



## **Purpose**

The purpose of this policy is to define the New York State (NYS) Department of Health (DOH) Bureau of EMS Certified Lab Instructor (CLI) and Certified Instructor Coordinator (CIC):

- entry requirements,
- certification requirements,
- processing, and
- recertification 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 an emergency medical technician or certified first responder.
- (w) A Certified Instructor Coordinator means a person certified pursuant to these regulations to serve as the lead instructor for courses leading to certification.

## **Policy**

The **CLI Prerequisites** are as follows:

1. Complete an *Application for Instructor Certification* (DOH-2260).
2. Hold current certification as a NYS EMT or Advanced.
3. Must have taken a NYS EMT/ADVANCED written certification examination within three years prior to obtaining CLI certification and scored at least 85% on the EMT portion of the exam. Candidates who wish to teach advanced skills must also score at least 85% on the specific Advanced exam. The CLI candidate must be certified at or above the desired teaching level.
4. Those who have recertified through the CME EMS Recertification Program and have not obtained an "instructor score"\*\*\* within the past three years must visit the NYS DOH website: [www.health.ny.gov/professionals/ems](http://www.health.ny.gov/professionals/ems) and submit DOH-4245 Registration for Emergency Medical Technician's Exam Testing Scheduling Request.

Note: Taking an "instructor score" will not recertify your current EMT/ADVANCED certification and will not affect your EMT/ADVANCED certification expiration date.

5. Must be **actively providing on-going, direct, hands-on, pre-hospital patient care with a DOH approved NYS EMS agency** and have a **minimum of one year of clinical experience within the last three years**. This can be documented by assuring that the candidate's name is listed on patient care reports. If the CLI candidate is applying to teach ADVANCED courses, the candidate must be actively providing care within a regionally approved ALS system.
6. Submit a letter of recommendation from the Course Sponsor that will be providing the instructor internship.

The **CLI Certification Requirements** are as follows:

1. Attend and successfully complete all modules of the CLI course.
2. Serve an instructor internship under the supervision of a CIC in either an EMT or Advanced EMT course. The internship must meet the objectives outlined in Bureau of EMS Policy Statement entitled "*Internship Requirements for Instructor Certification*".
3. Instruct a minimum of 12 hours of lab sessions, from various modules, as part of a NYS EMS certification course and documented on the DOH-4451 form.
4. Submit the following items to the Bureau of EMS Central Office within 18 months of CLI course completion:
  - a) The *CLI Internship Completion Report* (DOH-3378) completed by the supervising CIC.
  - b) The completed and signed *CLI Internship Tracking Worksheet* (DOH-4451)
  - c) A favorable *Lab Instruction Audit Report* (DOH-2423) conducted by the supervising CIC.
  - d) A favorable *Lab Instruction Audit Report* (DOH-2423) conducted by a CLI or another CIC. This audit must be from someone other than the supervising CIC.  
 Note: *Audits must be completed by a currently certified CLI/CIC.*  
 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 may be directed to the Bureau of EMS Central Office, prior to the start of the instructor certification process. Violations of this requirement may result in denial of instructor certification.*
5. Continue to meet CLI Entry Requirements and maintain an 85% on the NYS EMT/ADVANCED written exam throughout the CLI certification period.
6. As a 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 6a, 6b, or 6c 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.

The **CIC Prerequisites** are as follows:

1. Complete an *Application for Instructor Certification* (DOH-2260).
2. Hold current certification as a NYS EMT or Advanced EMT.
3. Hold current certification as a NYS CLI.
4. Must have taken a NYS EMT/ADVANCED written certification examination within three years prior to obtaining CIC certification and scored at least 85% on the EMT portion of the exam. Candidates who wish to teach ADVANCED courses must also

score at least 85% on the ADVANCED exam. The CIC candidate must be certified at or above the desired teaching level.

5. Those who have recertified through the CME EMS Recertification Program and have not obtained an "instructor score" \*\* within the past three years must visit the NYS DOH website: [www.health.ny.gov/professionals/ems](http://www.health.ny.gov/professionals/ems) and submit DOH-4245 Registration for Emergency Medical Technician's Exam Testing Scheduling Request.

*Note: Taking an "instructor score" will not recertify your current EMT/ADVANCED certification and will not affect your EMT/ADVANCED certification expiration date.*

6. Must be **actively providing on-going, direct, hands-on, pre-hospital patient care with an EMS agency** and have a **minimum of one year of clinical experience within the last three years**. This can be documented by assuring that the candidate's name is listed on patient care reports. If the CIC candidate is applying to teach ADVANCED courses, the candidate must be actively providing care within a regionally approved ALS system.
7. Submit a letter of recommendation from the Course Sponsor that will be providing the instructor internship.

The **CIC Certification Requirements** are as follows:

1. Attend and successfully complete all modules of the CIC course. A candidate may substitute attending a NYS CIC course if the candidate has successfully completed the National Association of EMS Educator's (NAEMSE) level 1 Instructor Course. Proof of course completion must be submitted to the Bureau of EMS Central Office prior to beginning any other CIC certification requirements. Completion of the NAEMSE course cannot be utilized in lieu of the CLI course. If you are interested in utilizing the NAEMSE course in lieu of the CIC course, you must contact the BEMS office prior to beginning the CIC certification process. You will be required to complete a CLI and a CIC internship once you have completed the NAEMSE course.
2. Successfully complete an instructor internship under the supervision of a current CIC in either an EMT or Advanced EMT course. The candidate must:
  - a) prepare and deliver 50 hours of didactic material, from various modules, as part of a NYS EMS certification course documented on DOH-4452, ***and***
  - b) directly coordinate and supervise a minimum of 9 hours of lab sessions in a NYS EMS certification course. The candidate must plan, coordinate and implement lab sessions, observe CLI performance, and debrief staff with the supervising CIC. In addition, the internship must meet the objectives outlined in the CIC curriculum and Bureau of EMS Policy Statement entitled "*Internship Requirements for Instructor Certification*".
3. Submit the following items to the Bureau of EMS Central Office within 18 months of CIC course completion:
  - a) The *CIC Internship Completion Report* (DOH-3377) completed by the supervising CIC.
  - b) The completed and signed *CIC Internship Tracking Worksheet* (DOH-4452).
  - c) A favorable *Didactic Presentation Audit Report* (DOH-2424) conducted by the supervising CIC.
  - d) A favorable *Didactic Presentation Audit Report* (DOH-2424) conducted by a Regional Faculty member or Bureau of EMS Representative.

*Note: Audits must be completed by a currently certified CLI/CIC.*

*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 may be directed to the Bureau of EMS, prior to the start of the instructor certification process. Violations of this requirement may result in denial of instructor certification.*

4. Continue to meet CIC Entry Requirements and maintain an 85% on the appropriate NYS EMT/ADVANCED written exam throughout the CIC certification period.
5. As a 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 5a, 5b, or 5c 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.

### **Bureau of EMS Instructor Processing**

It is the responsibility of the individual seeking instructor certification to meet all entry requirements and submit the completed documentation to the Bureau of EMS Central Office. The completed file will be reviewed by the Bureau of EMS Central Office 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.

### **Instructor Recertification**

The **CLI Recertification Requirements** are as follows:

1. Must be currently certified as a CLI or expired no more than 3 months.
2. Must hold current certification as a NYS EMT or Advanced EMT.
3. Must have taken a NYS EMT/ADVANCED written certification examination since receiving their last CLI certification and scored at least 85%. Candidates who wish to teach advanced skills must also score at least 85% on the ADVANCED exam. The candidate must be certified at or above the desired teaching level. Those who have recertified through the CME EMS Recertification Program and have not obtained an "instructor score" within the past three years must visit the NYS DOH website: [www.health.ny.gov/professionals/ems](http://www.health.ny.gov/professionals/ems) and submit DOH-4245 Registration for Emergency Medical Technician's Exam Testing Scheduling Request. Taking an "instructor score" \*\* will not recertify your current EMT/ADVANCED certification and will not affect your EMT/ADVANCED certification expiration date.

*Note: Taking an "instructor score" will not recertify your current EMT/ADVANCED certification and will not affect your EMT/ADVANCED certification expiration date.*

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 with a DOH approved NYS EMS agency** and have a **minimum of one year of clinical experience within the last three years**. Provide evidence of participation as a CLI in at least one course within the past three years.
  - b) Provide evidence of participation in at least 6 hours of instructor level training approved by the Bureau of EMS Central Office.

- c) Continue to meet numbers 1- 6 of CLI Entry Requirements and maintain an 85% on the NYS EMT/ADVANCED written exam throughout the CLI certification period.
- 5. If CLI certification has been expired for more than 3 months, but no more than 2 years, the applicant must comply with items 2, 3, and 4a.
  - a) Applicant must also have complied with 4c **OR**
  - b) Submit proof of attending and completion of:
    - i) American Heart Association Instructor Update, or
    - ii) PHTLS Instructor Update, or
    - iii) PEPP Instructor Update, or
    - iv) New York State Fire Instructor Yearly Update, or
    - v) NAEMSE Instructor Level 1 or 2 course
- 6. If CLI certification has been expired for more than 2 years, the applicant must comply with all items in 4 as well as:
  - a) Minimum of 2 Lab Instruction Audit Reports (DOH-2423). Both reports must be completed within 3 months of application for recertification.
- 7. As a 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 7a, 7b, or 7c 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.

The **CIC Recertification Requirements** are as follows:

- 1. Must be currently certified as a CIC or expired no more than 3 months.
- 2. Must hold current certification as a NYS EMT or Advanced EMT.
- 3. Must have taken a NYS EMT/ADVANCED written certification examination within the past three years and scored at least 85%. Candidates who wish to teach advanced courses must also score at least 85% on the advanced portion of the ADVANCED exam. Candidates must be certified at or above the desired teaching level.
- 4. Those who have recertified through the CME EMS Recertification Program and have not obtained an “instructor score” \*\* within the past three years must visit the NYS DOH website: [www.health.ny.gov/professionals/ems](http://www.health.ny.gov/professionals/ems) and submit DOH-4245 Registration for Emergency Medical Technician’s Exam Testing Scheduling Request. Taking an “instructor score” will not recertify your current EMT/ADVANCED certification and will not affect your EMT/ADVANCED certification expiration date.
- 5. 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 NYS EMS approved course within the past three years. If the candidate has not served as the CIC of record for at least one NYS EMS approved course within the past three years, then s(he) will be required to successfully complete a minimum of 2 favorable Didactic Presentation Audit Reports conducted by a Regional Faculty member or Bureau of EMS Representative. Both reports must be within 3 months of applying for recertification.
  - b) Provide evidence of participation in at least six (6) hours of instructor-level continuing education approved by the Bureau of EMS Central Office.
  - c) Continue to meet numbers 1-5 of CIC Certification Requirements and maintain an 85% on the NYS EMT/ADVANCED written exam throughout the CIC certification period.
- 6. If CIC certification has been expired for more than 3 months, but no more than 2 years, the applicant must comply with items 2, 3, and 4.

- a) Applicant must also have complied with 5b OR
  - b) Submit proof of attending and completion of:
    - i) American Heart Association Instructor Update, or
    - ii) PHTLS Instructor Update, or
    - iii) PEPP Instructor Update, or
    - iv) New York State Fire Instructor Yearly Update, or
    - v) NAEMSE Instructor Level 1 or 2 course
7. If CIC certification has been expired for more than 2 years, the applicant must comply with all items in 6 as well as:
- a) Minimum of 2 favorable Didactic Presentation Audit Reports conducted by a Regional Faculty member or Bureau of EMS Representative. 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.
8. As a 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 recertification or suspension or revocation of current instructor certification based upon a review by the Bureau of EMS.

### **ADDITIONAL INFORMATION**

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 is required to attend.

Instructor reciprocity from other states will be handled by the Bureau of EMS Central Office on a case-by-case basis.

Currently the Bureau of EMS has approved instructor-level training for the following programs:

- Certified Instructor Updates approved by the Bureau of EMS Central Office
- Instructor certification or update courses sponsored by American Heart Association, American Red Cross, National Safety Council, National Association of EMTs, and others that may be approved by the BEMS Central Office on a case-by-case basis.

**\*\* Anyone taking an exam for an “Instructor Score”, will be allowed no more than 2 attempts to obtain the required 85%. If the candidate has not obtained an 85% within those 2 attempts, he/she must take a refresher course for the level they wish to teach.**

Issued and authorized by Bureau of EMS Office of the Director