructor Certification**

All CLI Instructor certifications will be given at the current level of candidate certification.

CIC instructor certifications will be granted at the BASIC EMT level. If advanced level CIC instructor certification is sought, the CIC candidate must complete seven additional lectors at the ALS level. These lectors can be completed during their initial CIC internship or at a later time. ***Candidates may not instruct above the level of their current certification.***

- **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.

- **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.

Issued and authorized by Bureau of EMS Office of the Director