

IDAPA 16 – IDAHO DEPARTMENT OF HEALTH AND WELFARE

Division of Public Health – Bureau of Emergency Medical Services

16.01.05 – Emergency Medical Services (EMS) – Education, Instructor, and Examination Requirements

Who does this rule apply to?

Any person or agency involved in the Emergency Medical Services industry, EMS educators, and stakeholders.

What is the purpose of this rule?

These rules include criteria and requirements for education programs conducting initial and optional module EMS education, certification of instructors, certification examinations, and optional module examinations. Continuing education requirements can be found in IDAPA16.01.07, “Emergency Medical Services (EMS) – Personnel Licensing Requirements.”

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statute passed by the Idaho Legislature:

Public Assistance and Welfare -

- [Section 56-1023, Idaho Code](#) – Department of Health and Welfare: Rules

Where can I find information on Administrative Appeals?

Administrative appeals and contested cases are governed by the provisions of IDAPA 16.05.03, “Contested Case Proceedings and Declaratory Rulings.”

How do I request public records?

Unless exempted, all public records are subject to disclosure by the Department that will comply with Title 74, Chapter 1, Idaho Code, upon requests. Confidential information may be restricted by state or federal law, federal regulation, and IDAPA 16.05.01, “Use and Disclosure of Department Records.”

Who do I contact for more information on this rule?

Idaho Department of Health and Welfare
Bureau of Emergency Medical Services
2224 East Old Penitentiary Road
Boise, ID 83712-8249

P.O. Box 83720
Boise, ID 83720-0036
Phone: (208) 334-4000 or 1-877-554-3367
Fax: (208) 334-4015
Email: IdahoEMS@dhw.idaho.gov
Webpage: <http://idahoems.org>

Table of Contents

16.01.05 – Emergency Medical Services (EMS) – Education, Instructor, and Examination Requirements

000. Legal Authority.	4
001. Title And Scope.	4
002. Incorporation By Reference.	4
003. -- 008. (Reserved)	4
009. Criminal History And Background Check Requirements.	4
010. Definitions.	4
011. -- 074. (Reserved)	4
075. Investigation Of Complaints For EMS Education Program And Personnel Violations.	4
076. Administrative Action Imposed For EMS Instructor Certification.	5
077. Standards Of Professional Conduct For EMS Education Program And Exam Personnel.	5
078. -- 099. (Reserved)	5
EMS EDUCATION PROGRAMS	
100. General Requirements For EMS Education Programs.	5
101. Inspection Of EMS Education Programs.	5
102. EMS Education Standards.	5
103. EMS Education Program Eligibility.	6
104. EMS Education Program Approval Requirements.	6
105. EMS Education Program Accountability.	6
106. EMS Education Program Administration.	6
107. EMS Education Program Course Administration.	7
108. EMS Education Program Course Documentation.	7
109. -- 199. (Reserved)	8
CRITERIA FOR EMS EDUCATION	
200. Initial EMS Education Requirements.	8
201. -- 209. (Reserved)	8
210. Optional Module EMS Education.	8
211. -- 299. (Reserved)	9
EMS EDUCATION PROGRAM PERSONNEL REQUIREMENTS, QUALIFICATIONS, AND RESPONSIBILITIES	
300. Required Personnel For EMS Education Programs.	9
301. EMS Education Program Personnel Qualifications.	9
302. EMS Education Program Personnel Responsibilities.	9
303. -- 399. (Reserved)	10
EMS INSTRUCTOR CERTIFICATION	
400. EMS Instructor Certification Requirements.	10
401. EMS Instructor Certificate Renewal.	10
402. Lapsed EMS Instructor Certificate.	11
403. Certification Of Currently Approved EMS Instructors.	11
404. Adult Methodology Requirements For EMS Instructors.	12

405. -- 499. (Reserved) 12

EMS EXAMINATIONS

500. Standardized EMS Certification Examinations. 12

501. Optional Module EMS Examinations. 12

502. EMS Exam Applications. 13

503. -- 998. (Reserved) 13

999. Other Violations That May Result In Formal Administrative Action. 13

**16.01.05 – EMERGENCY MEDICAL SERVICES (EMS) – EDUCATION, INSTRUCTOR,
AND EXAMINATION REQUIREMENTS**

000. LEGAL AUTHORITY.

The Idaho Board of Health and Welfare is authorized under Section 56-1023, Idaho Code, to adopt rules and standards concerning the administration of the Idaho Emergency Medical Services Act, Sections 56-1011 through 56-1023, Idaho Code. The Director is authorized under Section 56-1003, Idaho Code, to supervise and administer an emergency medical service program. (7-1-16)

001. TITLE AND SCOPE.

01. Title. These rules are titled IDAPA 16.01.05, “Emergency Medical Services (EMS) – Education, Instructor, and Examination Requirements.” (7-1-16)

02. Scope. These rules include criteria and requirements for education programs conducting initial and optional module EMS education, certification of instructors, certification examinations, and optional module examinations. Continuing education requirements can be found in IDAPA 16.01.07, “Emergency Medical Services (EMS) -- Personnel Licensing Requirements.” (7-1-16)

002. INCORPORATION BY REFERENCE.

The Department has incorporated by reference the following documents: (7-1-16)

01. Idaho EMS Education Standards, edition 2016-1. The Department has adopted the Idaho EMS Education Standards, edition 2016-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department, see online at: <http://www.IdahoEMS.org>. (3-20-20)

02. Idaho Bureau of EMS and Preparedness EMS Education Equipment List, edition 2016-1. The Department has adopted the Idaho Bureau of EMS and Preparedness EMS Education Equipment List, edition 2016-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department, see online at: <http://www.IdahoEMS.org>. (3-20-20)

03. Idaho EMS Bureau Vehicle Extrication Awareness Instructor Guidelines, edition 2016-1. The Department has adopted the Idaho EMS Bureau Vehicle Extrication Awareness Instructor Guidelines, edition 2016-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department, see online at: <http://www.IdahoEMS.org>. (3-20-20)

003. -- 008. (RESERVED)

009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS.

Certified EMS instructors must comply with the provisions in IDAPA 16.05.06, “Criminal History and Background Checks,” to include: (7-1-16)

01. Initial Instructor Certification. Individuals seeking initial instructor certification must have successfully passed a criminal history and background check under the provisions in IDAPA 16.05.06, “Criminal History and Background Checks.” (7-1-16)

02. Reinstatement of Instructor Certification. Individuals requesting reinstatement of instructor certification must have successfully passed a criminal history and background check under the provisions in IDAPA 16.05.06, “Criminal History and Background Checks.” Denial without the grant of an exemption under IDAPA 16.05.06 will result in denial of reinstatement of certification. (7-1-16)

03. Additional Criminal History and Background Check. The Department may require an updated or additional criminal history and background check at any time, without expense to the candidate, if there is cause to believe new or additional information will be disclosed. (7-1-16)

010. DEFINITIONS.

For the purposes of this chapter, the definitions in IDAPA 16.01.02, “Emergency Medical Services (EMS) -- Rule Definitions” apply. (7-1-16)

011. -- 074. (RESERVED)

075. INVESTIGATION OF COMPLAINTS FOR EMS EDUCATION PROGRAM AND PERSONNEL VIOLATIONS.

Investigation of complaints and disciplinary actions for EMS education program and personnel are provided under IDAPA 16.01.12, “Emergency Medical Services (EMS) -- Complaints, Investigations, and Disciplinary Actions.” (7-1-16)

076. ADMINISTRATIVE ACTION IMPOSED FOR EMS INSTRUCTOR CERTIFICATION.

Any EMS instructor certificate may be suspended, revoked, denied, or retained with conditions for noncompliance with any standard or rule. Administrative actions on an instructor certificate, imposed by the EMS Bureau for any action, conduct, or failure to act that is inconsistent with professionalism, or standards, or both, are provided under Sections 56-1011 through 56-1023, Idaho Code, and IDAPA 16.01.12, “Emergency Medical Services (EMS) -- Complaints, Investigations, and Disciplinary Actions.” (3-20-20)

077. STANDARDS OF PROFESSIONAL CONDUCT FOR EMS EDUCATION PROGRAM AND EXAM PERSONNEL.

All personnel associated with a EMS education program or exam must adhere to the following standards: (7-1-16)

01. Professional Conduct. EMS education program and exam personnel must uphold the dignity and honor of the profession and abide by all federal, state, and local laws and statutes. They must ensure just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights, and responsibilities while following generally recognized professional principles. (7-1-16)

02. Personal Relationships. EMS education program and exam personnel must maintain a professional relationship with all students, both inside and outside the physical and virtual classroom. They must avoid conflicts of interest when accepting gifts, gratuities, favors, and additional compensation from students, colleagues, parents, patrons, or business personnel. (7-1-16)

03. Professional Integrity. EMS education program and exam personnel must exemplify honesty and integrity in the course of professional practice. They must refrain from the possession, use, or abuse of alcohol or illegal drugs while they are involved in the instruction of students. They must comply with state and federal laws and program policies relating to the confidentiality of student records, unless disclosure is required or permitted by law. (7-1-16)

04. Respectful Behavior. EMS education program and exam personnel must behave in a respectful and appropriate manner when dealing with students, colleagues, parents, patrons, and business or Department personnel, ensuring that they are always aware of their intended audience. (7-1-16)

078. -- 099. (RESERVED)

EMS EDUCATION PROGRAMS
(Sections 100-199)

100. GENERAL REQUIREMENTS FOR EMS EDUCATION PROGRAMS.

EMS education programs must meet all requirements in these rules. A program may be approved by the Department if all requirements are met. Each program must be approved and in good standing in order for graduates of courses provided by a program to qualify for access to an Idaho EMS certification examination. (7-1-16)

101. INSPECTION OF EMS EDUCATION PROGRAMS.

Representatives of the Department are authorized to enter an EMS education facility at reasonable times for the purpose of assuring that an EMS education program meets the provisions of these rules. (7-1-16)

102. EMS EDUCATION STANDARDS.

01. Initial Education. Curriculum utilized for initial education must be based upon the Idaho EMS Education Standards incorporated under Section 004 of these rules. (7-1-16)

02. Optional Module Education. Curriculum utilized for optional module education must be based upon the Idaho EMS Education Standards incorporated under Section 004 of these rules for the higher level scope of practice in which the skills, knowledge, and competency exist in the floor of the scope of practice. (7-1-16)

103. EMS EDUCATION PROGRAM ELIGIBILITY.

The following entities are eligible for approval as an EMS Education Program: (7-1-16)

01. EMS Agency. A licensed Idaho EMS agency, or applicant for agency licensure, that has met all of the agency licensure requirements in IDAPA 16.01.03, “Emergency Medical Services (EMS) -- Agency Licensing Requirements,” with the exception of the personnel requirements in the case of an applicant agency. (7-1-16)

02. Governmental Entity. A recognized governmental entity within the State of Idaho; (7-1-16)

03. School. A proprietary, secondary, or post-secondary school as defined in Title 33, Idaho Code, and in accordance with IDAPA 08.01.11, “Registration of Post-Secondary Educational Institutions and Proprietary Schools”; or (7-1-16)

04. Hospital. An Idaho hospital as defined in IDAPA 16.03.14, “Hospitals.” (3-20-20)

104. EMS EDUCATION PROGRAM APPROVAL REQUIREMENTS.

The following requirements must be met in order to be approved as an EMS Education Program: (7-1-16)

01. All Programs. All EMS educational programs must: (7-1-16)

a. Have the infrastructure elements described in the Idaho EMS Education Standards; (7-1-16)

b. Use a curriculum that meets the Idaho EMS Education Standards; (7-1-16)

c. Utilize personnel to fill the roles as defined in Section 300 of these rules; (3-20-20)

d. Provide sufficient quantities of supplies and equipment in good working order based on the curriculum and the minimum equipment list; and (7-1-16)

e. Have successfully completed a program review within the last three (3) years. (7-1-16)

02. Paramedicine Programs. Programs teaching paramedicine must be accredited by, or have a Letter of Review (LoR) from, the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). A representative of the Department may attend the CoAEMSP site visit. Documentation of official correspondence between CoAEMSP and the program must be provided to the Department within thirty (30) days. (7-1-16)

105. EMS EDUCATION PROGRAM ACCOUNTABILITY.

The Department will hold each EMS Education Program to the standards and requirements in these rules and the declarations made by the program on their most recent approved application. (7-1-16)

106. EMS EDUCATION PROGRAM ADMINISTRATION.

01. General. Each EMS Education Program must: (7-1-16)

a. Register and maintain program information with the Department and the certification agency. (7-1-16)

b. Respond to all program-specific Department inquiries within fifteen (15) days; (7-1-16)

c. Submit supporting documentation requested during an audit to the Department within twenty-one (21) days of the request; (7-1-16)

d. Ensure that all program personnel are familiar with and conduct business according to these rules; (7-1-16)

and

e. Notify the Department within fifteen (15) days of any sanction taken against an instructor that affects their ability to teach for the program. (3-20-20)

02. Policies and Procedures. The EMS Education Program must provide students with their policies and procedures for the following: (7-1-16)

a. Program-specific student enrollment eligibility requirements; (7-1-16)

b. Receipt and resolution of complaints, to include the Bureau's complaint process; (7-1-16)

c. Process for students who do not show adequate progress; and (7-1-16)

d. Program-specific requirements for successful completion of the course. (7-1-16)

107. EMS EDUCATION PROGRAM COURSE ADMINISTRATION.

01. Education. In order to prepare students to demonstrate the expected competencies, the EMS Education Program must: (7-1-16)

a. Deliver didactic education and psychomotor training that meets the objectives of the approved curriculum; (7-1-16)

b. Establish and maintain hospital/clinical and field/internship experience agreements to ensure student access in accordance with the Idaho EMS Education Standards; (7-1-16)

c. The majority of initial education must be taught by certified EMS instructors. (7-1-16)

02. Evaluation. In order to assure that students can demonstrate the expected competencies, the EMS Education Program must: (7-1-16)

a. Establish and enforce pass/fail criteria that include evaluation of student performance and competency during labs, didactic, clinical, and field internship training; (7-1-16)

b. Provide formative evaluations during a course to monitor the progress of students; and (7-1-16)

c. Provide a formal summative evaluation that includes a variety of clinical behaviors and judgements at the end of the course to measure the student's mastery of the objectives of the approved curriculum. (7-1-16)

108. EMS EDUCATION PROGRAM COURSE DOCUMENTATION.

01. Records to be Submitted. Each EMS Education Program must submit the following documentation to the Department as described below and in the format provided by the Department: (7-1-16)

a. Application for Course Registration Number (CRN) at least thirty (30) days prior to beginning a new course; (7-1-16)

b. Course beginning record (roster) within ten (10) days after the course beginning date; (7-1-16)

c. EMR and EMT Programs: Declare date and location of the formal summative evaluation within the (10) days immediately following the date the course begins; (7-1-16)

d. AEMT and Paramedic Programs: Proposed dates and locations of the didactic and psychomotor certification examinations within ten (10) days of the course beginning date; and (7-1-16)

e. Course completion record (roster) within ten (10) days after the student's course completion date. (7-1-16)

02. Records to be Maintained. Each EMS Education Program must maintain documentation of the following: (7-1-16)

a. Student competence in all areas listed in the Idaho EMS Education Standards for the level being taught; and (7-1-16)

b. Student attendance in all didactic instruction, skills laboratories, hospital/clinical experience, and field experience. (7-1-16)

03. Records Retention. All documentation related to a course or program must be retained for a minimum of five (5) years in a retrievable format. (7-1-16)

109. -- 199. (RESERVED)

CRITERIA FOR EMS EDUCATION
(Sections 200-299)

200. INITIAL EMS EDUCATION REQUIREMENTS.

01. Content. (7-1-16)

a. Idaho-Specific Content. All initial EMS courses must include the following Idaho-specific content, developed professionally and approved by the Department, if available: (7-1-16)

i. Physician Order for Scope of Treatment (POST); (7-1-16)

ii. Safe Haven; (7-1-16)

iii. Landing Zone Officer; and (7-1-16)

iv. Extrication Awareness. (7-1-16)

b. National Content. All initial EMS courses must include the following national content: (7-1-16)

i. Incident Command System ICS-100 and ICS-700; and (7-1-16)

ii. HazMat Awareness. (7-1-16)

02. Consistency with Scope of Practice. All curricula must be consistent with the Idaho scope of practice for licensed personnel as set forth in the EMS Physician Commission Standards Manual incorporated under IDAPA 16.02.02, "Idaho Emergency Medical Services (EMS) Physician Commission," which aligns with the clinical level of the course. (3-20-20)

03. Consistency with State and National Standards. All curricula must be consistent with Idaho EMS Education Standards incorporated under Section 004 of these rules, and the National EMS Scope of Practice Model. (7-1-16)

201. -- 209. (RESERVED)

210. OPTIONAL MODULE EMS EDUCATION.

01. Consistency with Scope of Practice. All optional module curricula must be consistent with the Idaho scope of practice for licensed personnel as set forth in the EMS Physician Commission Standards Manual, incorporated under IDAPA 16.02.02, "Idaho Emergency Medical Services (EMS) Physician Commission," which aligns with the clinical level of the course. (3-20-20)

02. Consistency with State and National Standards. All optional module curricula must be

consistent with Idaho EMS Education Standards incorporated under Section 004 of these rules, and the National EMS Scope of Practice Model. (7-1-16)

211. -- 299. (RESERVED)

**EMS EDUCATION PROGRAM PERSONNEL REQUIREMENTS,
QUALIFICATIONS, AND RESPONSIBILITIES**
(Sections 300-399)

300. REQUIRED PERSONNEL FOR EMS EDUCATION PROGRAMS.

01. Program Director. Each program must identify an individual to serve as the Program Director. The Program Director may also serve as teaching faculty provided that faculty qualifications are met. (7-1-16)

02. Teaching Faculty. Each program must identify a sufficient number of teaching faculty who meet the qualifications described below in Subsections 301.02 and 301.03 of these rules. (7-1-16)

03. Course Physician. Each program must identify an individual to serve as the course physician. The course physician may also serve as teaching faculty, provided that faculty qualifications are met. (7-1-16)

301. EMS EDUCATION PROGRAM PERSONNEL QUALIFICATIONS.

01. Program Director. Program Directors must meet the following qualifications: (7-1-16)

a. Have completed an Education Program Orientation Course within the previous twenty-four (24) months. (7-1-16)

b. Have knowledge of current Idaho EMS Education Standards and the requirements for state certification and licensure. (7-1-16)

02. Instructor. Instructors must possess a current instructor certification issued by the Department. (7-1-16)

03. Adjunct Faculty or Guest Lecturers. Adjunct faculty and guest lecturers must be authorized by the course physician based on credentials, education, or expertise that corresponds to the knowledge and skill objectives they are teaching. (7-1-16)

04. Course Physician. Course physicians must meet the following qualifications: (7-1-16)

a. Be a Doctor of Osteopathy (DO) or Medical Doctor (MD) currently licensed to practice medicine with experience and current knowledge of emergency care of acutely ill and injured patients; and (7-1-16)

b. Have knowledge or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care. (7-1-16)

302. EMS EDUCATION PROGRAM PERSONNEL RESPONSIBILITIES.

An individual can have multiple personnel responsibilities, but must meet the applicable personnel requirements under Section 301 of these rules and fulfill all the responsibilities of each position they fill. (7-1-16)

01. Program Director. The program director's responsibilities include: (7-1-16)

a. Administrative oversight of the program; (7-1-16)

b. Ensuring that the program remains in compliance with these rules; and (7-1-16)

c. Serving as the program's point of contact for the Department, or for a national EMS certification body, or both. (7-1-16)

- 02. Instructor.** The instructor’s responsibilities include: (7-1-16)
- a.** Delivery of didactic and psychomotor education that satisfies the curriculum objectives; (7-1-16)
 - b.** Documentation of student performance and competency in accordance with the standards defined by the program; (7-1-16)
 - c.** Following program policies, requirements, and these rules; (7-1-16)
 - d.** Modeling positive behaviors and serving as a role model for students. (7-1-16)
- 03. Course Physician.** The course physician’s responsibilities are to provide: (7-1-16)
- a.** Medical oversight for all medical aspects of instruction; and (7-1-16)
 - b.** Cooperative involvement with the program director. (7-1-16)
- 303. -- 399. (RESERVED)**

EMS INSTRUCTOR CERTIFICATION
(Sections 400-499)

400. EMS INSTRUCTOR CERTIFICATION REQUIREMENTS.

- 01. Instructor Certification is Required.** In order to serve as an EMS instructor, an individual must possess a current EMS instructor certificate issued by the Department. (7-1-16)
- 02. Instructor Certification Requirements.** An individual applying for and meeting the requirements defined in this section will be issued an initial EMS instructor certificate. The requirements for initial EMS instructor certification are: (7-1-16)
- a.** Have successfully passed an Idaho criminal history and background check; (7-1-16)
 - b.** Have completed a Department-sponsored EMS Education Program Orientation Course within the preceding twenty-four (24) months; (7-1-16)
 - c.** Have completed a course that meets the requirements of an Adult Methodology Course as defined in Section 404 of these rules; (7-1-16)
 - d.** Hold a current EMS license or EMS certificate at or above the instructor level requested; and (7-1-16)
 - e.** Have held an EMS license or EMS certificate at or above the level of instruction requested for a minimum of three (3) years. (7-1-16)
- 03. Duration of Certificate.** EMS instructor certificates are good for up to three (3) years and will be issued with an expiration date of June 30 no more than three (3) years after the date the application was approved by the Department. (7-1-16)

401. EMS INSTRUCTOR CERTIFICATE RENEWAL.

An individual applying for and meeting the EMS instructor certificate requirements defined in this rule will be issued a renewed EMS instructor certificate. To renew your instructor certificate you must: (7-1-16)

- 01. Submit an Application.** Submit an application for EMS instructor recertification in the format provided by the Department prior to the expiration date of the current certificate. Certified EMS instructors may submit the renewal application and documentation to the EMS Bureau up to six (6) months prior to the current

expiration date of the instructor certificate. (7-1-16)

02. Teaching Time. Document twenty-four (24) hours of teaching time during the current certification period. (7-1-16)

03. Continuing Education. Complete eight (8) hours of continuing education specific to adult education during the current certification period. (7-1-16)

04. Education Program Orientation Course. Complete a Department-sponsored program orientation course within their certification cycle. The program orientation course can be counted as instructor continuing education. (7-1-16)

05. License or Certificate. Possess a current Idaho EMS personnel license, a current Idaho certificate of eligibility, or a current national certification at or above the level of instructor certificate. (7-1-16)

402. LAPSED EMS INSTRUCTOR CERTIFICATE.

01. Timely Submission. An application is considered timely when it is submitted to the Department prior to the expiration date of the EMS instructor certificate being renewed. (7-1-16)

02. Failure to Submit. An EMS instructor certificate will expire if an instructor fails to submit a complete and timely renewal application. (7-1-16)

03. No Grace Period. The Department will not grant grace periods or extensions to an expiration date. (7-1-16)

04. Application Under Review. Provided the instructor submitted a timely renewal application, an EMS instructor certificate will not lapse while under review by the Department. (7-1-16)

05. Additional Information. The Department may request additional information from the instructor to address an application that was found to be incomplete or otherwise non-compliant with these rules. The Department will send the request to the instructor's last known address. The instructor has twenty-one (21) days from the date of notification to respond to the Department after which the certificate will be considered lapsed. (7-1-16)

06. Reinstatement of a Lapsed Certificate. Personnel with a lapsed EMS instructor certificate must complete the requirements listed in Subsection 400.02 of these rules to reinstate their instructor certificate. (7-1-16)

403. CERTIFICATION OF CURRENTLY APPROVED EMS INSTRUCTORS.

01. Expiration of Approved Instructor Status. EMS instructor certificates issued prior to July 1, 2016, will expire on June 30, 2019. (7-1-16)

02. Certification Process. An EMS instructor approved prior to July 1, 2016, must submit an application for renewal to the Department prior to June 30, 2019, in order to maintain an EMS instructor certificate. (7-1-16)

03. Certificate Requirements. Currently approved EMS instructors who wish to maintain EMS instructor certification must meet the following requirements: (7-1-16)

a. Have successfully passed an Idaho criminal history and background check; (7-1-16)

b. Have completed a Department-sponsored Education Program Orientation Course orientation course within the preceding twenty-four (24) months; (7-1-16)

c. Hold a current EMS license or EMS certificate at or above the instructor level requested; and (7-1-16)

d. Have held an EMS license or EMS certificate at or above the level of instruction requested for a minimum of three (3) years. (7-1-16)

04. Duration of Certificate. EMS instructor certificates are good for up to three (3) years and will be issued with an expiration date of June 30 no more than three (3) years after the date the application was approved by the Department. (7-1-16)

404. ADULT METHODOLOGY REQUIREMENTS FOR EMS INSTRUCTORS.

Adult methodology requirements consist of completion of one (1) or more courses, developed professionally and approved by the Department, based on content that includes the following instructional topics: (7-1-16)

01. The Adult Learner. (7-1-16)

02. Goals and Objectives. (7-1-16)

03. Learning Styles. (7-1-16)

04. Lesson Plans. (7-1-16)

05. Teaching Resources. (7-1-16)

06. Teaching Aids. (7-1-16)

07. Teaching Methods. (7-1-16)

08. Measurement and Evaluation Techniques. (7-1-16)

09. Remediation, Communication, and Feedback. (7-1-16)

405. -- 499. (RESERVED)

EMS EXAMINATIONS
(Sections 500-599)

500. STANDARDIZED EMS CERTIFICATION EXAMINATIONS.

A graduate of an EMS course must successfully complete psychomotor and cognitive certification examinations in order to qualify for EMS personnel licensure under IDAPA 16.01.07, "Emergency Medical Services (EMS) -- Personnel Licensing Requirements." (7-1-16)

01. EMR and EMT Psychomotor Examination. The psychomotor certification examination requirement for EMR and EMT course graduates can be met by any of the following: (7-1-16)

a. Successful completion of the end-of-course examination described in Subsection 107.02.c. of these rules. (7-1-16)

b. Successful completion of a level-appropriate psychomotor examination administered by the Department. (7-1-16)

02. AEMT and Paramedic Psychomotor Examination. The psychomotor certification examination requirement for AEMT and Paramedic course graduates can only be met by successfully completing a formal Department-sponsored certification psychomotor examination. (7-1-16)

03. Cognitive Examination. The cognitive certification examination requirement for all levels of course graduates can only be met by successfully completing the Idaho-approved certification cognitive examination. (7-1-16)

501. OPTIONAL MODULE EMS EXAMINATIONS.

Psychomotor and cognitive examinations must be completed at the EMR and EMT levels once didactic education and training are successfully completed, as described in the EMS Physician Commission Standards Manual incorporated under IDAPA 16.02.02, “Idaho Emergency Medical Services (EMS) Physician Commission.” (3-20-20)

502. EMS EXAM APPLICATIONS.

An organization other than the educational program that wishes to host a Department-administered examination must notify the Department at least sixty (60) days in advance of the proposed exam date. Educational programs must notify the Department in accordance with Section 108 of these rules. (7-1-16)

503. -- 998. (RESERVED)

999. OTHER VIOLATIONS THAT MAY RESULT IN FORMAL ADMINISTRATIVE ACTION.

01. Unprofessional Conduct. Any act that violates the standards of professional conduct in Section 077 of these rules. (7-1-16)

02. Failure to Maintain Standards of Knowledge, Proficiency, or Both. Failure to maintain standards of knowledge, or proficiency, or both, as required under these rules as well as: (7-1-16)

a. IDAPA 16.01.07, “Emergency Medical Services (EMS) -- Personnel Licensure Requirements”; and (7-1-16)

b. IDAPA 16.02.02, “Idaho Emergency Medical Services (EMS) Physician Commission.” (3-20-20)

03. Mental Incompetency. A lawful finding of mental incompetency by a court of competent jurisdiction. (7-1-16)

04. Impairment of Function. Performance of duties under an EMS instructor certificate while under the influence of alcohol, an illegal substance, or a legal drug or medication causing impairment of function. (7-1-16)

05. Denial of Criminal History Clearance. Any conduct, action, or conviction that does or would result in denial of a criminal history clearance under IDAPA 16.05.06, “Criminal History and Background Checks.” (7-1-16)

06. Discipline, Restriction, Suspension, or Revocation. Discipline, restriction, suspension, or revocation by any other jurisdiction. (7-1-16)

07. Danger or Threat to Persons or Property. Any conduct, condition, or circumstance determined by the EMS Bureau that constitutes a danger or threat to the health, safety, or well-being of persons or property. (7-1-16)

08. Falsification of Applications or Reports. The submission of fraudulent or false information in any report, application, or documentation to the EMS Bureau. (7-1-16)

09. Attempting to Obtain a Certificate by Means of Fraud. Misrepresentation in an application, or documentation, for certification by means of concealment of a material fact. (7-1-16)

Subject Index

A

Administrative Action Imposed For
EMS Instructor Certification 5
Adult Methodology Requirements For
EMS Instructors 12
Goals & Objectives 12
Learning Styles 12
Lesson Plans 12
Measurement & Evaluation
Techniques 12
Remediation, Communication, &
Feedback 12
Teaching Aids 12
Teaching Methods 12
Teaching Resources 12
The Adult Learner 12

C

Certification Of Currently Approved
EMS Instructors 11
Certificate Requirements 11
Certification Process 11
Duration of Certificate 12
Expiration of Approved Instructor
Status 11
Criminal History & Background Check
Requirements 4
Additional Criminal History &
Background Check 4
Initial Instructor Certification 4
Reinstatement of Instructor
Certification 4
Criteria For EMS Education 8

D

Definitions 4

E

EMS Education Program
Accountability 6
EMS Education Program
Administration 6
General 6
Policies & Procedures 7
EMS Education Program Approval
Requirements 6
All Programs 6
Paramedicine Programs 6
EMS Education Program Course
Administration 7
Education 7
Evaluation 7
EMS Education Program Course
Documentation 7
Records Retention 8
Records to be Maintained 8
Records to be Submitted 7
EMS Education Program Eligibility 6

EMS Agency 6
Governmental Entity 6
Hospital 6
School 6

EMS Education Program Personnel
Qualifications 9

Adjunct Faculty or Guest
Lecturers 9
Course Physician 9
Instructor 9
Program Director 9

EMS Education Program Personnel
Requirements, Qualifications, &
Responsibilities 9

EMS Education Program Personnel
Responsibilities 9
Course Physician 10
Instructor 10
Program Director 9

EMS Education Programs 5
EMS Education Standards 5
Initial Education 5
Optional Module Education 5

EMS Exam Applications 13
EMS Examinations 12
EMS Instructor Certificate
Renewal 10
Continuing Education 11
Education Program Orientation
Course 11
License or Certificate 11
Submit an Application 10
Teaching Time 11

EMS Instructor Certification 10
EMS Instructor Certification
Requirements 10
Duration of Certificate 10
Instructor Certification is
Required 10
Instructor Certification
Requirements 10

G

General Requirements For EMS
Education Programs 5

I

Incorporation By Reference 4
Idaho Bureau of EMS &
Preparedness EMS Education
Equipment List, edition 2016-
1 4
Idaho EMS Bureau Vehicle
Extrication Awareness
Instructor Guidelines, edition
2016-1 4
Idaho EMS Education Standards,
edition 2016-1 4

Initial EMS Education
Requirements 8
Consistency with Scope of
Practice 8
Consistency with State & National
Standards 8
Content 8
Inspection Of EMS Education
Programs 5
Investigation Of Complaints For EMS
Education Program & Personnel
Violations 4

L

Lapsed EMS Instructor Certificate 11
Additional Information 11
Application Under Review 11
Failure to Submit 11
No Grace Period 11
Reinstatement of a Lapsed
Certificate 11
Timely Submission 11
Legal Authority 4

O

Optional Module EMS Education 8
Consistency with Scope of
Practice 8
Consistency with State & National
Standards 8
Optional Module EMS
Examinations 12
Other Violations That May Result In
Informal Administrative Action 13
Attempting to Obtain a Certificate
by Means of Fraud 13
Danger or Threat to Persons or
Property 13
Denial of Criminal History
Clearance 13
Discipline, Restriction,
Suspension, or Revocation 13
Failure to Maintain Standards of
Knowledge 13
Falsification of Applications or
Reports 13
Impairment of Function 13
Mental Incompetency 13
Unprofessional Conduct 13

R

Required Personnel For EMS Education
Programs 9
Course Physician 9
Program Director 9
Teaching Faculty 9

S

Standardized EMS Certification
Examinations 12
 AEMT & Paramedic Psychomotor
 Examination 12
 Cognitive Examination 12
 EMR & EMT Psychomotor
 Examination 12
Standards Of Professional Conduct For
EMS Education Program & Exam
Personnel 5
 Personal Relationships 5
 Professional Conduct 5
 Professional Integrity 5
 Respectful Behavior 5

T

Title & Scope 4
 Scope 4
 Title 4