



# TRAINING CENTER GUIDE





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## Purpose

For more than 30 years, the National Association of Emergency Medical Technicians (NAEMT) has been recognized as a global leader in quality education for EMS practitioners and other out-of-hospital healthcare providers.

Caring for patients in the out-of-hospital environment is complex and challenging. It requires a broad range of medical skills and knowledge to save lives, alleviate pain, and treat patients of all ages.

NAEMT courses provide high-quality, evidence-based education that is critically important to preparing EMS practitioners to successfully treat patients in all types of circumstances, and face the many challenges that come with working in the field.

*The purpose of this guide is to provide approved NAEMT training centers with a framework and guidelines for conducting NAEMT education courses. NAEMT education courses may only be conducted by approved NAEMT training centers utilizing approved NAEMT instructors in accordance with the policies presented or referenced in this guide.*



## Statement of Philosophy

One of NAEMT's core values is the belief that professional education, national education standards and EMS research are essential to the consistent delivery of high quality, evidence-based medical care. This belief is the foundation upon which our education programs are built.

The mission of NAEMT education is *to improve patient care through high quality, cost effective, evidence-based education that strengthens and enhances the knowledge and skills of EMS practitioners.*

NAEMT education emphasizes the development of critical thinking skills so that practitioners can obtain the best possible outcomes for their patients. We believe that EMS practitioners make the best decisions on behalf of their patients when given a solid foundation of key principles and evidence-based knowledge.

Collaborative teams of clinicians, EMS educators and medical directors develop NAEMT education programs by reviewing current publications relevant to course content. They incorporate the latest research, newest techniques and innovative teaching approaches to provide students with the best possible learning experience.

New programs and major revisions of current programs are field tested to ensure their relevancy and appropriateness. All course content is reviewed and updated at least once every four years to keep up with advances in the field and incorporate participant feedback.

NAEMT is committed to this philosophy in developing and implementing all of our education courses.

## NAEMT Training Centers

NAEMT education courses are delivered through approved NAEMT Training Centers. An NAEMT TRAINING CENTER is an organization (which may be public, private for-profit, or private non-profit) that provides initial and/or continuing education to EMS practitioners and other prehospital healthcare providers that has been approved to conduct NAEMT courses. [Read the full list of NAEMT training center requirements.](#) EMS Training Centers interested in conducting NAEMT courses must follow the [Steps to Becoming an Approved NAEMT Training Center.](#)

## Administrative Oversight

NAEMT maintains administrative oversight for the development of new training centers and faculty (sometimes referred to as “promulgation”), and for the ongoing activities of all approved NAEMT training centers and faculty in all countries in which NAEMT courses are conducted. To assist the association with promulgation and oversight, NAEMT may appoint state, provincial, regional or national education coordinators.

Approved NAEMT training centers do not have the authority to establish new training centers, They may not share their NAEMT training center ID number with any other organizations or individuals for any purpose. When notified that an individual or organization is interested in establishing a new NAEMT training center, NAEMT faculty should refer these interested parties directly to NAEMT at [education@naemt.org](mailto:education@naemt.org) and to NAEMT’s [training center requirements and application.](#)

NAEMT, with support from state, provincial, regional or national education coordinators and affiliate faculty as requested, will work directly with the interested parties to review and evaluate their training center applications. Those applicants that meet NAEMT’s training center requirements will be assigned affiliate faculty to prepare them to become approved NAEMT training centers.

NAEMT may also establish a formal relationship with an organization in another country to assist the association with the promotion, development and administration of NAEMT education courses in that country. These “National Coordinating Organizations” must:

1. Be a national provider of EMS, paramedic or prehospital education.
2. Possess an excellent reputation within the EMS and/or medical community and among the public at large.
3. Be physically headquartered in the country/region.
4. Have a mission that is consistent with the purpose and objectives of NAEMT education.
5. Have appropriate leadership, staff, and infrastructure to carry out the coordinating responsibilities.



Any organization under consideration for this role shall be thoroughly vetted prior to formalization of a relationship.

## Development and Guidance

NAEMT education courses are developed at the direction of the NAEMT Board of Directors.

NAEMT course content is created by teams of nationally and internationally recognized subject matter experts in EMS, emergency medicine and other medical specialties, as well as from the military, public safety and emergency response. Teams include physicians who contribute their medical expertise; EMS educators who advise on the most effective, innovative teaching strategies; and EMS practitioners who ensure that the curriculum reflects the realities of working in the field. These teams are organized as NAEMT committees focused on prehospital trauma care, advanced medical life support and emergency pediatric care, or as course specific author teams.

The NAEMT Board also appoints an Education Committee with responsibility for

- reviewing all policies governing NAEMT’s education courses, and recommending modifications, as needed, to support the achievement of NAEMT’s education mission;
- overseeing the promulgation of NAEMT education courses including the network of education coordinators in the United States and in other countries;
- reviewing and suggesting appropriate action to address training center or faculty issues, as needed;
- monitoring requirements and trends in EMS education, certification, re-certification, and standards to ensure that NAEMT education is in compliance with all requirements and meets the continuing education needs of EMS practitioners;
- recommending the development of new courses or course content, as needed; and
- overseeing applications or renewals of education program accreditation.

The NAEMT President appoints the members of all NAEMT committees.

## Administrative Guidance

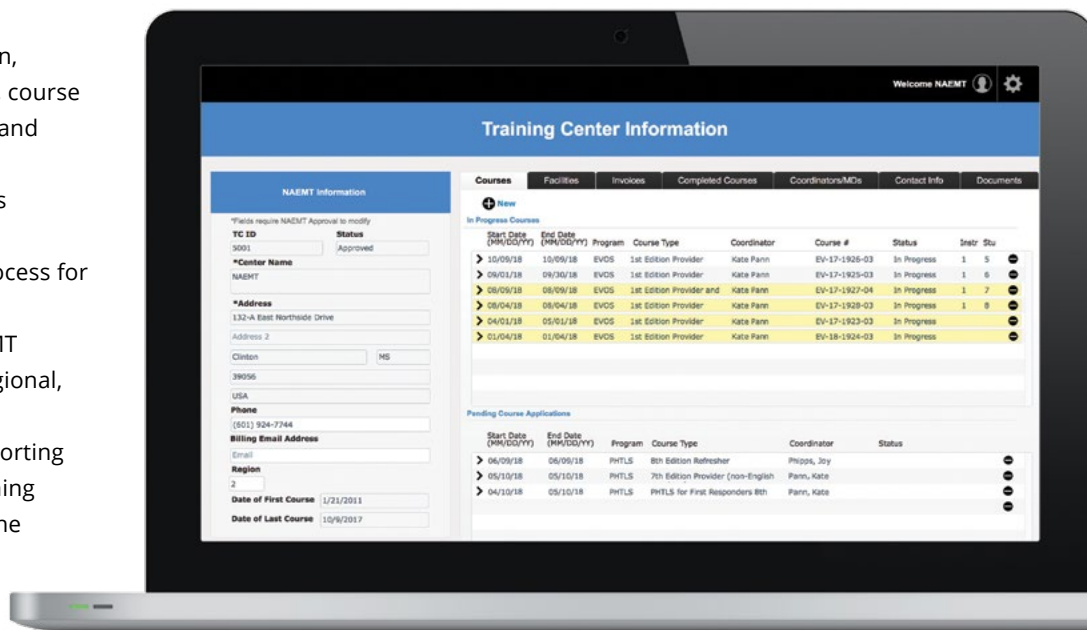
NAEMT's Headquarters Office provides administrative guidance and support to NAEMT's education courses. The Headquarters staff provides service and support to course coordinators, instructors, prospective training centers and students by:

- processing course information, including course applications, course registrations, course rosters, and student and instructor data.
- processing course fees, issues statements of fees due, and coordinates the collection process for outstanding invoices.
- in cooperation with the NAEMT Education Committee and regional, state, provincial and national education coordinators, supporting the development of new training centers and instructors and the promulgation of NAEMT courses.

The Headquarters Office is located at 132-A East Northside Drive, Clinton, MS 39056 U.S.A. The mailing address is P.O. Box 1400, Clinton, MS 39060-1400. The phone number is 1-800-346-2368. Emails should be directed to [education@naemt.org](mailto:education@naemt.org).

## Online Course Administration Through NAEMT's Education Portal

NAEMT's online Education Portal can be accessed through the [Course Administration section](#) of the NAEMT Website. Through the Portal, designated representatives for approved NAEMT Training Centers can securely manage their course administration, including selecting and assigning qualified course coordinators and instructors, managing student information and submitting course rosters and payments online.



Course coordinators have the option of having students enter their individual information into the course roster directly in the NAEMT Education Portal. The course number is required for students to sign up for the course and enter their information.

In addition, course materials not included in the student or instructor materials, including tests and course evaluations, can be accessed by course coordinators designated under the Secured Documents tab.

For quality assurance, course coordinators can generate a unique test for each course conducted using the test generator.

Any problems with the online course administration system should be reported to NAEMT Headquarters at [education@naemt.org](mailto:education@naemt.org) or by phone at 1-800-346-2368.

## Roles and Responsibilities

NAEMT's education courses are conducted by NAEMT approved faculty comprised of instructors, coordinators and medical directors. Following is a list of the roles and responsibilities of all positions involved in conducting NAEMT courses:

### Training Center Representative

The individual employed or contracted by the approved NAEMT Training Center who is authorized to sign the NAEMT Training Center Agreement located in the NAEMT Education Portal, and who is responsible for ensuring that the training center complies with all NAEMT Training Center requirements. May be the chief operating officer or president, or a designated representative of the organization. Responsible for the oversight of all NAEMT courses conducted by the training center, and for the designation of qualified course coordinators and course medical directors in the Education Portal. Responsible for the security of all student and instructor data collected by the training center. Serves as the day-to-day point of contact for all NAEMT course activity, and is available to NAEMT to contact on any course issues. (Training Center Representatives may designate another training center staff person to provide administrative and data support for NAEMT courses. See *Training Center Assistant* below.)

### Training Center Medical Director

A physician licensed in the country and state/province in which the training center operates who practices emergency medicine or is board certified in a relevant specialty, and is employed or contracted by the training center to provide medical guidance to the center on its education activities. Responsible for the appointment of course medical directors.

### Training Center Assistant

An individual who may be employed or contracted by the training center to provide administrative and data support for NAEMT courses. With authorization by the Training Center Representative, the Training Center Assistant may have access to all training center records and course information in the NAEMT Education Portal. Training Center Assistants may provide administrative and data support to course coordinators.



### Course Coordinator

The course coordinator is employed or contracted by the training center to organize, prepare, coordinate and conduct NAEMT courses for which he/she is qualified as an approved instructor.

#### Course Coordinators must:

- Be an experienced EMS instructor;
- Have knowledge and experience in coordinating EMS courses;
- Have knowledge of the process required to assemble and meet all course logistical requirements;
- Have knowledge and clinical experience relevant to all course content.

#### Course Coordinator responsibilities include:

- Organizing, coordinating, preparing and budgeting for course materials, facilities, equipment and faculty.
- Supervising all preparations for the course, including set up and break down of classrooms and equipment.
- Ensuring that registered students are eligible to attend in compliance with course requirements.
- Ensuring current instructor status of all course faculty.
- Providing the appropriate number of instructors to meet the instructor to student ratio requirement for the course.
- Assigning instructors to teach specific portions of the course.
- Ensuring that all course materials are presented in an effective fashion.
- Communicating in a clean and courteous manner with a diverse group of course participants and faculty.
- Issuing cards and certificates, generated through NAEMT's online Education Portal, to students within thirty (30) days post-course.
- Providing on-site course oversight or appointing a qualified lead instructor to provide oversight.
- Recognizing problems in the classroom and addressing them in a timely and appropriate manner.
- Adhering to all NAEMT policies and procedures for administering NAEMT courses.

- Ensuring that all students complete a course evaluation form upon completion of the course.
- Advising NAEMT Headquarters in writing of any problems with courses, faculty, and/or any relevant field information, in a timely manner.
- Maintaining copies of all student evaluations and tests from each course, for at least five years and making these documents available to NAEMT upon request.
- Ensuring complete, accurate and timely submission of student information, post-course documents and fees to NAEMT within 30 days of course completion. Course Coordinators who fail to comply will result in their Training Center not being allowed to register courses until all outstanding documents and fees are received at NAEMT headquarters.
- Advising NAEMT Headquarters of current contact information.

**Accountability:** Course coordinators are accountable to their training center and NAEMT.

## Instructor

Approved NAEMT Instructors are responsible for conducting the NAEMT course as presented in the course Instructor toolkit and ensuring that students receive a quality educational experience. [View instructor qualifications and requirements.](#)

### Specific responsibilities include:

- Assisting in preparations for the course, including set up and break down of classrooms and equipment.
- Participating in the presentation of the course content as assigned by the course coordinator, including presentation of lectures, and facilitation of case studies, skill stations and patient simulations.
- Preparing for and presenting assigned course content accurately and effectively.
- Communicating in a clear and courteous manner with a diverse group of course participants and faculty.
- Completing any pre-course and post-course paperwork as assigned by the course coordinator.
- Adhering to all NAEMT policies and procedures for administration of the course.
- Advising course coordinator of any problems that may arise before, during or after the course is held.
- Teaching at least the minimum number of courses required to maintain instructor status for each course. (For AMLS, EPC, PHTLS, TECC and TCCC, the minimum is 1 course per year. For other courses, the minimum is 1 course per edition.)

Course refreshers, hybrid courses and derivative courses (PHTLS for First Responders or TECC-LEO) may count as the minimum one course.

- Successfully completing all Instructor Updates, as required.
- Advising NAEMT Headquarters of current contact information.

**Accountability:** The instructor is accountable to their designated course coordinator and course medical director, and NAEMT.

## Adjunct Faculty

Adjunct faculty are physicians, nurses, or other credentialed specialists who have specific expertise in a particular subject matter discussed in the course. Adjunct faculty may assist in teaching an NAEMT provider course by presenting a didactic lesson in the course in accordance with their subject matter expertise.

### An Adjunct Faculty member must:

- Be a licensed physician, nurse, or other credentialed specialist with subject matter expertise relevant to the course being conducted.
- Understand the course concepts and philosophies.
- Have knowledge and clinical pre-hospital experience relevant to the assigned lesson.

**Responsibilities:** As requested by the course coordinator, the adjunct faculty member will:

- Prepare for and conduct the assigned lesson as prescribed in the course Instructor Toolkit.
- As time permits, present any additional research or information relevant to the lesson, provided that any additional content is consistent with the course content.
- Advise the course coordinator of any problems that may arise before, during and after the course.
- Communicate courteously and effectively with a diverse group of course participants and faculty.
- Adhere to all NAEMT policies and procedures for administering NAEMT education programs.

**Accountability:** Adjunct faculty are accountable to the course coordinator and course medical director.

## Course Medical Director

The course medical director provides medical oversight and guidance to course coordinators and instructors. They must adhere to the course content and principles of patient care.

**Course Medical Directors must be:** A physician licensed in the country and state/province in which the training center operates who practices emergency medicine and preferably board certified when available, and has agreed to provide medical guidance to the training center's course faculty and students.

PHTLS Medical Directors must be ATLS or PHTLS providers. Physicians who hold the American Board of Medical Specialties (ABMS) General or Subspecialty Certificates in Emergency Medical Services, Emergency Medicine, or Surgical Critical Care are exempt from this requirement.

### The Course Medical Director will:

- Be available, on site or by telephone, to the course coordinator to address medical questions that may arise in the progress of the course.
- Whenever possible, actively participate in the course by lecturing, presenting skill stations, or evaluating students.
- Advise the training center and NAEMT in writing of any problems with the course, instructors, and/or any relevant field information, in a timely manner.

**Accountability:** The course medical director is accountable to their training center and NAEMT for the accurate delivery of course content.

## Affiliate Faculty

Affiliate faculty ensure the quality and consistency of NAEMT courses by assisting and monitoring new training centers and instructors. Affiliate faculty are appointed by NAEMT for each of NAEMT's courses.

### Affiliate Faculty must be:

- A current, full member of NAEMT.
- An experienced NAEMT Course Coordinator for the respective course, having coordinated at least six courses for a specific NAEMT course (i.e., PHTLS, AMLS, EPC, TCCC, etc.). Exceptions to this requirement may be made on a case-by-case basis by the NAEMT Education Committee Chair.
- Recommended for appointment by a member of the NAEMT Education Committee, or a national, regional, state or provincial education coordinator or their training center's Medical Director.



### Affiliate Faculty are responsible for:

- When requested by NAEMT, monitoring new training centers and submitting a completed NAEMT Training Center Monitoring Form through the NAEMT Education Portal upon completion of the training center's first course.
- Communicating in a clear, timely and courteous manner with the course coordinator to arrange for monitoring.
- Serving as a resource for course coordinators in preparing for their new course.
- Assisting the course coordinator with the pre-course faculty meeting.
- Monitoring instructor candidates teaching their initial classroom provider course (hybrid courses do not qualify) and submitting a completed Instructor Monitoring Form for each candidate through the NAEMT Education Portal within one week after monitoring.
  - Each candidate must be monitored teaching at least one lesson and one patient simulation.
  - AMLS, EPC, PHTLS and TECC refresher courses may be used for monitoring new instructor candidates.
  - A maximum of 6 instructor candidates may be monitored by an Affiliate Faculty when teaching their initial classroom provider course (the "monitored teach-back"). Exceptions to this policy may be made with prior authorization by the Education Committee Chair.
  - Instructor candidates must have successfully completed their provider course within the last 18 months in order to be eligible for monitoring. (Current providers who completed their provider course prior to the last 18 months will need to retake the full course, take the refresher course, or take the 8-hour online continuing education modules as a prerequisite to monitoring.)
  - All monitoring by Affiliate Faculty must be completed on site at the training center. NAEMT will consider the use of virtual monitoring on a case by case basis.
- Advising NAEMT Headquarters of current contact information.



**Affiliate Faculty Guidelines:**

- Affiliate Faculty appointments are course specific.
- Once assigned by NAEMT to serve as Affiliate for a new training center, Affiliate Faculty must complete and submit the Affiliate Faculty Travel Form to NAEMT.
- When approached by a training center to become approved as an NAEMT Training Center, Affiliate Faculty should refer them to NAEMT to begin the process.

**Accountability:** Affiliate faculty are accountable to NAEMT.

**State/Provincial/Regional Education Coordinators**

State/provincial/regional education coordinators are experienced NAEMT Affiliate Faculty appointed by the NAEMT Education Committee Chair. These coordinators build awareness of and support for NAEMT education with government agencies responsible for overseeing EMS, EMS training centers, and EMS agencies in their respective areas. They assist NAEMT Headquarters in ensuring that NAEMT courses in the area are conducted in a quality manner and in compliance with NAEMT policies.

Education Coordinator appointments are reviewed by the Education Committee Chair on a regular basis.

**State/Provincial/Regional Coordinators must:**

- Be current, full NAEMT members.
- Be interested in and have the ability to devote the time necessary to effectively serve as an Education Coordinator.
- Be able to effectively communicate the value and benefits of NAEMT education.
- Have a good reputation within the EMS education community in their respective area.
- Serve as an Affiliate Faculty for at least one NAEMT course.
- Reside and/or work in the area in which they serve as the state/provincial/regional education coordinator.
- Provide a letter of recommendation from their training center medical director, college dean or other individual who has direct knowledge of their qualifications.
- Not hold a leadership position with a competing education program.
- Possess good written and verbal communication skills.

**State/Provincial/Regional Coordinators will:**

- Establish and maintain relations with government agencies that have jurisdiction over EMS in their area, and work to ensure that government agency leaders are aware of and understand the courses and education services provided by NAEMT.

- Provide NAEMT with a summary of their area's positions on EMS continuing education, including re-licensure requirements.
- Establish and maintain relations with EMS training centers in their area and work to ensure that training center leaders are aware of and understand the courses and education services provided by NAEMT.
- Refer EMS training centers interested in conducting an NAEMT education course to NAEMT for follow up.
- Actively promote NAEMT education within their area. Present and discuss the benefits of NAEMT education in publications, and at EMS events. When possible, attend the EMS conferences in the area and help facilitate the addition of appropriate NAEMT courses to pre-conference offerings.
- Serve as the NAEMT education point of contact in their respective area.
- Provide regular reports to NAEMT on education efforts in the area.
- Advise NAEMT HQ, in writing, of any difficulties and/or any relevant field information in a timely manner.
- Work with NAEMT HQ to identify and appoint qualified course coordinators as affiliate faculty.
- Monitor training centers and/or instructor candidates, when requested by NAEMT.
- Assist with training center and faculty quality assurance, when requested by NAEMT.

**Accountability:** State/provincial/regional coordinators are accountable to NAEMT.

**National Education Coordinator**

In countries in which NAEMT has designated a National Coordinating Organization to assist with the promotion, development and administration of NAEMT education courses in the country, a National Education Coordinator is appointed to lead and oversee this effort.

**National Education Coordinators must:**

- Be a current, full member of NAEMT.
- Be a citizen or legal resident of the country to which he or she is assigned.
- Be a current instructor for at least one NAEMT course.
- Provide a letter of recommendation from the CEO or medical director of the national coordinating organization.
- Have knowledge and experience in managing EMS/prehospital courses in their respective country.
- Submit a current CV.
- Be able to communicate clearly and courteously with a diverse group of faculty.

- Possess good written and verbal communication skills.
- Have the ability to provide advice, guidance and oversight to faculty.
- Possess knowledge of EMS/prehospital education requirements in their country.

**National Education Coordinators are responsible for:**

- Working in coordination with NAEMT staff to respond to applications for new training centers or current training centers that wish to conduct new programs.
- Within a thirty-day timeframe, reviewing and recommending approval of new training center applications.
  - The Coordinator will determine whether the training center meets NAEMT's training center requirements and report his/her findings back to NAEMT. This may include a site visit to the training center by the Coordinator.
- Upon NAEMT notification to the training center that it has been approved, preparing the new training center to conduct its first course and approving its instructors, including:
  - Assisting the new training center coordinator with registering and administering courses in NAEMT's online education portal.
  - Monitoring the first course conducted by the new NAEMT training center and completing and submitting to NAEMT the NAEMT Training Center Monitoring Form to verify that the training center is approved to conduct the course.
  - If the new NAEMT training center needs to prepare new faculty to teach the course, working with the training center coordinator to ensure that new faculty meet all NAEMT instructor requirements, and submitting a completed Instructor Monitoring Form for each new instructor to NAEMT so that the instructor candidate can be verified in NAEMT's database and can receive an instructor card for the specified course.
  - Accessing NAEMT's Education Portal to track courses registered by NAEMT training centers in the designated country.
- Working in coordination with NAEMT to address training center/faculty issues.
- Ensuring training center and faculty adherence to NAEMT education policies and requirements.
- Promoting the establishment of new training centers and the adoption of NAEMT education courses in the country/region.
- Building relationships with national healthcare organizations and government agencies.

- Recommending for appointment as Affiliate Faculty experienced course coordinators. Affiliate Faculty shall be authorized to assist with the training of new faculty and will be authorized to monitor and approve new faculty who meet all NAEMT instructor requirements.

**Accountability:** The National Educator Coordinator is accountable to NAEMT and the CEO of the National Coordinating Organization.

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## NAEMT Faculty Conduct Policy

NAEMT expects that all NAEMT faculty will:

- Comply with NAEMT's Bylaws and policies and promote adherence of such policies;
- Support the mission of NAEMT education;
- Conduct themselves in a responsible, respectful and professional manner that appropriately reflects their faculty position;
- Conduct themselves in a spirit of collegiality and respect for their fellow faculty members;
- Not abuse their position as faculty by influencing or suggesting to any individual or group that they are entitled to or expect any special treatment;
- Not engage in or facilitate any discriminatory or harassing behavior directed toward their students, other faculty members, or NAEMT staff, members, officers, directors, or others in the context of activities relating to their faculty assignments;
- Obey all applicable federal, state and local laws and regulations, and provide or cause to provide their full cooperation when requested to do so by those institutions and their representatives required to uphold the law;
- Report to NAEMT, on a confidential basis, any current or pending felony indictment in which they are named.

NAEMT reserves the right to remove any individual from its faculty who substantively violates this policy.



## NAEMT Education Courses

Information about each NAEMT course, including the types of courses offered and student eligibility to take each course, can be found here:

- [Advanced Medical Life Support \(AMLS\)](#)
- [All Hazards Disaster Response](#)
- [Community Paramedicine Course Series](#)
- [Emergency Pediatric Care \(EPC\)](#)
- [EMS Safety](#)
- [EMS Vehicle Operator Safety \(EVOS\)](#)
- [First On The Scene \(FOTS\)](#)
- [Geriatric Education for EMS \(GEMS\)](#)
- [Mental Health Resilience Officer Course](#)
- [Prehospital Trauma Life Support \(PHTLS\)](#)
  - [PHTLS for First Responders](#)
- [Principles of Ethics and Personal Leadership \(PEPL\)](#)
- [Psychological Trauma in the EMS Patient \(PTEP\)](#)
- [Tactical Combat Casualty Care for Medical Personnel \(TCCC\)](#)
- [Tactical Emergency Casualty Care \(TECC\)](#)
  - [Tactical Emergency Casualty Care for Law Enforcement Officers and First Responders \(TECC-LEO\)](#)

**All NAEMT education courses and course materials are copyrighted. Use of NAEMT education materials for any purpose other than holding an NAEMT education course is prohibited.**

New technologies, equipment, simulators, or other devices can be utilized within a course to enhance student learning experiences. However, such use must not deviate from the structure, objectives or evaluative processes of the course.



**RECERT™**

## NAEMT Instructor Courses

NAEMT offers a selection of courses to address the needs of our instructors.

### NAEMT Instructor Preparation Course

The NAEMT Instructor Preparation Course is designed for individuals interested in becoming an instructor for one or more of NAEMT's education courses. The six-hour course provides instructor candidates with basic training and information needed to help prepare them to serve as an NAEMT instructor. All instructor candidates are required to take and successfully pass this course one time.

#### Format

This course is offered in an online format in English and Spanish and as a classroom course in other languages.

#### Course Completion

Successful completion of the NAEMT Instructor Preparation Course is defined as the student having:

- Participated in the entire online course.
- Achieved a minimum passing score (80%) for the course on the post-test.

*Completion of the NAEMT Instructor Preparation Course does NOT signify that the individual is an approved NAEMT instructor. This course is just one of the steps that instructor candidates must complete to become an approved NAEMT instructor.*



### Instructor Updates

The Instructor Update is designed to inform current instructors on all aspects of a new edition of a course and is offered in conjunction with the release of the new edition. In order for instructors to maintain current instructor status in a particular NAEMT course, they must successfully complete the instructor update for the new edition of the course within six months of the release of the new edition materials.

#### Eligible Participants

Individuals who are current, approved instructors for the NAEMT course for which the update is being held are eligible for participation. Proof of current instructor status is required.

#### Format

Depending on the course, instructor updates are presented in a classroom or online format.

#### Faculty Requirements

Classroom instructor updates must be conducted by faculty who are designated as Affiliate Faculty, Regional Coordinators, or National Coordinators for the course.

#### Material Requirements

The new edition of the program provider and instructor materials for the respective course is required.



## Provider Courses

Provider courses are designed for individuals practicing prehospital or out-of-hospital emergent, urgent or preventive patient care. All courses have a specified number of content hours. The number of course hours, the order of course content, or any course components may not be modified. However, the course schedule may be modified [i.e. an intra-curriculum/extended course format] to accommodate student needs. Each course is designed to present interventional skills but does not provide approval for the student to practice them outside of the course. Certification to perform these skills, utilize the equipment, or administer medications is not intended, implied or provided.

### Eligible Participants

Health care practitioners who hold a license or certification at the level required by each course or as provided by the country and/or state/province in which they serve such as: emergency medical responders, emergency medical technicians, advanced emergency medical technicians, paramedics, advanced paramedics, nurses, nurse practitioners, physician assistants and physicians are eligible to participate.

### Format

Provider courses may be offered in several formats (if available for the course):

- Traditional classroom.
- Hybrid, where a portion is offered online (asynchronous) in an interactive, web-based format followed by a classroom component.
- Virtual (synchronized) using web-based video conferencing tools. This format may only be used for courses that do not include skills practice.
- Virtual/classroom blend, where the didactic portion of the course is offered virtually followed by a classroom component focused on skills and patient simulations.

## Refresher Courses

Refresher courses are designed for pre and out-of-hospital practitioners to reinforce the knowledge and skills acquired through the provider course. Refresher courses are generally shorter in duration than the provider course. Refresher courses are designed to reinforce knowledge and refresh skills that practitioners acquired from the provider course.

### Eligible Participants

Individuals who have successfully completed the respective course within the four years prior to the NAEMT provider or comparable refresher course.

### Format

Refresher courses are offered in a traditional classroom or virtual/classroom blend format.

## Provider Course Completion

Successful completion of both Provider and Refresher courses is defined as the practitioner having:

- Attended the entire course or completed prerequisite online work and attended the required classroom portion of the course.
- Adhered to course content and demonstrated all practical skills outlined in the course materials.
- Achieved a minimum passing score for the course on the written post-test(s).
- Successfully completed skill stations and patient simulations, if required for the course.

NOTE: Any student who is unsuccessful in one segment of the evaluative process will be permitted an opportunity to receive remediation and re-testing.

### Re-evaluating the Unsuccessful Student

Students unsuccessful in any one component of course evaluation (written or patient simulation) will have an opportunity to be re-tested within 30 days, at the convenience of the course coordinator. In the case of a simulation evaluation, an alternate simulation will be used. Students are not permitted to re-test to achieve a higher test score.

### Recognition

Upon successful completion, recognition is valid for four years with the exception of Tactical Combat Casualty Care courses, which is valid for three years. A certificate is provided upon successful completion. Certificates are issued by the course coordinator and will be provided at the end of a course or within thirty days post-course.

### Continuing Education Credits

The Commission on Accreditation of Prehospital Continuing Education (CAPCE) recognizes the respective number of approved hours of continuing education credit. To receive CAPCE credit, participants must provide all information required by CAPCE, including a current state license and/or National Registry number and expiration date.

## About CAPCE

The [Commission on Accreditation of Prehospital Continuing Education](#) (CAPCE) was chartered in 1992 to develop consistent criteria for the review and approval of EMS continuing education activities nationwide. Individual programs are submitted and reviewed in relation to CAPCE education standards and assigned continuing education credits recognized by CAPCE. NAEMT has received organizational accreditation from CAPCE.



CAPCE fees are included in course fees (no additional submission or action is required on behalf of the training center). Student information is submitted to CAPCE by NAEMT, provided the course roster contains all student information required by CAPCE, and subsequently submitted to NREMT for recertification. Incomplete student data is ineligible for submission and recognition by CAPCE for continuing education credit.

## Course Set-Up and Logistics

### Administrative Requirements

Course coordinators must submit course applications to the Headquarters Office (via [NAEMT's online Education Portal](#)) at least two weeks prior to course commencement to allow adequate time for processing. The minimum administrative staffing requirements per course are one course coordinator and one medical director. An affiliate faculty is usually required for monitoring new training centers and instructors.

### Faculty Requirements

The minimum instructor-to-student ratio for each course is defined in the instructor materials for each course. [View instructor-to-student ratios by course.](#)

Adjunct Faculty may be used to present a lesson in the course, but no more than 20% of the course faculty (and no more than 2 instructors total) can be Adjunct Faculty per course. An approved NAEMT instructor must be present in the course when adjunct faculty are presenting.

### Equipment & Supplies

Required equipment and supplies for conducting each provider course are listed in the current edition of the course Instructor Toolkit and refresher course.

### Intra-curriculum/Extended Course

NAEMT courses can be offered as a component of an EMS training course for EMTs or Paramedics, with prior approval from NAEMT. The integrity of the NAEMT course content must be maintained and presented in its entirety, and the course must be completed within a period consistent with a typical college semester, up to six months in duration.

### NAEMT Instructor Requirements

All approved NAEMT training centers are required to use approved NAEMT instructors to conduct NAEMT courses. Coordinators can search for approved instructors for each course in the NAEMT Education Portal.

NAEMT has specific requirements to become an approved instructor. To obtain approval, all requirements must be met. [View NAEMT's instructor requirements.](#) [Read the NAEMT course specific exceptions to these requirements.](#)

## Student Data Collection

The conduct of NAEMT business requires the collection of personally identifiable information. It is essential to protect the privacy of individuals who submit information to be processed through NAEMT.

It is your responsibility to ensure that all personal information collected from students is safeguarded and used only for the purposes outlined in the NAEMT Training Center Guide. Failure to properly protect student information can result in identity theft or fraud, and can cause considerable inconvenience and/or material harm to the individual(s) affected.

At a minimum, take the steps outlined below to protect student information and comply with the appropriate local, state and federal regulations:

- Allow ONLY authorized users to access the NAEMT Education Portal**  
 Ensure that only the appropriate faculty have access to student information and perform course administration that allows access to student information.

- **SECURE access to the NAEMT Education Portal**

Protect passwords used to access the NAEMT Education Portal and ensure that unauthorized persons do not gain access to the portal. If you believe that your password has been compromised, immediately change your password in the NAEMT Education Portal.

- **COLLECTION, PROTECTION and STORAGE of individuals' information**

Only collect information from students that is essential for the conduct of the course. Ensure that student information is stored in a safe and secure location and that only authorized users have access to the information.

- **Discuss personal information or have personal conversations in PRIVATE**

Ensure that all conversations with students or instructors regarding a student's performance in the course are discussed in private.

## Evaluation Tools

All NAEMT courses include a written test at the end of the course to verify that each student has met the learning objectives for the course. NAEMT course tests are professionally validated to ensure that course test instruments verify that the student has achieved the course learning objectives. Current versions of the written tests can be generated or are provided to course coordinators via NAEMT's Education Portal. Tests may be photocopied only to accommodate the course but may not be utilized for any other purpose. Students or any person involved in the instruction of the course may not keep the tests.

Training Centers may use a secured, institutional learning management system as a platform to administer NAEMT course tests.

Training Centers are required to keep the students' answer sheets for five years, and may be asked by NAEMT to provide copies of completed written test answer sheets in order to assist with the validation process. Such requests will be provided in writing along with instructions.

If errors or difficulties are discovered within the written test, please document and send notice to NAEMT Headquarters at: [education@naemt.org](mailto:education@naemt.org) for review and analysis.

**Final Evaluation of Skills and Simulations:** Final evaluation of skills and simulations must be conducted by approved NAEMT instructors for the course. This evaluation must be conducted in a live classroom setting. Use of video for student monitoring will only be considered by NAEMT on a case-by-case basis.

**Alternate Simulations:** Only the simulations provided in the Instructor Toolkit are to be used. Alternate simulations to accommodate new technologies, equipment, mannequins or other devices, situational specific requirements or end-user requirements, may only be utilized upon formal application, review and approval by NAEMT.

**Course Evaluations:** Students are required to complete a course summary evaluation at the completion of the course. The course summary evaluations are provided to course coordinators via NAEMT's Education Portal. Training Centers are required to maintain a copy of these evaluations for five years.

## Annual NAEMT Faculty Meeting

The annual NAEMT Faculty Meeting is held in conjunction with EMS World Expo and the [NAEMT Annual Meeting](#). The meeting provides faculty with a report on current activities and future plans for the education program.





## Use of NAEMT Course Material and Trademarks

All NAEMT course materials, including textbooks, course manuals, instructor toolkits, tests and patient simulations, are owned and copyrighted by NAEMT. NAEMT course materials may only be used by approved NAEMT Training Centers in the conduct of NAEMT courses registered with NAEMT. NAEMT reference textbooks may be purchased for use in semester-long courses at colleges and universities.

NAEMT's logo and the logos for its education courses are registered trademarks owned by NAEMT. In promoting enrollment in NAEMT courses, use of the NAEMT logo and applicable course logo(s) are permissible and encouraged within the following guidelines:

- NAEMT's logo and/or course logos must only be used to promote registered NAEMT courses.
- NAEMT's logos may not be amended or altered in any way.
- Use of the name and logo of NAEMT and/or its course names and logos, for any purpose beyond course promotion, is NOT permitted without express prior written authorization from NAEMT.
- Any such proposed name and/or logo use must be submitted to NAEMT Headquarters in writing sufficiently in advance so as to permit appropriate review and consideration by NAEMT.
- Use of the NAEMT name and/or logo, or use of the name and/or logo of any NAEMT course does not represent or imply approval or endorsement by NAEMT of any product, program or service.

## Amendments to Policy, Procedures, Materials or Forms

Requests for any changes to NAEMT's education policies, procedures, materials or forms should be provided in writing to NAEMT Headquarters at [education@naemt.org](mailto:education@naemt.org). Written responses will be provided generally within 30 days. Certain requests may take longer if such requests require approval by the NAEMT Board of Directors.

## Website

Find information about NAEMT's Education Mission, how to locate courses in your area, descriptions of courses, a listing of courses conducted by country, verify NAEMT course completion certificates or cards and other pertinent course information at [www.naemt.org/education](http://www.naemt.org/education).

NAEMT training centers are encouraged to submit photos for NAEMT to use to promote NAEMT education courses. Training centers understand that by submitting photos they are providing NAEMT with permission to use these images in its printed and digital promotions and that no compensation or photo credit will be provided.

Please submit photos to [media@naemt.org](mailto:media@naemt.org)