



North Dakota Department of Health  
Division of Emergency Medical Systems

# EMS Training Institution Guidebook

This guidebook is intended to give guidance to those who wish to become licensed or are licensed as a Training Institution. It contains the minimum criteria needed for licensure.

North Dakota Department of Health  
Health Response and Licensure  
Division of Emergency Medical Systems  
1720 Burlington Drive – Suite A  
Bismarck, ND 58504  
Telephone: 701-328-2388 Fax: 701-328-0357

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## **Section One: Training Institution General Requirements**

**FACILITIES:** The training institution must provide adequate classroom and laboratory space to conduct training. A training institution does not need to conduct a class in their own city or at their own address each time. However, if the training institution conducts a class at a remote location, they must have a written agreement with the ownership/management of the facility being used. This only applies to complete initial courses for primary certification (i.e., EMT, AEMT, Emergency Medical Responder) and does not apply to NCCR hours or continuing education.

If the training institution conducts National Registry testing at a remote facility it must comply with “Section Five: Practical Examination Administration”.

**EQUIPMENT:** Each training institution shall have EMS equipment that is used solely for training. The equipment must be in good working condition and not be used for pre-hospital care. This applies to each level of course being instructed. The equipment policy also pertains to remote sites.

The training institution will not be required to possess ALS equipment if ALS courses are not being instructed. There is a minimum of at least one piece of equipment required for each skill.

**INSURANCE:** All training institutions are required to carry and maintain liability insurance for both the institution and their primary instructors. However, the Institution is not required to provide insurance for any guest lecturers they may have. Proof of insurance must be submitted at time of application.

**AGREEMENTS:** The training institution must maintain a written agreement with a licensed medical facility, a licensed ambulance service, and a physician medical director at all times. These agreements will be filed with application for initial or re-licensure.

## Section Two: Enrollment Policies and Procedures

**HANDBOOK:** The training institution must have a student handbook available for enrolled or potential students. The handbook must contain the following information:

1. Name, address, and contact information of the training institution.
2. Name of owners, officers, and governing boards of the training institution.
3. A complete description of the educational services offered including all fees, tuition, length of courses, and a general description of each course.
4. Enrollment procedures and entrance requirements including late enrollment if so permitted.
5. A felony statement of the student. This must also include a statement of the institution that if the student has a current felony record they may not be able to complete the course.
6. An attendance policy that includes minimum attendance and a policy for make-up classes. A course completion requirement is also needed.
7. A policy that describes a student's progress which includes:
  - a. Explanation of the grading system and how the student is measured
  - b. The conditions in which a student may be dismissed from a course
  - c. Explanation of probationary policy
8. A description of the system used to make progress reports.
9. An explanation of the refund policy which includes the agency's method of determining the official date of termination.
10. A policy that describes the complaint process of the training institution.
11. A signed agreement between the candidate and the training institution agreeing to these policies and procedures.
12. A current year EMS Registration Form must be completed for all students on all initial training courses, EMR, EMT, AEMT, etc. and submitted to DEMS at least 10 days prior to the start of a course.

The handbook may also contain other information that the training institution deems pertinent.

## **Section Three: Training Institution Personnel Requirements**

**TRAINING INSTITUTION DIRECTOR REQUIREMENTS:** The training institution must have a director who serves as an administrator of the training institution and who is responsible for:

1. Planning, conducting, and evaluating the program,
2. Student and instructor selection,
3. Record documentation and maintenance,
4. Curriculum development,
5. Acting as test site coordinator or appointing a replacement for practical exams if applicable, and
6. Assuring an effective QA/QI process is in place.

The director may assign specific duties to personnel within their training institution but are ultimately responsible for proper documentation.

**TRAINING INSTITUTION PHYSICIAN MEDICAL DIRECTOR REQUIREMENTS:** The training institution must have a physician medical director agreement on file at the Division of Emergency Medical Systems. The Medical Director will be responsible for:

1. Being licensed and actively practicing as a physician in the State of North Dakota,
2. Ensuring an accurate and thorough presentation of the medical content of each training program,
3. Certifying that each candidate has successfully completed the training course,
4. Collaborating with the program director on clinical training,
5. Be available for practical test consultations,
  - a. The physician need not be physically present but must be available via telephone. They must respond to the test site for further duties as needed.
6. Act as a liaison between the training institution and the medical community.

It is recommended that the physician medical director have a good knowledge of EMS and the function of a licensed training institution prior to signing an agreement.

**COURSE INSTRUCTORS:** Primary course instructors must be currently licensed as an instructor coordinator and hold a license at or above the discipline that they are teaching. A

primary instructor is defined as one that instructs at least fifty percent of the entire course. The remaining fifty percent may be instructed by guest lecturers approved by the training institution director or the affiliated medical director. All courses must have the primary instructor documented.

All qualifications of guest lecturers must be recorded and maintained on file along with the materials they were responsible for instructing.

## **Section Four: Minimum Record Keeping Requirements**

The training institution must keep and maintain the following records on file for a minimum period of five years for every EMS course instructed:

1. Student records.
  - a. Name and address for each student enrolled in an EMS course.
  - b. Grades for each written examination.
  - c. Copies of each student's documentation of entrance requirements to each course including the individual's CPR certification, enrollment agreement and criminal history statement. The Division's EMS registration form will satisfy the criminal history statement requirement. This form can be obtained by calling the Department or by viewing the Department's website.
  - d. Field internship evaluation forms from each field or clinical internship session. This form must include the evaluator's printed name, date, contact information and signature.
2. Instructor and course records.
  - a. Names and qualifications of primary instructors.
  - b. Names and qualifications of guest instructors along with topic material that was instructed.
  - c. Evaluation records that were completed by students and training institution personnel.
  - d. Names and qualifications of practical examination personnel. This must be the final practical examination phase.
  - e. Name of State EMS Testing Representative conducting the examination.
3. Quality Assurance Program.
  - a. Establish and implement policies and procedures for periodic evaluation of all instructors, field internship sites, equipment, and other training resources.
  - b. Establish and implement a mentoring program for each new instructor. Each new instructor will be assigned a mentor who has a background in the course or material being taught. The assigned mentor will complete an evaluation of the assignee at least once.
  - c. Establish and complete student evaluations during and after each course taught.

## **Section Four: Minimum Record Keeping Requirements, Cont.**

- d. Establish and implement a remediation plan for all noted instructor deficiencies. Documentation of remediation shall be maintained for five years.
  - e. Establish and implement policies on student remediation and evaluations.
4. The training institution must maintain a seventy percent pass rate for candidates who successfully complete a primary training course and become certified or licensed by the Department or the National Registry of Emergency Medical Technicians within two years of course completion.

Upon successful completion of an approved course, candidates have two years to complete the testing process. However, both practical and written results are only good for twelve months. Therefore, a candidate has twelve months from passing their first test, practical or written, to pass the other (practical or written) portion of the test. If they go beyond this time period, they will need to retest the expired portion.

5. The training institution must submit a notification to the Division that a primary training course or refresher is being conducted. This must be completed on the Division's course notification form. The information that must be submitted is:
  - a. Location of course.
  - b. Starting date of course.
  - c. Estimated end date.
  - d. Type of course.
  - e. Open or closed. This is necessary to inform other possible students in the state of course availability. If it is an open course, contact information must be submitted.
  - f. Name of institution.
  - g. Course number.
  - h. Permission to post the course on the DEMS website.
6. Once the course is completed, the institution must notify the Division with the number of students initially enrolled and the number of students fully completing the course. This is necessary for the data collection of the Division.

## Section Five: Practical Examination Administration

A licensed training institution may conduct practical examinations under the following conditions:

1. The training institution must be currently licensed.
2. The facility that is hosting the testing must be able to accommodate a test.
  - a. There must be adequate space between the stations to ensure the privacy of the candidate and security of the test are maintained.
  - b. There must be a separate room for candidates to wait and orientation to be conducted.
  - c. The waiting room must be monitored at all times.
3. Test site dates must be approved by the Division.
  - a. ALS test sites
    - i. Approval must be received at least **eight weeks** in advance of the test site
    - ii. A list of potential candidates must be submitted.
    - iii. A National Registry representative must be on site during the entire testing process.
  - b. BLS test sites
    - i. The test site coordinator must notify the Division at least **two weeks** prior to the test date
    - ii. A roster of probable candidates must be submitted.
    - iii. A State EMS Testing Representative by contacting the Representative directly prior to contacting the Division.

The training institution may accept candidates from other training institutions or state approved training programs if the test site coordinator has verified eligibility of the candidate. If the test site coordinator accepts another candidate after the initial submission of candidates, it must be conveyed to the State EMS Testing Representative.

4. The test site coordinator is responsible for all logistics of the test site and must remain on site during the entire process.
5. The training institution must provide an adequate number of qualified evaluators for the number of students being tested: a minimum of one evaluator for every eight candidates.
  - a. The training institution coordinator or primary instructor cannot be counted in the candidate/evaluator ratio.
  - b. Evaluators must use and adhere to the Division's testing evaluation forms.



## Section Five: Practical Examination Administration

The training institution may schedule different skills and/or break up skills during a test date, however this information must be approved by the appropriate test site representative for the level being tested prior to administration of the test site.

6. An EMT candidate must pass all stations of a practical test site within two years of course completion. The required practical stations are:
  - a. Patient assessment management-Trauma
  - b. Patient assessment management-Medical
  - c. Cardiac arrest management/AED
  - d. Spinal immobilization-Supine
  - e. Bag-Valve-Mask Apneic patient with a pulse/Supplemental O<sub>2</sub> Administration
  - f. One of the following random skills chosen by the Department
    - i. Long bone immobilization
    - ii. Joint dislocation immobilization
    - iii. Traction splinting
    - iv. Bleeding control and shock management
    - v. Spinal immobilization-Seated

This random skill will be chosen by the Division and relayed to the State EMS Testing Representative.

7. A candidate may fail no more than three stations at any one test site. The candidate may retest those failed stations one time on the same day at the discretion of the test site coordinator. If a candidate fails four or more stations the candidate must retest all stations at a later date.
8. All original evaluation sheets along with results must be reported to the Division within one week of the practical test. The institution may keep a copy of the evaluation sheet. It will be the responsibility of the State EMS Testing Representative to forward the required material to the Department. The Department will determine the eligibility of the candidates to retest according to Department policy and will make the final determination of pass or fail.
9. Retesting of candidates that have failed all or part of the EMT practical test will be done in accordance with Department policy. The number of times a candidate may retest all or part of the emergency medical technician practical exam is determined by Department policy.
10. An ALS test site must be approved by the Department and comply with the National Registry of Emergency Medical Technicians rules and policies. The training institution must contact the Department prior to scheduling an ALS test site.

## **Section Six: Selection of a State EMS Testing Representative**

1. A training institution is required to have a designated State EMS Testing Representative present at all practical test sites. It is the responsibility of the training institution to make direct compensation to the Representative for services that are provided. The Department does not make determinations on compensation (financial or otherwise) to the Representative. A current list of Representatives will be forwarded to every training institution as it is updated. The Representative must not have an affiliation with the training institution in any way.
2. Prior to contacting the Department with a test site date and roster of candidates, the institution must schedule a Representative to be present during testing. The Representative duties are as follows:
  - a. Perform scoring of results,
  - b. Protect the integrity of the test site and
  - c. Forward results to the Department.

Information the institution is to supply to the Representative is:

1. Correct time and date of test,
2. Exact location of test,
3. Number of candidates to be tested,
4. Estimated time of completion of testing and
5. Number of stations that will be conducted at one time.

Once this information is relayed, the training institution will then contact the Department with the required information.

### **OTHER RESPONSIBILITIES OF THE STATE EMS TESTING REPRESENTATIVE**

The Representative's main purpose in conducting a test site is to preserve the integrity of the test site. The representative has the authority to stop a test site or to disqualify a candidate(s) as deemed necessary. The representative has the responsibility to report any infractions of the training institution to the Department. They will at all times have contact numbers of a department representative for consultation purposes.

If the Representative feels that the integrity of the test site cannot be upheld, he/she will consult with the test site coordinator and attempt to work out a solution to the problem. If the infraction is severe in nature they will report this to the DEMS and a complete investigation will be conducted by the Department.

At no time will a State EMS Testing Representative be allowed to conduct any portion(s) of an ALS test site.

## **Section Seven: Continuing Education**

Continuing education course for emergency medical personnel must be approved by the Department, licensed training institution, the National Registry, or a physician medical director. A licensed training institution may conduct continuing education course, utilizing appropriate instructors, under the following conditions:

1. A number is assigned for each continuing education course. The numbering system must be approved by the Department.
2. Continuing education units will be awarded for actual time rounded to the nearest half hour. No credit can be given for breaks.
3. A certificate must be awarded or available upon request by the participant or the Department. The certificate must list the title of the course, course number, date, hours awarded, location, instructor, and training institution name.
4. The licensed training institution must keep records of the continuing education for two years. The records must include course name, course number, date, hours awarded, location, instructor, attendees, and attendee's state issued license number.
5. A training institution may only approve continuing education for their facility only. They may not approve hours for a separate entity.

All continuing education must be in accordance with subject matter that is listed in the DOT Curriculum. Continuing education cannot be granted for injury prevention or on any material that does not correlate with subject material. If the training institution has any questions on material, they may contact the Department for guidance.

If continuing education is granted for material that has no relationship with EMS or the training institution has deliberately falsified hours, this can be considered an infraction by the Department and disciplinary action may be taken.

## **Section Eight: Licensure Processes**

Until you have received verification by the Department, a training institution may not advertise or offer services to any individual as a licensed training institution. Once we have received your completed application with the seventy-five-dollar fee, a site visit will be scheduled with you by the Department. It is recommended that all requirements be in place prior to scheduling a site visit since all items must be completed before a license will be issued. The Department has application forms for your use, or you may develop your own. However, keep in mind that we need to receive all of the information prior to scheduled site visit.

The license shall be good for three years expiring on October thirty first three years from the date of issuance. The license shall be prorated in that if the license is issued after June thirtieth of the year it shall be extended out another year.

During the site visit, all areas will be examined at the applying training institutions address previously explained in this document. Once we gather all of the information from the training institution, it will be brought back to the Department for final ruling on licensure. Once the license is issued, the training institution may conduct business as previously explained.

During the three-year licensure, the training institution will be inspected at least once to verify compliance by the Department. During the inspection, a representative from the Department will contact the institution prior to the visit and schedule a time with the training institution director. All areas will be inspected, and a report will be generated and kept in a file at the Department. The training institution may request a copy of the report.

At the end of the three-year period a letter will be sent out to the training institution stating their license will be expiring along with another application for renewal. It is suggested that the training institution submit required re-licensure paperwork promptly in order to remain a licensed training institution since expiration will require the complete initial process causing delays.

### **REVOCATION PROCESSES**

All revocation and disciplinary processes are outline in Chapter 33-36-02 of the North Dakota Century Code.