
REQUIREMENTS FOR EMS INSTRUCTOR ENDORSEMENT

To obtain an instructor endorsement you must meet the minimum requirements listed below for the level in which you are applying, submit all the required documentation on the attached checklist and pay required fee(s),

CURRENTLY THERE ARE SIX (6) LEVELS OF INSTRUCTOR CLASSIFICATION FOR EMS EDUCATION IN TENNESSEE AND A ONE TIME \$35.00 INSTRUCTOR APPLICATION FEE

PURSUANT TO 1200-12-01-.12 AUTHORIZATION OF EMERGENCY MEDICAL SERVICES EDUCATORS, THE QUALIFICATIONS ARE AS FOLLOWS:

Paramedic Program Director shall mean an individual responsible for the overall coordination of a Tennessee EMS Board approved initial Paramedic program with accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as required in Rule 1200-12-01-.13. This individual shall act as a liaison between faculty, the sponsoring agency, students, the local medical community, and the Office of Emergency Medical Services. The individual is also responsible for the recruitment and continued development of faculty to meet the needs of the institution. An endorsed Program Director is only required for an initial Paramedic Program as noted in this section.

The minimum qualifications for Paramedic Program Director are:

1. Bachelor's degree.
2. Employed full-time as the appointed Director of a TN EMS Board approved Paramedic program as noted above with a letter of appointment from the Dean of the College or an official of equivalent standing.
3. Shall have equivalent or greater academic and psychometric training and hold credentials greater than those under their instruction.
4. Currently licensed as a Tennessee Paramedic, without a history of revocation, denial, or suspension of licensure.
5. Currently certified as a Cardiopulmonary Resuscitation Instructor.
6. Prehospital experience: Minimum of three (3) years practicing in the pre-hospital environment or equivalent.
7. Administrative experience: Minimum of two (2) years in EMS education administration or, greater than three hundred (300) hours of EMS instruction.
8. Current endorsement in a Board approved trauma, cardiac, and pediatric course at the provider level (instructor preferred).
9. Completion of an EMS Board approved instructors' course.

Paramedic Instructor/Coordinator (I/C) shall mean an individual responsible for the delivery of instruction in accredited Paramedic Programs. The individual shall be knowledgeable in all aspects of prehospital care, capable of applying techniques and modalities of adult education, and of managing resources and resource personnel.

The minimum qualifications for Paramedic Instructor/Coordinator are:

1. Associate degree.
2. Currently licensed as a Tennessee Paramedic, without a history of revocation, denial, or suspension of licensure.
3. Currently certified as a Cardiopulmonary Resuscitation Instructor
4. Pre-Hospital experience: Minimum of two (2) years practicing in the pre-hospital environment.
5. Administration experience: Verifiable proof of a minimum of two (2) years in EMS education administration **or** a minimum of three hundred (300) hours of EMS instruction.

6. Currently endorsed in an EMS Board approved trauma, cardiac and pediatric course (instructor preferred).
7. Completion of an EMS Board approved instructors' course.

Paramedic Instructor Assistant shall mean an individual capable of teaching the application of practical skills to include assisting the faculty in the delivery of instruction, evaluating student performance of skills, maintenance of equipment, and coordinating with the faculty or I/C to maintain adequate levels of needed equipment.

The minimum qualifications for Paramedic Instructor Assistant are:

1. Currently licensed as a Tennessee Paramedic, registered nurse, or physician without a history of revocation, denial or suspension of licensure.
2. Currently certified as a Cardiopulmonary Resuscitation Instructor.
3. Licensed experience: Minimum of two (2) years practicing advanced life support in the pre-hospital or emergency department environment.
4. Teaching experience: Minimum of two (2) years in EMS education administration **or** a minimum of seventy-five (75) hours of EMS instruction.
5. Current endorsement in an EMS Board approved trauma, cardiac and pediatric course **as an instructor**.
6. Completion of an EMS Board approved instructors' assistant course.

EMT-Basic Instructor/Coordinator shall mean an individual responsible for the overall coordination of the EMT-Basic Program. The individual shall act as a liaison between faculty, the sponsoring agency, students, the local medical community, and the Office of Emergency Medical Services. The individual is also responsible for the delivery of didactic material, demonstration of the psychomotor skills, verification of skill proficiency, and the recruitment and continued development of faculty to meet the needs of the institution.

The minimum qualifications for EMT-Basic Instructor Coordinator are:

1. Associate degree.
2. Currently licensed as a Tennessee Paramedic, without history of revocation, denial, or suspension of licensure.
3. Currently certified as a Cardiopulmonary Resuscitation Instructor
4. Pre-Hospital experience: Minimum of two (2) years practicing in the pre-hospital environment **or** a minimum of one hundred fifty (150) hours of EMS instruction acceptable to the Board.
5. Administrative experience: Minimum of one (1) year in EMS education administration.
6. Completion of an EMS Board approved Instructors' course.

EMT-Basic Instructor Assistant shall mean an individual capable of teaching the application of practical skills to include assisting the faculty in the delivery of instruction, evaluating student performance of skills, maintenance of equipment, and coordinating with the faculty or Instructor/Coordinator to maintain adequate levels of needed equipment.

The minimum qualifications for EMT Instructor Assistant are:

1. Currently licensed as a Tennessee EMT-Basic, without history of revocation, denial, or suspension of licensure.
2. Currently certified as a Cardiopulmonary Resuscitation Instructor
3. Pre-Hospital experience: Minimum of one (1) year practicing in the pre-hospital environment in Tennessee.
4. Teaching experience: Must document at least seventy-five (75) hours of EMS instruction acceptable to the Board.

EMR Instructor/Coordinator shall mean an individual responsible for the overall coordination of the Emergency Medical Responder Program. The individual shall act as a liaison between the sponsoring agency, students, the local medical community, and the Office of Emergency Medical Services. The individual is also responsible for the delivery of didactic material, demonstration of the psychomotor skills, and verification of skill proficiency.

The minimum qualifications for EMR Instructor Coordinator are:

1. Currently licensed as a Tennessee EMT-Basic or Paramedic without history of revocation, denial, or suspension of licensure.
2. Currently certified as a Cardiopulmonary Resuscitation Instructor
3. Pre-Hospital Experience: Minimum of one (1) year practicing in the pre-hospital environment in Tennessee.
4. Letter of recommendation from sponsoring EMS agency.

ALL APPLICANTS SHOULD READ EMS RULE 1200-12-1-.12. FOR RENEWAL REQUIREMENTS FOR EACH LEVEL OF INSTRUCTOR.

ALL THE REQUIRED DOCUMENTATION AND FEES MUST BE SUBMITTED IN ONE PACKAGE. THE ONLY EXCEPTION IS THE “**OFFICAL COLLEGE TRANSCRIPT**” WHICH MUST BE MAILED TO THE STATE EMS OFFICE DIRECTLY FROM THE INSTITUTION OR SUBMITTED VIA AN OFFICIAL ELECTRONIC TRANSCRIPT FROM THE INSTITUTION.

Submit all documentation to:

**Tennessee Department of Health
Office of Emergency Medical Services
665 Mainstream Drive, Suite 1700
Nashville, TN 37243
Attn: EMS Instructor Endorsement**

INSTRUCTOR APPLICATION CHECKLIST

1. ☐ **Application for Instructor Endorsement (PH-3859)**
Submit the Form with a check or money order for the instructor application fee. If you would like confirmation of receipt of your fee/documents, you should send by certified mail with a receipt requested. (Application fees are non-refundable.)
2. ☐ **Verification of Education:**
Request an official copy of college transcript, with degree awarded, be sent to EMS office via mail or e-Transcript.
3. ☐ **Copy of Current TN EMS License**
4. ☐ **Copy of Current CPR Instructor Card**
5. ☐ **Documentation of Two (2) Years Practicing in Pre-Hospital Environment**
Submit a letter from your employer with years of practice in their employment.
6. ☐ **Documentation of Previous Hours in Teaching in EMS Instruction**
Submit a letter from a school or organization verifying your teaching experience to include appropriate number of hours required, course attendance rosters, or other material that can attest to the attainment of required hours for the level requested.
7. ☐ **Documentation of Experience in EMS Education Administration for Appropriate Levels**
Submit a letter from an organization/school/service documenting your coordination of EMS related courses. (i.e., CPR, ACLS, PEPP, BTLS)
8. ☐ **Documentation of Successful Completion of an EMS Board Approved Instructors' Course.**
(EMR and Assistant levels must have completed the course prior to renewing their current EMS Cert/Lic)
Submit a certificate of completion.
9. ☐ **Letter of Appointment from Dean of College or Institution (Program Director Level only)**
Letter must be from the person that oversees the initial approved Tennessee Paramedic educational program as described in Rule 1200-12-01-.13 (3) Paramedic Education Programs.

NOTE: Fees Are Subject to Change Without Notice.

REMINDER: ALL REQUIRED DOCUMENTATION, FORMS, AND FEE(S) MUST BE SUBMITTED TOGETHER AS ONE PACKET. (Excluding Official College Transcript).

**Questions?
Contact the Office of EMS
Russell Gupton
Telephone: 615-741-2213
russell.d.gupton@tn.gov**

INSTRUCTOR ENDORSEMENT APPLICATION

Please indicate the level at which you are applying:

Instructor/Coordinator = I/C Instructor Assistant = I/A Program Director = P/D

☐ EMR I/C ☐ EMT I/C ☐ EMT I/A ☐ Paramedic I/C ☐ Paramedic I/A ☐ Paramedic P/D

Please Print Legibly or Type:

Name _____
Last
First
Middle

Address _____
Street / PO Box / Route
City / State / Zip

Telephone # (_____) - _____ (_____) - _____
Primary
Business

E-Mail Address _____

License Level: ☐ AEMT ☐ Paramedic License # _____ Expiration Date _____

SUBMIT THIS APPLICATION AND THE \$35.00 FEE WITH YOUR PACKET

(Personal or Certified Check – NO CASH)

Payment should be made to: **TDH-EMS**

Prehospital Experience:

EMPLOYER	FROM	TO

- Submit documentation required for level of instructor authorization requesting.
- Submit copies (front and back) of all certification card(s) (if required for the level applying)

Those individuals seeking EMT I/C, Paramedic I/C or Paramedic P/D endorsement must possess one of the following:

Choose highest level obtained: *(Note: Paramedic P/D must have a Bachelor's Degree or higher)*

☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate Degree

Applicant's Signature
Date

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CE Broker is the official CE tracking system of the Tennessee Emergency Medical Services Board. You will never have to pay for a CE Broker Basic Account. However, licensees do have the option to subscribe to an upgraded account, which offers additional CE tracking tools.

[CE Broker](#) is the official CE tracking system of the Tennessee Emergency Medical Services Board. The Board has provided you with a free Basic Account, so you have their helpful education tracking tools right at your fingertips.

HOW TO ACTIVATE YOUR FREE CE BROKER ACCOUNT?

1. Visit www.cebroke.com/tn/plans
2. Select the Basic Account option
3. Enter your license number and start tracking your continuing education today!



If you already have a CE Broker account, follow [these simple steps](#) to add your Tennessee license.

Free Access

CE BROKER IS 100% FREE TO USE. You will never have to pay for a CE Broker Basic Account. Licensees do have the OPTION to subscribe to an upgraded account, which offers additional CE tracking tools outlined below.

Account Options

	(\$0)	(\$29/yr)	(\$99/yr)
	Basic Account	Professional Account	Concierge Account
Manual Reporting	✓	✓	✓
CE Broker Course Search	✓	✓	✓
Renewal Notifications	✓	✓	✓
CE Broker Support Access	✓	✓	✓
Official Record Storage	✓	✓	✓
Multiple License Tracking	✓	✓	✓
Personalized Compliance Transcript		✓	✓
Dedicated Account Manager			✓

Other Benefits of CE Broker!

Comprehensive Course Search

The [CE Broker Course Search](#) helps you find every course you need to complete your license renewal. Any Courses with the “Take it Here” tag will be instantly reported to your account and appear in your Course History. To find courses, visit courses.cebroker.com/search/tn and select your profession.

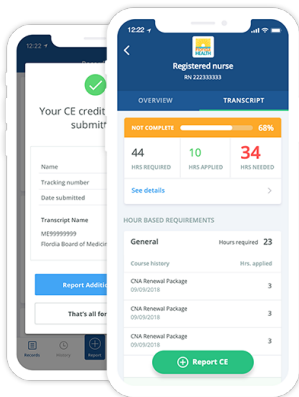


Helpful Support Center

CE Broker provides dedicated support 8AM-8PM ET Monday - Friday with a team of experts trained on the rules and regulations of the Tennessee Emergency Medical Services Board. You can reach them by phone at 877-434-6323 or via [email and live chat](#).

FAQs

Visit the [CE Broker FAQ](#) directly for detailed information on CE Broker and how to use your free account.



PRO TIP: Bring CE compliance wherever you go with the CE Broker mobile app. Available on iPhone and Android from the [App Store](#) or [Google Play](#).

