

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 2001 Rules & Regulations for Arkansas EMS.

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

1. Be a certified Arkansas EMT (Ambulance, Intermediate or Paramedic)
2. Be certified continuously for a minimum of two (2) years as an EMT
3. Document current Basic Life Support Instructor course completion (American Heart Association OR American Red Cross-ONLY)

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

Successfully complete an Section 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-Basic course or an approved EMT Refresher Program at any level that follows current Department of Transportation-National Standard Curriculum Guidelines and 2001 Rules and Regulations for EMS. The course must be sponsored by an Arkansas approved Training Site and all of the following requirements must be met:
 1. If the Provisional Instructor chooses to teach a refresher program to meet this requirement, they MUST be certified 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 and Trauma Systems 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, (minimum evaluation time: 3 hours) using an Section of EMS and Trauma Systems approved evaluation tool, by one (1) of the following approved individuals:
 - 1. The candidate's Instructor Trainer;
 - 2. Another Instructor approved by the EMS Specialist or Certification Team Leader and candidates Instructor Trainer; or
 - 3. An EMS Specialist or Certification Team Leader.
- c. Successfully complete the Lay Evaluator Training Course provided by the Section of EMS and Trauma Systems.
- d. The Section of EMS and Trauma Systems will notify the candidate when they have successfully completed all requirements. The candidate will then be placed on full Instructor status (removed from PROVISIONAL status). Instructor certification will run concurrent with the candidate's current EMT certification expiration date.

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

Name_____

Signature_____

Date_____