

# North Dakota Department of Health

## EMS Instructor / Coordinator

### Handbook



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## Table of Contents

Introduction .....	3
Registering A Program w/NREMT .....	4
Registering A Student w/NREMT .....	4
Cognitive Testing .....	4
Psychomotor Testing .....	5
Course Curriculum.....	6
Certification Levels.....	6
EMR .....	6
AFA-A .....	8
State EMT .....	8
EMT .....	9
Enhanced Skills.....	10
AEMT .....	11
Paramedic.....	13
Course Authorization .....	14
Course Textbooks.....	15
Forms and Terminology.....	15
Practical Exam Sites .....	18
Instructor Qualifications .....	18
Student Qualifications.....	18
Course Management and Administration .....	19

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## **INTRODUCTION**

This manual has been prepared by the North Dakota Department of Health, Division of Emergency Medical Systems (DEMS). It describes the administrative details associated with conducting an EMS provider course. It is intended to serve as a resource for Emergency Medical Services course instructors/coordinators.

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## **Registering a program with National Registry of Emergency Medical Technicians (NREMT)**

In order to conduct initial National Registry training (emergency medical responder (EMR), emergency medical technician (EMT), advanced emergency medical technician (AEMT)) you will need to register your program on the NREMT website. This is the program your students will enter when creating an initial entry application. You will also use this program when verifying your students have successfully completed their course prior to them receiving authorization to test. This process only needs to be completed one time: not for each course.

To register your program, go to the NREMT website and follow the instructions. It is suggested that you register your program immediately in order to prevent delays in candidate testing.

Remember your login information once you obtain approval of your program. If you lose or forget your password, you will need to contact the NREMT in order to obtain a new one. DEMS does not maintain these or have the ability to obtain these for you.

## **Registering a student with NREMT**

Candidates that attend a training course also need to register on the National Registry website in order to complete the testing process. They will register under your program number as obtained when you register your program with NREMT. This number will contain your six-digit state ID number. It is suggested that students do this as soon as possible to prevent delays.

Candidates are required to have an NREMT application ID number prior to registering for a North Dakota (ND) psychomotor skills test.

Prior to cognitive testing you will need to login to your program and approve registered candidates for testing. A candidate will not be allowed to take the cognitive examination without approval. It is the instructor's discretion if a candidate is ready for testing. Do not authorize a student if he/she is not competent to test.

## **Cognitive Testing**

Once a candidate is approved for testing and all fees have been paid, he/she must log in to the NREMT website to locate their "authorization to test (ATT) number". The candidate will then be required to schedule the exam through Pearson Vue via their website or the toll-free number. The candidate may access the Pearson Vue website to check available test sites. It is not required that the exam be taken in North Dakota. The candidate must arrive promptly for testing on the scheduled date and time.

**The ATT number will only be valid for up to 90 days from the date of issuance. No refunds will be given by the NREMT for students who fail to schedule or take their exam prior to the expiration of their ATT number.**

The candidate will have the ability to check his/her results through the NREMT website after 24 hours of taking the exam. The results will be reported to the candidate as a “pass or fail”. No percentages will be given. If the candidate fails the exam, he/she will receive instruction on how to schedule another exam. There is a two-week waiting period before registering for another exam.

The candidate is allowed three (3) attempts at the cognitive examination before remedial training is required. If the candidate fails the examination three (3) times, the instructor must login and approve the candidate again upon completion of remedial training. A total of six (6) attempts are allowed at any level before the candidate is required to attend another complete course.

### **Psychomotor Skills Testing**

#### **EMT**

EMT candidates are allowed two (2) full attempts to pass the psychomotor skills examination (one "full attempt" is defined as completing all skills and two retesting opportunities if so entitled).

Candidates who fail a full attempt, or any portion of a second retest, must have remedial training for all skills before starting the next full attempt of the psychomotor skills examination and re-examining of all stations. All other requirements for National Certification must be fulfilled.

Should a candidate fail the second full and final attempt of the psychomotor skills examination, the candidate must complete a new, state-approved EMT training program.

#### **EMT portfolio final test skills include:**

- 12-minute scenario medical or trauma.
- Cardiac arrest management/automated external defibrillator.

Skills sheets and the EMT Portfolio Exam Manual can be found on the NDDoH website.

#### **AEMT**

Initial **AEMT** Psychomotor testing policies can be found on the NREMT website or Advanced Level Exam Coordinator Manual.

#### **AEMT Skills include:**

- Patient Assessment-Trauma
- Patient Assessment-Medical
- Supraglottic Airway Device
- Cardiac Arrest/AED
- IV Therapy
- IV Bolus Medications
- Pediatric Intraosseous Infusion
- Pediatric Respiratory Compromise

- Spinal Immobilization
- One of the following random skills chosen by the NREMT:
  - Spinal Immobilization (Seated Patient)
  - Bleeding Control/Shock Management
  - Long Bone Immobilization
  - Joint Immobilization

**Course Curriculum**

The curriculum must be the most recent edition of the National EMS Education Standards published by the US Department of Transportation, National Highway Traffic Safety Administration, Washington DC and must be approved by the Department **at least two weeks prior to the start of the course**. Textbooks must be approved by DEMS.

**Initial Primary Certifications – Course Length**

\*Please note the hours are an approximate range. Competency of each student trumps hours spent in the course.

Emergency Medical Responder (EMR)	40-60 hours
Emergency Medical Technician (EMT)	140-160 hours
Patient Contacts (Minimum)	5
Advanced Emergency Medical Technician (AEMT)	140-160 hours
Patient Contacts (Minimum)	10

**Enhancement Courses – Course Length**

Skill	Provider Level	Hours
Limited Advanced Airway	EMT	4
Nebulized Medications	EMT	4
IV Maintenance	EMT	3
*Injectable Epi	EMR/EMT	3-4 hours

These enhancement courses are included in the current EMT scope. EMTs who went through a previous training must still take these enhancement courses every two years in order to utilize the skill.

\*This enhancement course is available for EMRs and EMTs and will always be an enhanced skill.

**Certification Levels**

**Emergency Medical Responder (EMR)**

State Licensed EMR: The minimum age to become a state licensed EMR is 16 years; however, consideration should be given to the maturity of the underage person with the understanding that he or she may be called upon to make difficult decisions in the field.

The EMR student must:

- Attend a state-approved EMR course.
- Pass a local practical and written test. The written test must contain at least 100 questions and can be provided by DEMS or designed by the course coordinator. Passing score for the written test is a minimum of 70%. The psychomotor skills (practical) examination must consist of three stations that include a trauma assessment, medical assessment, and CPR/AED.
- Be current in the American Heart Association's Healthcare Provider Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED) or its equivalent.

Certification of State Licensed EMR is good for two years and expires on June 30.

Re-licensure: State licensed EMRs need to complete the appropriate 16-hour relicensure requirements and submit those hours on the DEMS continuing education report along with an EMS registration form **after** January 1 and **before** June 30 of the year they expire. The most current forms are available for download on the DEMS website and follow NREMT guidelines.

A re-licensure letter will be sent from DEMS approximately one month prior to expiration.

Nationally Registered EMR: There is no age limit to become a Nationally Registered EMR. However, consideration should be given to the maturity of the underage person with the understanding that he or she may be called upon to make difficult decisions in the field. Becoming Nationally Registered as an EMR is voluntary in North Dakota.

The EMR student must:

- Attend a state-approved EMR course.
- Pass a local practical exam. Results for this practical exam must be submitted to the DEMS office.
- Pass a National Registry EMR cognitive exam. Passing for this test is rated as a "pass or fail", no percentage score is given. The cognitive examination given by the National Registry is conducted through Pearson Vue Test Centers.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.
- Submit a completed EMS registration form to DEMS upon successful completion of the National Registry cognitive and state local psychomotor exam.

The North Dakota license expiration date for Nationally Registered EMRs is June 30.

Re-licensure: The Nationally Registered EMR will receive a recertification notification from the National Registry as well as a reminder letter from DEMS prior to their expiration date. The Nationally Registered EMR must complete the same 16-hour recertification requirements as the state licensed EMR, however, the National Registry EMR will use National Registry submission procedures.

No further continuing education is required at the Nationally Registered EMR level.

Upon receipt of a new National Registry E-card, the EMR is responsible for sending an EMS Registration form to DEMS to receive State licensure.

### **Advanced First Aid-Ambulance (AFA-A)**

American Red Cross Advanced First Aid Courses are no longer accepted for primary training courses. However, anyone certified at the AFA-A level prior to January 1, 1992, is qualified as a primary care provider in a Basic Life Support (BLS) Ambulance.

Recertification: AFA-As must recertify every three years. They will receive a recertification letter from DEMS prior to their expiration date.

Those certified at the AFA-A level must:

- Complete EMT educational requirements every three years.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

### **State EMT (Under 18)**

Licensure as a State EMT is available to candidates under the age of 18 but may be no younger than 16 years of age at the time of initial licensure.

The State EMT student must:

- Complete a state approved EMT initial course with a minimum of five patient contacts.
- Pass a state practical exam.
- Pass the National Registry EMT cognitive exam.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.
- Apply for State EMT licensure with North Dakota upon successful completion of NREMT psychomotor and cognitive assessment testing.

State EMT certification is good for two years and expires on June 30.

Re-licensure: State licensed EMT's need to complete the EMT recertification hour requirements and submit those hours on the DEMS education report with an EMS registration form **after** January 1 and **before** June 30 of the year they expire.

A re-licensure letter will be sent from DEMS approximately one month prior to expiration.

A State EMT must complete the following:

- Complete EMT educational requirements every two years.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.



## **EMT**

Certification as a Nationally Registered EMT is available to candidates 18 years of age and older.

The EMT student must:

- Complete a state approved EMT Initial course with a minimum of five patient contacts.
- Pass a portfolio psychomotor exam.
- Pass the National Registry EMT cognitive exam.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

Upon successful certification by the National Registry of EMT's an EMT may apply for state licensure. Licensure is obtained by completing an EMS Registration form and submitting it to DEMS.

EMT licensure is good for a two-year period and expires on June 30 of the year of their NREMT expiration of March 31.

Recertification and Re-licensure: NREMT certification is good for a two year period and expires on March 31. An EMT will receive a recertification notification from the National Registry as well as a re-licensure letter from DEMS prior to their expiration date.

The EMT must:

- Complete the National, Local and Individual Core Competency Requirements every 2 years.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

Upon completion of the required 40-hour continuing education and the National Registry recertification the EMT is responsible for sending a completed EMS Registration form to DEMS to receive State Licensure.

Recertification by Examination: Within six months of their expiration date a Nationally Registered EMT may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all continuing education requirements for recertification before the deadline of March 31 of their expiration year.

- Steps for recertification by examination:
  - Login to your National Registry account. Complete a Recertification by Exam application and pay the exam fee.

- After 24-48 hours, login to your National Registry account and print your Authorization to Test (ATT) letter. Follow the directions in the letter to schedule your exam.
- You may make one attempt to take and pass the exam between April 1 (one year prior to the current expiration date) and March 31 (the expiration date). A cognitive competency by exam form will become available through your National Registry account upon successful completion of the exam.
- Return your completed cognitive competency by exam form by March 31 with signatures and supporting documentation. All other recertification requirements (including criminal conviction statement, verification of skills, etc.) must be met and verified.

Enhancement modules available for EMT:

- **Bronchodilator / Nebulizer Administration**
  - Student prerequisite licensure: A student must be licensed as an emergency medical technician or its equivalent.
  - Curriculum: The course curriculum must be the general pharmacology and the respiratory emergencies sections of the curriculum issued by the United States department of transportation, national highway traffic safety administration, for emergency medical technicians-basic, in the edition specified by the department, or its equivalent.
  - Course coordinator: The course coordinator must be licensed by the department as an emergency medical services instructor or continuing education coordinator and be licensed as a paramedic or its equivalent.
  - Testing: The student must correctly answer at least seventy percent of the questions on a written examination and pass a practical examination specified by the department.
  - Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.
- **Limited Advanced Airway**
  - Student prerequisite licensure: A student must be licensed as an emergency medical technician or its equivalent.
  - Curriculum: The course curriculum must be that issued by the department entitled "Limited Advanced Airway Module".
  - Course coordinator: The course coordinator must be licensed as an emergency medical services instructor or continuing education coordinator and must be currently licensed as a paramedic or its equivalent.
  - Testing: The student must correctly answer at least seventy percent of the questions on a written examination and pass a practical examination specified by the department.
  - Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.
- **IV Maintenance**
  - Student prerequisite licensure: A student must be licensed as an emergency medical technician or its equivalent.

- Curriculum: The course curriculum must be that issued by the department entitled "EMT IV Maintenance Module".
- Course coordinator: The course coordinator must be licensed by the department as an emergency medical services instructor or continuing education coordinator, and must be currently certified in intravenous therapy maintenance, or its equivalent.
- Testing: The student must correctly answer at least seventy percent of the questions on a written examination specified by the department and pass all portions of a practical examination specified by the department. The practical examination must consist of performing intravenous maintenance skills on a mannequin.
- Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.

Enhancement modules available for EMR and above:

- Injectable Epinephrine
  - Student prerequisite licensure: A student must be licensed as an emergency medical responder or higher.
  - Curriculum: The course curriculum must be that issued by the department entitled "Injectable Epinephrine/Adrenaline Enhanced Module".
  - Course coordinator: The medical director will choose the appropriate knowledgeable instructor for this enhanced skill module (MD, Advanced Practice Provider, RN, NRP, or subject matter expert).
  - Testing: The student must correctly answer at least seventy percent of the questions on a written examination and pass a practical examination specified by the department
  - Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.

**Each enhanced skill is good for a two-year period of time but is dependent on their primary provider license being current.**

## **AEMT**

Certification as a Nationally Registered AEMT is available to candidates.

The AEMT student must:

- Be a current State EMT or National Registry EMT.
- Complete a state approved AEMT initial course with a minimum of ten patient contacts.
- Pass a National Registry advanced level practical exam.
- Pass the National Registry AEMT cognitive exam.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

Upon successful certification by the National Registry of EMT's an AEMT may apply for state licensure. To become licensed to work in North Dakota as an AEMT, the candidate must:

- Complete an ALS license application. An ALS license application must be signed by each medical director under which the AEMT will be working. More than one form may be required if the provider works for more than one service.
- Be affiliated with a service that provides this level of care.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent
- Submit the license application to DEMS.

AEMT Licensure is good for two years and expires on June 30 of the year of their National Registry expiration of March 31.

Recertification and re-licensure: NREMT certification is good for a two-year period and expires on March 31. A Nationally Registered AEMT will receive a recertification notification from the National Registry as well as a re-licensure letter from DEMS prior to their expiration date. The AEMT must remain Nationally Registered in order to be licensed in North Dakota.

Upon completion of National Registry recertification and receipt of a new National Registry E-card, the AEMT is responsible for sending a completed ALS License Application form with medical director signature to DEMS to renew State Licensure.

Recertification by Examination: Within six months of their expiration date a Nationally Registered AEMT may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all continuing education recertification requirements before the deadline of March 31 of their expiration year.

- Steps for recertification by examination:
  - Login to your National Registry account. Complete a Recertification by Exam application and pay the exam fee.
  - After 24-48 hours, login to your National Registry account and print your Authorization to Test (ATT) letter. Follow the directions in the letter to schedule your exam.
  - You may make one attempt to take and pass the exam between April 1 (one year prior to the current expiration date) and March 31 (the expiration date). A cognitive competency by exam form will become available through your National Registry account upon successful completion of the exam.
  - Return your completed cognitive competency by exam form by March 31 with signatures and supporting documentation. All other recertification requirements (including criminal conviction statement, verification of skills, etc.) must be met and verified.

## **Paramedic**

Licensure as a Nationally Registered paramedic is available to candidates 18 years of age (at the time of testing) and older who are currently a state EMT or a Nationally Registered EMT or equivalent and complete a paramedic program that holds CAAHEP accreditation or a letter of review in compliance with COAEMSP.

To become licensed to work in North Dakota as a paramedic, the candidate must:

- Complete an ALS license application. The ALS license application must be signed by each medical director under which the paramedic will be working. More than one form may be required if the provider works for more than one service.
- Be affiliated with a service that provides this level of care.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent and American Heart Association's Advanced Cardiac Life Support.
- Submit the ALS license application to DEMS.

Licensure is good for two years and expires on June 30 of the year of their National Registry expiration of March 31.

Recertification and re-licensure: NREMT certification is good for a two-year period and expires on March 31. A Nationally Registered paramedic will receive a recertification notification from the National Registry as well as a re-licensure letter from DEMS prior to their expiration date. The paramedic must remain Nationally Registered in order to be licensed in North Dakota.

The paramedic must:

- Complete paramedic educational requirements
- Maintain approved CPR healthcare provider training requirements
- Maintain advanced cardiac life support training
- Submit the ALS license application to DEMS.

Recertification by Examination: Within six months of their expiration date a Nationally Registered paramedic may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all continuing education recertification requirements before the deadline of March 31 of their expiration year.

- Steps for recertification by examination:
  - Login to your National Registry account. Complete a Recertification by Exam application and pay the exam fee.
  - After 24-48 hours, login to your National Registry account and print your Authorization to Test (ATT) letter. Follow the directions in the letter to schedule your exam.

- You may make one attempt to take and pass the exam between April 1 (one year prior to the current expiration date) and March 31 (the expiration date). A cognitive competency by exam form will become available through your National Registry account upon successful completion of the exam.
- Return your completed cognitive competency by exam form by March 31 with signatures and supporting documentation. All other recertification requirements (including criminal conviction statement, verification of skills, etc.) must be met and verified.

Upon completion of National Registry recertification and receipt of a new National Registry E-card, the paramedic is responsible for sending a newly completed ALS license application form with medical director signature for each service they are affiliated with to DEMS to receive state licensure.

## **COURSE AUTHORIZATION**

Prior to conducting any of the courses listed on page 6, a course authorization request must be completed in its entirety and submitted to DEMS **at least two weeks prior to the scheduled start date of the class. If this is not done, the class will not be recognized by the State of North Dakota.** Incorrect or incomplete forms will be returned to the coordinator for correction. Upon receipt by DEMS, the request will be reviewed, the course will be approved or denied, and authorization and/or requested supplies will be sent to the instructor/coordinator listed. DEMS will assign a course authorization number to all primary training courses. This course authorization number will be required on all paperwork related to this course, including test applications and rosters. Without the course authorization number, the candidate will not be allowed to test and/or the roster will not be processed.

A completed roster is required to be submitted within five business days of course completion for the following courses: EVOG, EVOG Refresher, Instructor / Coordinator, Instructor / Coordinator Refresher, Emergency Medical Dispatch, Emergency Medical Dispatch Refresher, and Emergency Medical Responder. Instructors that consistently submit their class rosters late may have disciplinary actions taken against their licensure.

A completed roster/physician preceptor form is required within five business days of course completion for the enhanced skills, which includes the following courses: limited advanced airway, nebulized medications, IV maintenance and injectable epinephrine. Instructors that consistently submit their class rosters/physician preceptor forms late may have disciplinary actions taken against their licensure.

**Licensed Training Institutions should consult the *EMS Training Institution Guidebook*.**

## **COURSE TEXTBOOKS**

There are many publishers that print quality EMS textbooks. The course coordinator is responsible for choosing the appropriate textbook that follows the DOT curriculum for the class being instructed. Textbooks need to be approved by DEMS.

Each course authorization request contains a checklist of available supplies for that particular course. **One** copy of each checked item will be sent to the course coordinator. If nothing is checked on this list, no supplies will be sent.

## **FORMS AND TERMINOLOGY**

Since rules and policies change, it is recommended that an instructor download the most current forms from the DEMS website.

### Course Authorization Request:

Course authorization request forms must be completed and submitted to DEMS a minimum of two weeks prior to the scheduled start date of the course. Be aware that there are different request forms for different classes. To be sure to always use the most current form, it is recommended to print the current form from the DEMS website each time.

### Course Authorization:

This is the letter that that will be sent from DEMS upon authorization of your course for primary courses. This will be accompanied by the supplies requested on the course authorization request for teaching the course. This letter will also contain your **course authorization number**. This number **MUST** be on all correspondence for the course, including rosters and testing applications. Enhanced skill courses will not have a course authorization letter or a course authorization number, instead you will only receive materials requested. If you did not request any materials, you may assume the course is approved. You will be contacted by DEMS if the course is denied or if clarification is needed prior to approving the course.

### Hospital Administrative Support Contract (advanced level only):

This contract assures that arrangements have been made with a hospital or clinic to conduct the clinical rotation portion of the course. Hospital or clinical rotations are optional at the BLS level.

### ALS Ambulance Service Support Contract (advanced level only):

This contract assures that arrangements have been made with an ALS ambulance service for this portion of the training. This is required in advanced level EMT training only. In the EMT course, a BLS licensed ambulance may be used.

### Medical Director Agreement (advanced level only):

This identifies the physician medical director that is responsible for course content, instructor supervision, and student supervision.

#### Course Roster/Physician Authorization:

This form must be submitted to DEMS along with an EMS registration form for each student within five business days of course completion for the following courses: EVOC, EVOC Refresher, Instructor/Coordinator, Instructor/Coordinator Refresher, Emergency Medical Dispatch, Emergency Medical Dispatch Refresher and Emergency Medical Responder. This form lists the students attending the course, their state ID number (if they already have one) and other pertinent information for updating their certifications. This form must be signed by the instructor and MUST have the course authorization number listed.

This form must be submitted to DEMS for all enhanced skills courses within five business days of course completion and must be signed by the appropriate physician medical director. EMS registration forms are not necessary for enhanced skill rosters. Course authorization numbers are not given for enhanced skills and are therefore not necessary on the roster.

A roster must be sent for each course completed; do not combine multiple classes on one roster, i.e. enhanced skills.

#### EMS Registration Form:

A completed EMS registration form must be submitted to DEMS in the following situations:

1. Within the first week of a primary training course. (EMR, EMT, AEMT, and Paramedic). The instructor/coordinator is responsible for making sure the forms are complete and include the correct course authorization number. Student EMS registration forms should be submitted together as a class. DEMS will then provide a list of state ID numbers to be used for testing applications and rosters.
  - a) If a student affirms a felony charge/conviction, or an encumbrance of another health care certification or license, official documentation concerning the situation must be submitted to DEMS for evaluation. A student in this situation may not be eligible to take the National Registry exam or gain state licensure or certification. It is the responsibility of the instructor to ask for this information from the student early in the process to avoid the student wasting time in a course that may not result in certification or licensure.
2. Following an initial EVOC, Auto Extrication, EMD, or IC/CEC course. EMS registration forms for students who successfully completed the course should accompany the course roster.
3. To license or re-license at the EMT level.
4. To re-license at the emergency medical responder, AFA-A and state EMT levels, an EMS registration form must accompany the continuing education report that is available on the DEMS website.
5. The person has a change of address or any other personal information.
6. The person has a change/addition of EMS affiliation.
7. Any current AEMT or paramedic entering a primary initial course as a student.



ALS License Application (AEMT or paramedic):

This form must be completed by the AEMT or paramedic and signed by the medical director that the AEMT or paramedic will be working under. This form must be received by DEMS in order for an AEMT or paramedic to receive North Dakota licensure to work. An additional license application is required for each EMS agency or medical director the person works for.

Continuing Education Report (Non-nationally Registered EMR, State EMT, and AFA-A):

This form is to be completed and submitted showing all recertification hours during a two-year (three-year for AFA-A) certification period. The form must be submitted **with** an EMS registration form. **Forms submitted prior to January 1 of the year of expiration will not be accepted.**

Written Test Request Form:

This form must be completed and received by DEMS **at least two weeks in advance** when requesting the EMR final exam.

## **PRACTICAL EXAM SITES**

ALS National Registry and State practical exams will be conducted at various times and locations each year. These test sites are conducted by North Dakota licensed EMS training institutions and are approved by DEMS and will follow the NREMT policies set forth in the advanced level examination procedural manual. Only persons who have completed a state or licensed training institution authorized EMS course will be eligible for the testing and certification process unless prior arrangements have been approved by DEMS. **All requests for testing and associated practical fees MUST BE in by the deadline date the sponsoring institution sets forth or the candidate will not be allowed to test on the requested date.** Practical test fees and allowed forms of payment are determined by each local test site.

The application for practical testing must be completed in the manner prescribed by the local test site prior to the deadline. **If the candidate does not have a six-digit state ID number and an NREMT initial entry application ID number, they will not be considered eligible for the practical exam. If the student shows up to the practical test site in hopes that they will be allowed to test anyway, they will be dismissed from the test site.**

Applications from out of state advanced level candidates may be accepted.

Psychomotor exam advanced schedules throughout North Dakota will be made available on the DEMS website and will reflect available testing sites.

Cognitive examinations are not offered at the practical test sites. All cognitive examinations are completed through a Pearson Vue Test Center. Please visit the NREMT website for a list of most current NREMT Pearson Vue locations in North Dakota.

## **INSTRUCTOR QUALIFICATIONS**

An individual must be at least eighteen years of age and certified or licensed for at least two years as a patient care provider at the level the individual will instruct. DEMS will issue initial licensure for a two-year period of time to persons who have successfully completed an authorized Instructor Coordinator course. Instructor coordinator certification is dependent on maintaining current state licensure as an EMS provider. Each course is required to have a state licensed EMS instructor that is certified or licensed at or above the level they are instructing. The course coordinator and the physician medical director shall obtain instructors who are qualified as indicated in the curriculum. However, a state licensed EMS instructor is responsible for the material delivered and to determine competency of the candidate prior to testing. A pass rate of at least seventy percent must be maintained by the coordinator at all times. The instructor must also conduct (as the course coordinator or primary instructor) at least one primary education class every two years and attend a DEMS approved instructor coordinator refresher during their two-year licensure period in order to be eligible for re-licensure.

## **STUDENT QUALIFICATIONS**

- The student may take the EMT course and become state certified if under 18 years of age and at least 16 at the time of testing.
- If the student has been charged or convicted of a felony, prior approval must be obtained from DEMS to admit the student to class. Please contact DEMS for further information.
  - All students and ND EMS personnel must adhere to the National Registry Felony Policy in addition to DEMS policy in order to be eligible or maintain National Registry certification.
- An EMS registration form **MUST BE COMPLETED** as soon as the student begins the class. DEMS will assign a 6 digit state identification number to the student once registration is received.
- A student must meet the physical requirements of being an EMT and be able to perform all skills required.
- The student must be able to attend all classes as scheduled by the course coordinator.
- The student must be able to read and write the English language and communicate effectively.
- AEMT students **MUST** be a Nationally Registered EMT prior to attending class or clinical rotations at the advanced level.
- Any test result, cognitive or practical, is valid for a period of 24 months from the date of successful completion of the course.
- A candidate has 2 years from the date of course completion to complete all testing requirements. After this deadline has occurred, the candidate will be required to attend another entire course.

## **COURSE MANAGEMENT & ADMINISTRATION**

### **Course Coordinator:**

The course coordinator is responsible for assuring that the material covered by instructors, whether guest or primary, is within the Core Curricula. The course coordinator is also responsible for submission of all paperwork and signatures. The course coordinator must be a licensed instructor/coordinator through DEMS.

### **Primary Instructor:**

The primary instructor is the main instructor of the course and must instruct at least 50% of the class and be currently licensed as an EMS instructor/coordinator.

**It is important to note, as the instructor, YOU are responsible for ensuring student competency prior to verifying course completion. You will not do anyone any favors by allowing incompetent EMS providers into the field!**

### **THE NREMT EXAM IS NOT TO BE USED AS A FINAL EXAM FOR YOUR COURSE!**

It is the responsibility of the course coordinator to provide certificates of completion for each student who successfully completes the course.

Course fees are not controlled by DEMS. Each individual training program dictates their course fees.

DEMS does not request copies of records and grades on a regular basis; however, they do reserve the right to take possession of all course/student records should the Department see the need to do so. An instructor/coordinator is required to keep records (for a minimum of five years) of:

- Name and address for each student enrolled in an emergency medical services course
- Grades for each written examination
- Copies of each student's documentation of entrance requirements to each course, including a copy of the individual's cardiopulmonary resuscitation certification and criminal history statement
- Field internship student evaluation forms from each field or clinical internship session. The form must include the evaluator's printed name, contact information, and signature. These forms are not supplied by DEMS.

For self-protection and consistency, it is strongly encouraged that a written handbook detailing course rules, grading policies, payment plans, etc. be created by the instructor/coordinator.

Please send the course material to:

North Dakota Department of Health  
Division of Emergency Medical Systems  
1720 Burlington Drive – Suite A  
Bismarck, ND 58504  
Phone: 701-328-2388  
Fax: 701-328-0357  
[DEMS@nd.gov](mailto:DEMS@nd.gov)

Please direct any training questions to:

Kerry Krikava NR-Paramedic  
EMS System Coordinator  
ND Department of Health  
Division of Emergency Medical Systems  
[klkrikava@nd.gov](mailto:klkrikava@nd.gov)  
Office: 701-328-4523  
Fax: 701-328-0357

**Most forms are available on our website:**

<http://health.nd.gov/health-resources-and-response>

**Many of your NREMT questions can be answered at:**

[www.nremt.org](http://www.nremt.org)