

**OKLAHOMA STATE DEPARTMENT OF HEALTH EMS DIVISION  
EMERGENCY MEDICAL SERVICES INSTRUCTOR RENEWAL FORM**

**INSTRUCTIONS:** Current EMS Instructor Approval will expire at the same time as your state EMT License. This form should be completed by Oklahoma EMS Instructors for renewal. **DO NOT SEND** this form in with your EMT license renewal documents. There are two methods by which you may renew your instructor status:

**OKLAHOMA RULE: OAC 310:641-7-21(b) (6) states that to renew your EMS Instructor, you must:** Obtain sixteen (16) hours of instructor continuing education experience during the current approval period or complete a Department approved EMS Instructor Refresher Course.

This form is to be used to document the sixteen (16) hours of ongoing education, or Instructor Refresher, that must be earned during the current instructor approval. Complete this form in its entirety and submit it with *copies of your current CPR Instructor card, ACLS and Pediatric certification cards (for Paramedic level Instructors)*, and any other documents to verify training.

Check the Instructor Level:           **: Basic       : Intermediate       : Paramedic**  
[check only one box and be sure it is the Level that you are approved by OSDH/EMS to teach at -- do not upgrade with this form]

Name: \_\_\_\_\_ Oklahoma EMT License # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Affiliations:** List ALL Training Institution(s), 1st Response Agency(ies), or \_\_\_\_\_

Licensed Ambulance Services(s) you are approved by this office to teach at: \_\_\_\_\_

**Be sure to keep a copy of this form for your records.**

SEE ATTACHED SHEET(S) FOR SUGGESTED TOPICS YOU MAY UTILIZE FOR CEU'S -- THIS IS NOT A CONCLUSIVE LIST, BUT SOME SUGGESTED WAYS TO OBTAIN INSTRUCTIONAL CEU'S. ALSO, PLEASE SEE THE ATTACHED INSTRUCTOR REFRESHER OUTLINE. THE INSTRUCTOR REFRESHER WAS APPROVED BY THE STATE ADVISORY COUNCIL AND WENT INTO EFFECT 25 JUNE 2005.

All information provided is true and correct to the best of my knowledge. I understand that by signing this document, any fraudulent entry may be sufficient cause for disapproval and or revocation of any subsequent certification or approval, which may have been issued. I have read and understand the rules (OAC 310:641 Subchapter 7) pertaining to Training Centers, Courses and Instructors; and I will adhere to these requirements.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed renewal application with supporting documentation to:



\_\_\_\_\_  
EMS EDUCATIONAL COORDINATOR  
1000 NORTHEAST TENTH STREET  
OKLAHOMA CITY OKLAHOMA 73117-1299.

**Instructor Development Hours [CEU's]:**

Subject	Date/Hours	Date/Hours	Date/Hours	Total
<b>EMS Instruction</b> [Courses taught]				
<b>Testing Assistance</b> [Maximum of 4 hrs]				
<b>Course Coordination</b> [Maximum of 4 hrs]				
<b>Student Preceptor</b> [Maximum of 4 hrs]				
<b>Other Professional Development</b>				

- EMS INSTRUCTION:** Maximum of four (4) hours for course(s) taught during period of approval. Verification will be by course roster, training coordinator/administrator or Medical Director sigs.
- TESTING ASSISTANCE:** Maximum of four (4) hours. 1 hour for every course final practical examination in which you serve as a skills evaluator, verified by examination coordinator.
- COURSE COORDINATION:** Maximum of four (4) hours. One (1) hour for EMT-Basic, EMT-B Refresher, EMT-I , EMT-I Refresher, EMT-P Refresher. Three hours (3) for Paramedic Program. A Letter from department chair ,adult coordinator, or program/service medical director verifying your Teaching experience is required.
- STUDENT PRECEPTOR:** Maximum of (4) hours for serving as student preceptor for EMS Training Institution students. Proof will be verified by Institution Administrator/Coordinator by letter to OSDH/EMS. Preceptor cannot be lead instructor of core programs.
- OTHER PROFESSIONAL** Any other Instructional Development you may have completed, such as BLS Instructor [2hrs], ACLS Instructor [2hrs], PALS Provider [2hrs], PEPP Provider [2hrs], and any topic that you completed to improve your capabilities to teach.

**TOTALS:**

Method [*This table should summarize all of your hours submitted for Instructor Renewal]	Type of Documentation (proof)	Hours
EMS Instructor Refresher option or CEUs listed below:	CAN #	16 hours

**Total Hours for all sections combined:** \_\_\_\_\_

**OKLAHOMA STATE DEPARTMENT OF HEALTH  
EMERGENCY MEDICAL SERVICE DIVISION  
INSTRUCTOR REFRESHER**

Based off of the National Guidelines for Educating EMS Instructors, August 2002.

**Instructor Educator** must provide minimum hours in each topic area and must add to areas of their choice to total 16 hours.

Subject		Minimum Hours
<b>Roles and Responsibilities</b>	Module 2	1
<b>Legal Issues/Ethics</b>	Module 4 and 5	1
<b>Learning Environment/Styles and Domains</b>	Modules 6, 7, and 8	1
<b>Presentation Skills</b>	Module 11	2
<b>Evaluation Techniques</b>	Module 12	2
<b>Teaching Thinking Skills</b>	Module 16	1
<b>Remediation</b>	Module 20	1
<b>Elective Modules</b>	Modules 9, 10, 13, 14, 15, 17, 18, 19, 21, 22, 23 (may select any combination of these or above modules )	6
<b>OK EMS Administration</b>	Review State Rules, forms and timelines	1
<b>Total Hours</b>		16

- Module 9: Goals and Objectives
- Module 10: Lesson Plans
- Module 13: Facilitation Techniques
- Module 14: Communication and Feedback
- Module 15: Motivation
- Module 17: Teaching Psychomotor Skills
- Module 18: Affective Domain
- Module 19: Discipline
- Module 20: Remediation
- Module 21: Cultural Awareness
- Module 22: Teaching Resources
- Module 23: Research

