



State of Louisiana

Department of Health and Hospitals
Bureau of Emergency Medical Services

Bureau of Emergency Medical Services New Instructor Candidate Guidelines Effective date: January 1, 2010

Effective January 1, 2010 all certified instructors must be associated with EMS Education Program authorized through the National Registry of Emergency Medical Technicians (NREMT) website.

Each Program Director is responsible for the performance and conduct of the instructors that conduct training for that program. As a Program Director, they may recruit and release any instructor that they (Program Director) deems necessary to comply with the Bureau of Emergency Medical Services (BEMS) policies and procedures.

During this transition BEMS will not conduct Instructor workshops. The current pool of certified instructors is over 400 state wide, Program Directors should be able to recruit the required number of instructors to support their program.

If the Program Director needs to recruit a new EMS Professional and they have not attended an Instructor Workshop, the Program Director can submit a request to the Director of the Bureau of Emergency Medical Services to authorize a new instructor.

The new instructor must have over 5 years of active experience at or above the level of certification that they will be an instructor. The Program Director must also submit the following documentation for review:

- The Instructor Candidate's resume with a copy of all certification currently held
- Two letters of endorsement
 - One letter from the management staff of an EMS provider
 - One Letter from their Medical Director
- Recommendation from their current employer
- Letter from the Program Director agreeing to sponsor the Instructor Candidate

An Instructor Candidate must be approved prior to being added to the instructor roster.

I am available to answer your questions and assist you with this transition process,

A handwritten signature in cursive script, appearing to read "William H. Hineman".

William H Hineman

State Director

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