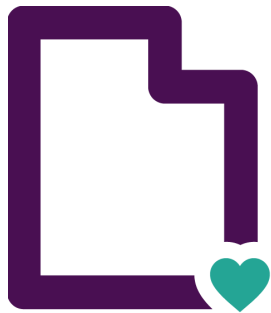


COURSE COORDINATOR CHECKLIST



Utah Department of
Health & Human
Services

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Course Coordinator Checklist

This checklist is designed to assist new or current Course Coordinators with creating a new course site and submitting your course for state approval.

Section 1: Preparatory

This section is for coordinators who will be taking over as the lead course coordinator for their location or those who are setting up a new training location. Please plan far enough ahead to have this completed 2-3 months prior to the planned start date of your first course.

NREMT.org

- Add the Program Director Role to your NREMT account.
 - Login to your NREMT user account
 - On the **Home** page, click on your name and select **Settings** from the dropdown
 - On the **Account Settings** screen, locate Manage Rolls on the right side of the screen and select **Add Roles**
 - Click **Add Program Director Role**
 - Read the pop-up statement and select **Add Role**
- Request Authorization of a New EMS Education Program
 - Under **My Current Roll** select **Program Director**
 - Click on **Account Settings** on the left-side menu
 - Under the **Program Director Settings** section, click of **Request for EMS Program Authorization**
 - Click on **Request Authorization of an EMS Education Program**
 - Complete the electronic form, read the attestation statement, then click **Submit**
 - After you submit the **New Program Request Form**, it will be sent to the Office of EMS and Preparedness for approval.
- Associate with an Existing EMS Program
 - Under **My Current Roll** select **Program Director**
 - Click on **Account Settings** on the left-side menu
 - Under the **Program Director Settings** section, click of **Associate yourself with an Existing EMS Education Program**
 - Click on **Request Authorization of an EMS Education Program**
 - Under **Authorizing State** select **Utah**
 - Under **Education Program** select the school/program you wish to associate with then click **Submit** at the bottom of the page
 - After you submit, it will be sent to the Office of EMS and Preparedness for approval.

Utah Office of EMS and Preparedness

- Request a new Training Location with the Office of EMS and Preparedness.
 - Contact us at EMS@Utah.gov to schedule a site visit once the following has been completed:
 - Obtain adequate classroom space (see page 5 of the [Course Coordinator Manual](#))
 - Collect all required training supplies (see page 28-33 of the [Course Coordinator Manual](#))
 - Build the Course Schedule
 - Develop a Course Syllabus
 - Create a team of Endorsed EMS Instructors and Subject Matter Experts
 - Write or find an Americans with Disabilities Act Policy
 - Write or find a Sexual Harassment Policy

Section 2: Course Requests

Course requests must be submitted to the Office of EMS and Preparedness no less than 30 days prior to the start date of the course. If the course is submitted with less than 30 days until the start date a fee of \$10 per day, to a max of \$150, will be added.

Courses requests submitted with less than 10 business days until the scheduled start date may not have enough time to undergo the approval process, and as such may be denied.

EMSLicense.Utah.gov

- Create a New Course Request
 - Follow the [New Course Request Quick Reference Guide](#) to create a course
 - Documents that must be submitted for course approval:
 - Course Schedule: This should list the primary instructor, medical director, and course location. It should also include dates, times, and the instructor for each day/topic.
 - Course Syllabus: This should have information about the details of the course, the course textbook, and all online resources. The syllabus will often also contain class policies and rules such as grading, dress code, technology in the classroom, etc.
 - Americans with Disabilities Act Policy: Can be included in the syllabus.
 - Sexual Harassment Policy: Can be included in the syllabus.
 - Please remember!
 - Instructors **MUST** have a current Instructor Endorsement from the Utah Office of EMS and Preparedness
 - Instructors can only teach to their level – for example, an instructor with an EMT license cannot help teach an AEMT course
 - You must have at least 1 Endorsed Instructor for every 6 students – this ratio is required for all hands-on skills practice and pass-off sessions
 - Class size minimum: 2
 - Class size maximum: 36
 - Students are required to have an approved CPR card before they can start the course. CPR cannot be considered part of the state approved course.

- AEMT and Paramedic students MUST be currently licensed as a Utah EMT prior to being enrolled in the course. The license must be maintained and current throughout the course and testing process. If the license lapses prior to licensing at the new level, they will not be able to obtain the new license.
- Any changes to the course schedule must be documented and submitted to the Office of EMS and Preparedness for review

Section 3: After Your Course Begins

Student Applications

- Have each student create an account on the Utah licensing website emslicense.utah.gov
 - On the left side navigation menu, students should click on ***Applications***
 - Students should select the appropriate application for their course (EMR, EMT, AEMT, or Paramedic) and click ***Apply Now***
 - Have them fill in all required information on the application
 - Government ID, a passport style photo (or headshot), and CPR card are required
 - Students should affiliate with the course ID number (if it is not found, they can leave this section blank and the course coordinator can manually add students later)
 - All applicable fees should be paid as soon as possible
- After the students have completed their applications, the Course Coordinator should log onto emslicense.utah.gov to confirm the students are on the roster

Criminal Background Check

- The Office of EMS and Preparedness requires that all personnel seeking initial licensing submit LiveScan fingerprints for Federal Bureau of Investigation (FBI) and Direct Access Clearance System (DACS) background checks
 - A list of fingerprint locations is sent to all applicants with the information on how to complete their DACS form – have the students check their email periodically for this information (including their spam folder)
- Students who procrastinate the LiveScan requirement risk a delay in their approval for the NREMT written exam

Important Time Frames

- Within 15 days of course start date:
 - Send a completed student roster to EMS@utah.gov with legal names and provider license number if applicable
- Within 30 days of the course start date:
 - Student applications must be completed, and fees paid.
 - Each student who has not paid within 30 days will be assessed a \$75 late fee

Section 4: Upon Course Completion

Utah

- Documenting Course Completions
 - Login to emslicense.utah.gov
 - On the left side menu select **Manage**
 - From the new selections click **Courses**
 - Choose the appropriate course from the course list
 - Under **Attendees** you will be able to select students and then use the **Bulk Actions** button at the bottom to select Pass, Fail, In Process, etc. for each group of students
- The following must be received by the Office of EMS and Preparedness at EMS@Utah.gov within 15 days of course completion
 - A course recommendation letter that includes:
 - A list of all students who are being recommended for licensure
 - Documentation that the students have shown competence in all required psychomotor skills and competencies
 - Course Coordinator signature
 - Medical Director signature for AEMT and Paramedic level courses
 - Letters for students who are not recommended should include:
 - Student name
 - A brief explanation as to why the student is not being recommended
 - Course Coordinator signature
 - Medical Director signature for situations where it is applicable
 - If there were any changes to the original schedule, attach a copy of the final course schedule

NREMT

- Course Completion on NREMT.org
 - After logging in, under **My Current Role** navigate to **Program Director**
 - Under **Manage Candidates** select **Course Completion Verification**
 - Select the appropriate course level from the dropdown
 - For each student, select the appropriate action as described
 - Any missing students should be reached out to about creating an NREMT account

- Authorization To Test (ATT) – This should be done prior to the completion of the course. Once students have shown that they are ready to take the psychomotor exam, this process should be completed.
 - After logging in, under **My Current Role** navigate to ***Program Director***
 - Under **Manage Candidates** select ***Early Eligibility Verification***
 - Select the appropriate EMS Program from the dropdown
 - Select the appropriate course level from the dropdown then click Select
 - For each student, select the appropriate action as described
 - Any missing students should be reached out to about creating an NREMT account

Section 5: Requesting an NREMT Psychomotor Exam

This section applies only to AEMT and Paramedic Courses

- Add the Program Director Role to your NREMT account.
 - Login to your NREMT user account
 - On the **Home** page, click on your name and select **Settings** from the dropdown
 - On the **Account Settings** screen, locate Manage Rolls on the right side of the screen and select **Add Roles**
 - Click **Add Program Director Role**
 - Read the pop-up statement and select **Add Role**
- Add the Exam Coordinator Role to your NREMT account.
 - Login to your NREMT user account
 - On the **Home** page, click on your name and select **Settings** from the dropdown
 - On the **Account Settings** screen, locate Manage Rolls on the right side of the screen and select **Add Roles**
 - Click **Add Exam Coordinator Role**
 - Read the pop-up statement and select **Add Role**
- Schedule with an NREMT Test Proctor
 - Search for a local NREMT Test Proctor – [NREMT Representatives](#)
 - Reach out using the contact information provided and schedule with the proctor a time and location that will work
 - Work with the proctor to prepare all needed equipment and space needs
- Schedule the exam on NREMT.org
 - The NREMT has a great document available for this process.
 - [Scheduling a Psychomotor Exam](#)