



Overview

We are pleased to announce the Course Coordinator Renewal Course, specifically designed for current Course Coordinators seeking to renew their endorsements. This course ensures participants are up-to-date with the latest policies and procedures as outlined in the 2024 Course Coordinator Manual.

2025 Course Dates and Times

Date	Time	Location	Course #
2/3/2025	2 pm - 4 pm	Webinar	CC2024557
8/28/25	2 pm - 4 pm	Webinar	CC2024558

Renewal Requirements

To renew your Course Coordinator endorsement, you must meet the following criteria:

- 1. Current EMS Instructor Endorsement** - Provide documentation of a valid EMS Instructor endorsement.
- 2. Coordination Experience** - Submit documentation showing you have coordinated or co-coordinated at least one Bureau-approved course within the two years prior to your application.
- 3. Attendance at a Course Coordinator Seminar** - Provide documentation of attendance at a Bureau-approved Course Coordinator seminar within one year prior to your application.
- 4. Renewal Application** - Submit a completed Course Coordinator Endorsement Renewal application.
- 5. Pay Fees** - Submit the required renewal fee.
- 6. Signed Course Coordinator Contract** - Agree to and sign the Course Coordinator Contract, which outlines adherence to the 2024 Course Coordinator Manual policies and procedures.

Steps to Renew Your Endorsement

1. Enroll in the Renewal Course

- a. Visit emsl.license.utah.gov
- b. Select “Education,” enter the course number and register for the course

2. Complete your application

- a. Go to the “Applications” section on the same site
- b. Start the renewal application, upload the required documents, pay the applicable fees, and sign the new Course Coordinator Contract

3. Attend the Webinar

- a. Each participant must sign into the webinar using their own device to ensure accurate attendance reporting.
- b. Attendance will be verified using the platform’s attendance report and a QR code provided during the course.
- c. Webinar details, including the link, will be sent one week prior to the course date

Verification and Approval

Once all documents, fees, and course attendance are verified, your renewal application will be processed, and your endorsement will be renewed.

Important Reminders

- Both registration and application completion are required. These are separate actions and must be completed to renew your endorsement.
- Attendance at the webinar using your own device is mandatory.
- Endorsement renewal is subject to verification of your application, attendance, and all required documents.

Contact Information

For questions or assistance, please contact us at 801-273-6666.