

VT EMS District 9 Course Planning Guidelines

Purpose: The purpose of this guideline is to provide a framework for VT EMS District 9 (D9) Instructor Coordinators (ICs) who wish to offer a certification course within the District. Courses included are: EMR, EMT, AEMT, and PEPP courses

SOG 1.1- ICs are responsible for completing the EMS Course Approval application in full at least 6 weeks prior to the start of the course. All completed forms must be submitted to the District chairperson for signature and then mailed to the VT EMS office for approval and issuance of an official course number.

SOG 1.2- ICs are responsible for the creation of a detailed syllabus for each course they are requesting approval for from VT EMS and District 9. Each syllabus must have clearly identified time for practical sessions as well as chapter review.

SOG 1.3- The District board reserves the right to limit the number of courses offered during a certain time period due to equipment limitations or concerns about instructor or student access.

SOG 1.4- The D9 board has set the following minimum fee structure for courses approved by D9 (exception: courses offered through RiverBend)

- EMR - \$200/student
- EMT - \$500/student
- AEMT - \$600/student
- PEPP - \$100/student

Additionally, in order for the courses to break even, student minimums have been developed for each level: (exceptions can be granted on a case by case basis)

- EMR – 5 students
- EMT – 10 students
- AEMT – 12 students
- PEPP – 12 students

SOG 1.5- The current curriculum that is being utilized by D9 is through Pearson Publishing and is the Brady curriculum. The most current editions available are utilized for each course. To order books, please contact the District Training Coordinator at least 2 weeks prior to the course start date. ICs can request to utilize a different curriculum (such as a hybrid course) with their course application.

SOG 1.6- ICs are requested to notify the D9 training coordinator at least 2 weeks prior to the course to request the use of the district computer equipment and/or medical equipment for practical sessions.

SOG 1.7 - In order to maintain an excellent student experience, an assistant instructor should be utilized for all practical sessions at a ratio of 1 instructor per 6 students.

SOG 1.8- Templates for course evaluations, syllabi, and other course planning documents are strongly encouraged to be used in all D9 courses.

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