

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.	3
001. Scope.	3
002. Incorporation By Reference.	3
003. -- 008. (Reserved)	3
009. Criminal History And Background Check Requirements.	3
010. Definitions.	3
011. -- 075. (Reserved)	3
076. Administrative Action Imposed For EMS Instructor Certification.	3
077. Standards Of Professional Conduct For EMS Education Program And Exam Personnel.	3
078. -- 099. (Reserved)	4
EMS EDUCATION PROGRAMS	
100. General Requirements For EMS Education Programs.	4
101. Inspection Of EMS Education Programs.	4
102. EMS Education Program Eligibility.	4
103. EMS Education Program Approval Requirements.	4
104. EMS Education Program Administration.	5
105. EMS Education Program Course Administration.	5
106. EMS Education Program Course Documentation.	5
107. -- 199. (Reserved)	6
CRITERIA FOR EMS EDUCATION	
200. Initial EMS Education Requirements.	6
201. -- 299. (Reserved)	6
EMS EDUCATION PROGRAM PERSONNEL REQUIREMENTS, QUALIFICATIONS, AND RESPONSIBILITIES	
300. Required Personnel For EMS Education Programs.	6
301. EMS Education Program Personnel Qualifications.	6
302. EMS Education Program Personnel Responsibilities.	7
303. -- 399. (Reserved)	7
EMS INSTRUCTOR CERTIFICATION	
400. EMS Instructor Certification Requirements.	7
401. EMS Instructor Certificate Renewal.	8
402. Lapsed EMS Instructor Certificate.	8
403. -- 499. (Reserved)	8
EMS EXAMINATIONS	
500. Standardized EMS Examinations.	8
501. EMS Exam Applications.	9
502. -- 999. (Reserved)	9

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

000. LEGAL AUTHORITY.

Section 56-1023, Idaho Code, authorizes the Board of Health and Welfare to adopt rules and standards concerning the administration of the Idaho Emergency Medical Services Act, Sections 56-1011 through 56-1023, Idaho Code. Section 56-1003, Idaho Code, authorizes the Director to supervise and administer an emergency medical service program. (3-17-22)

001. SCOPE.

These rules include criteria and requirements for education programs conducting initial EMS education, certification of instructors, and certification examinations. Continuing education requirements are in IDAPA 16.01.07, “Emergency Medical Services (EMS) -- Personnel Licensing Requirements.” (3-17-22)

002. INCORPORATION BY REFERENCE.

The Department has incorporated by reference the following documents: (3-17-22)

01. Idaho EMS Education Standards, edition 2022-1. The Department has adopted the Idaho EMS Education Standards, edition 2022-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department, see online at: publicdocuments.dhw.idaho.gov. (3-17-22)

02. Idaho EMS Education Equipment Standards, edition 2016-1. The Department has adopted the Idaho EMS Education Equipment Standards, edition 2016-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department, see online at: publicdocuments.dhw.idaho.gov. (3-17-22)

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: (3-17-22)

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.” (3-17-22)

02. 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. (3-17-22)

010. DEFINITIONS.

For the purposes of this chapter, the definitions in IDAPA 16.01.02, “Emergency Medical Services (EMS) -- Rule Definitions” apply. (3-17-22)

011. -- 075. (RESERVED)

076. ADMINISTRATIVE ACTION IMPOSED FOR EMS INSTRUCTOR CERTIFICATION.

Any EMS instructor certificate may be suspended, revoked, denied, or retained with conditions for noncompliance with these rules and documentation incorporated by reference. (3-17-22)

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

All personnel associated with an EMS education program or exam must adhere to the following standards: (3-17-22)

01. Professional Conduct. EMS education program and exam personnel maintain the knowledge necessary to competently teach curriculum and evaluate students as outlined in the Idaho EMS Education Standards. EMS education program and exam personnel refrain from performing their duties while under the influence of alcohol, any illegal substance, or a legal drug or medication causing impairment of function. (3-17-22)

02. Professional Integrity. EMS education program and exam personnel:

a. Cannot submit false information in any report, application, or documentation to the Department, the National Registry of Emergency Medical Technicians, or any other governing, credentialing, accrediting, or

certifying authority. (3-17-22)

- b.** Comply with state and federal laws relating to the confidentiality of student records; and (3-17-22)
- c.** Refrain from conduct demonstrating a professional conflict of interest during the performance of their duties as EMS educators or evaluators. (3-17-22)

03. Respectful Behavior. EMS education program and exam personnel ensure just and equitable treatment for all potential and current students and refrain from conduct involving EMS education or evaluation that is in violation of any current Idaho or federal anti-discrimination law or administrative rule. (3-17-22)

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. (3-17-22)

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. (3-17-22)

102. EMS EDUCATION PROGRAM ELIGIBILITY.

The following entities are eligible for approval as an EMS Education Program: (3-17-22)

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. (3-17-22)

02. Governmental Entity. A recognized governmental entity within the State of Idaho; (3-17-22)

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 (3-17-22)

04. Hospital. An Idaho hospital as defined in IDAPA 16.03.14, "Hospitals." (3-17-22)

103. EMS EDUCATION PROGRAM APPROVAL REQUIREMENTS.

The following requirements must be met in order to be approved as an EMS Education Program: (3-17-22)

01. All Programs. All EMS educational programs must: (3-17-22)

- a.** Have the infrastructure elements described in the Idaho EMS Education Standards; (3-17-22)
- b.** Use a curriculum that meets the Idaho EMS Education Standards; (3-17-22)
- c.** Utilize personnel to fill the roles as defined in Section 300 of these rules; (3-17-22)
- d.** Provide sufficient quantities of supplies and equipment in good working order based on the curriculum and the minimum equipment list; and (3-17-22)
- e.** Have successfully completed a program review within the last three (3) years. (3-17-22)

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. (3-17-22)

104. EMS EDUCATION PROGRAM ADMINISTRATION.

Each EMS Education Program must: (3-17-22)

01. Register and Maintain Program Information with the Department and the National Certifying Body. (3-17-22)

02. Respond to all Program-Specific Department Inquiries within Fifteen (15) Days. (3-17-22)

03. Submit Supporting Documentation Requested During an Audit to the Department within Twenty-One (21) Days of the Request. (3-17-22)

04. Ensure that all Program Personnel are Familiar with and Conduct Business According to These Rules. (3-17-22)

05. Notify the Department within Fifteen (15) Days of any Sanction Taken Against an Instructor that Affects Their Ability to Teach for the Program. (3-17-22)

105. EMS EDUCATION PROGRAM COURSE ADMINISTRATION.

01. Education. To prepare students to demonstrate the expected competencies, the EMS Education Program must: (3-17-22)

a. Deliver didactic education and psychomotor training that meets the objectives of the approved curriculum; (3-17-22)

b. Establish and maintain hospital/clinical and field/internship experience agreements to ensure student access under the Idaho EMS Education Standards; (3-17-22)

c. Ensure the majority of initial education is taught by certified EMS instructors. (3-17-22)

02. Evaluation. To assure that students can demonstrate the expected competencies, the EMS Education Program must: (3-17-22)

a. Establish and enforce pass/fail criteria that include evaluation of student performance and competency during labs, didactic, clinical, and field internship training; (3-17-22)

b. Provide formative evaluations during a course to monitor the progress of students; and (3-17-22)

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. (3-17-22)

106. EMS EDUCATION PROGRAM COURSE DOCUMENTATION.

Each EMS Education Program must submit the following documentation to the Department as described below, in the format provided by the Department, and retain it for a minimum of three (3) years: (3-17-22)

01. Course Registration Number (CRN) Issued by the Department. (3-17-22)

02. Course Roster. (3-17-22)

03. Course Completion Record with Completion Status and Date of Completion for all Students. (3-17-22)

- 04. EMR and EMT Programs.** Results of formal summative evaluation. (3-17-22)
- 05. AEMT and Paramedic Programs.** Proposed date and location of the psychomotor examination within the timeline required by the national certifying body. (3-17-22)
- 107. -- 199. (RESERVED)**

CRITERIA FOR EMS EDUCATION
(Sections 200-299)

200. INITIAL EMS EDUCATION REQUIREMENTS.

- 01. 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. (3-17-22)
- 02. 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. (3-17-22)
- 201. -- 299. (RESERVED)**

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

300. REQUIRED PERSONNEL FOR EMS EDUCATION PROGRAMS.

Each program must: (3-17-22)

- 01. Program Director.** Identify an individual to serve as the program director. The program director may also serve as teaching faculty provided that faculty qualifications are met. (3-17-22)
- 02. Teaching Faculty.** Identify a sufficient number of teaching faculty who meet the qualifications described below in Subsections 301.02 and 301.03 of these rules. (3-17-22)
- 03. Course Physician.** Identify an individual to serve as the course physician. The course physician may also serve as teaching faculty, provided that faculty qualifications are met. (3-17-22)

301. EMS EDUCATION PROGRAM PERSONNEL QUALIFICATIONS.

- 01. Program Director.** Program directors must: (3-17-22)
- a.** Complete an Education Program Orientation Course within the previous twenty-four (24) months. (3-17-22)
- b.** Have knowledge of current Idaho EMS Education Standards and the requirements for state certification and licensure. (3-17-22)
- 02. Instructor.** Instructors must possess a current instructor certification issued by the Department. (3-17-22)
- 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. (3-17-22)

- 04. Course Physician.** Course physicians must: (3-17-22)
- 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 (3-17-22)
 - 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. (3-17-22)
- 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. (3-17-22)
- 01. Program Director.** The program director’s responsibilities include: (3-17-22)
- a.** Administrative oversight of the program; (3-17-22)
 - b.** Ensuring that the program remains in compliance with these rules; and (3-17-22)
 - c.** Serving as the program’s point of contact for the Department, or for a national EMS certification body, or both. (3-17-22)
- 02. Instructor.** The instructor’s responsibilities include: (3-17-22)
- a.** Delivery of didactic and psychomotor education that satisfies the curriculum objectives; (3-17-22)
 - b.** Documentation of student performance and competency under the standards defined by the program; (3-17-22)
 - c.** Following program policies, requirements, and these rules; (3-17-22)
- 03. Course Physician.** The course physician is responsible for oversight of all medical aspects of instruction. (3-17-22)
- 303. -- 399. (RESERVED)**

EMS INSTRUCTOR CERTIFICATION
(Sections 400-499)

400. EMS INSTRUCTOR CERTIFICATION REQUIREMENTS.

- 01. Instructor Certification is Required.** To serve as an EMS instructor, an individual must possess a current EMS instructor certificate issued by the Department. (3-17-22)
- 02. Instructor Certification Requirements.** An individual applying for and meeting the requirements defined in this rule will be issued an initial EMS instructor certificate. For initial EMS instructor certification the individual must: (3-17-22)
- a.** Pass an Idaho criminal history and background check; (3-17-22)
 - b.** Complete a Department-sponsored EMS Education Program Orientation Course within the preceding twenty-four (24) months; (3-17-22)
 - c.** Complete a course that meets the requirements of an Adult Methodology Course. See a list of courses and required course content online at <http://www.IdahoEMS.org>; (3-17-22)
 - d.** Hold a current EMS license or EMS certificate at or above the instructor level requested; and (3-17-22)

e. Have held an EMS license or EMS certificate at or above the level of instruction requested for a minimum of three (3) years. (3-17-22)

03. Duration of Certificate. EMS instructor certificates are good for up to three (3) years and are issued with an expiration date of June 30 no more than three (3) years after the date the application was approved by the Department. (3-17-22)

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. An individual seeking to renew an EMS instructor certificate must: (3-17-22)

01. Submit an Application. Submit an application for EMS instructor certification renewal 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 Department up to six (6) months prior to the current expiration date of the instructor certificate. (3-17-22)

02. Teaching Time. Document twenty-four (24) hours of teaching time during the current certification period. (3-17-22)

03. Continuing Education. Complete eight (8) hours of continuing education specific to adult education during the current certification period. (3-17-22)

04. 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. (3-17-22)

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. (3-17-22)

02. Failure to Submit. An EMS instructor certificate will expire if an instructor fails to submit a complete and timely renewal application. (3-17-22)

03. No Grace Period. The Department will not grant grace periods or extensions to an expiration date. (3-17-22)

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. (3-17-22)

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. (3-17-22)

403. -- 499. (RESERVED)

EMS EXAMINATIONS
(Sections 500-599)

500. STANDARDIZED EMS EXAMINATIONS.

A graduate of an EMS course must successfully complete psychomotor and cognitive examinations in order to qualify for EMS personnel licensure under IDAPA 16.01.07, "Emergency Medical Services (EMS) -- Personnel Licensing Requirements." (3-17-22)

01. EMR and EMT Psychomotor Examination. The psychomotor examination requirement for EMR and EMT course graduates can be met by any of the following: (3-17-22)

a. Pass the end-of-course examination described in Subsection 105.02.c. of these rules. (3-17-22)

b. Pass a level-appropriate Department-approved psychomotor examination. (3-17-22)

02. AEMT and Paramedic Psychomotor Examination. The psychomotor examination requirement for AEMT and Paramedic course graduates can only be met by passing a formal Department-approved psychomotor examination. (3-17-22)

03. Cognitive Examination. The cognitive examination requirement for all levels of course graduates can only be met by passing the Department-approved cognitive examination. (3-17-22)

501. EMS EXAM APPLICATIONS.

An organization other than the educational program that wishes to host a Department-approved examination must notify the Department at least sixty (60) days in advance of the proposed exam date. Educational programs must notify the Department under Section 106 of these rules. (3-17-22)

502. -- 999. (RESERVED)