

SAMPLE FORM ONLY
PLEASE SUBMIT ON TRAINING SITE LETTERHEAD

**MEMORANDUM OF UNDERSTANDING
EMT INSTRUCTOR PROGRAM**

My signature at the end of this document verifies that I have read, understand and agree to abide by the items set forth below. It will be my responsibility to complete the requirements as outlined below and in the current Arkansas Rules & Regulations for EMS.

In order to enter the EMT Instructor Program, I must:

1. Be a licensed Arkansas Emergency Medical Service Provider (EMT, Advance, Paramedic)
2. Be licensed for a minimum of two (2) consecutive years as an EMSP
3. Document completion of a Basic Life Support Instructor course (American Heart Association OR American Red Cross)

In order to successfully complete the EMT Instructor Program once I have been accepted as a student, I must:

Successfully complete an Office of EMS approved forty (40) hour Department of Transportation National Standard Curriculum EMS Instructor Training Program. For successful completion, I must complete the end of course written with a minimum score of 80%, and meet all other course requirements as required by the training site.

I understand that after successful completion of the EMS Instructor Training Program I will:

1. Be placed on PROVISIONAL status. PROVISIONAL Instructors must complete the following requirements within twelve (12) months of completion of the EMS Instructor Training Program:
 - a. Instruct a 120-hour EMT course or an approved EMSP Refresher Program at any level that follows current Department of Transportation-National Standard Curriculum Guidelines and sponsored by an Arkansas approved Training Site as long as ALL of the following requirements have been met:
 1. If the Provisional Instructor chooses to teach a refresher program to meet this requirement, they MUST be licensed for a minimum of two (2) consecutive years at the level they will teach.
 2. All courses must be sponsored by an Arkansas approved Training Site.
 3. Applications for all courses must be approved by the Section of EMS prior to starting the course (Instructor/Training Site Representative must receive approval letter from the Office prior to starting).
 4. All courses must follow the current Department of Transportation National Standard Curriculum guidelines.
 - b. First course must be monitored, using a Section of EMS approved evaluation tool, by one (1) of the following (minimum of three (3) hours):
 1. The Candidate's Instructor Trainer;
 2. Another Instructor approved by the Licensure Administrator and the Candidate Instructor Trainer; or

- 3. An EMS Specialist or Licensure Administrator.
 - c. Complete the Lay Evaluator Training.
 - d. The Section of EMS will notify the candidate when they have successfully completed all requirements to be placed on full Instructor status (removed from PROVISIONAL status).

Upon successful completion of the areas listed above and recommendation from the EMT-Instructor Trainer to the Section of EMS, I will be granted Licensure as an Arkansas EMSP-Instructor.

Name _____

Signature _____

Date _____

SAMPLE