

## Training Reference Manual Section 1

### **Vision Statement**

The Indiana Department of Homeland Security EMS Branch under the State Fire Marshal Office, the Indiana EMS Commission, and the instructors of the State of Indiana are committed to providing a training format that will ensure our EMS professionals have access to adequate and uniform training standard from all EMS training institutions. This training standard should meet the established guidelines set forth by the EMS Commission of the State of Indiana. The training that Indiana adopts for EMS should allow our responders to maintain both Indiana and National EMS certifications where possible. This training manual should be the key resource on how Indiana conducts EMS training and testing.

### **Mission Statement**

This EMS Training Resource Manual is a work product adopted by the Indiana EMS Commission and the policies of the Indiana Department of Homeland Security EMS Branch under the State Fire Marshal Office. Our mission is to create a manual that can be accessible to State of Indiana staff and our EMS community.

### **Acknowledgement**

The Indiana EMS Commission and the Indiana Department of Homeland Security would like to recognize the individuals of the Indiana EMS Community who contributed countless hours towards the creation of this document. Without their dedication and expertise, this creation of this guide would not have been possible.

## I. Training Institutions

### EMS Training Guidance (for Instructors and Training Institutions)

This section is designed for Training Institutions and Primary Instructors who are applying to become training institutions, applying for Indiana certified EMS training courses, and for the remittance of course information. The following directions will assist you in the timely and efficient submission of all information necessary to become a training institution and to open and close a certified EMS training course. These guidelines follow the rules outlined in Title 836, processes as approved by the EMS Commission, as well as Indiana Department of Homeland Security (IDHS) policy. The links in this manual will be updated as legislation and forms are revised.

#### A. *Becoming a Indiana Certified Training Institution*

##### [836 Emergency Rules](#)

(<http://www.in.gov/legislative/iac/20120711-IR-836120393ERA.xml.pdf>)

##### [836 IAC Article 4. Training and Certification](#)

([http://www.in.gov/legislative/iac/iac\\_title?iact=836&iaca=4](http://www.in.gov/legislative/iac/iac_title?iact=836&iaca=4))

#### Points to Remember

1. “836 IAC 4-2-1 (c) Each Indiana emergency medical services training institution of emergency medical technician programs shall be:

A post secondary institution as defined in IC 20-12-71-8

A private technical, vocational, or trade school as defined in IC 20-12-62-3

A high school as defined in IC 20-18-2-7;

A provider organization as defined in IC 16-31; or

An appropriately accredited hospital licensed under IC 16-21;”

#### **AND**

“that has adequate resources and dedication to educational endeavors. Educational institutions shall be appropriately accredited by a regional accrediting association for higher education or have state licensure that assures comparable educational standards.”

2. “836 IAC 4-2-1 (d) Such an institution shall submit an application to the agency at least ninety (90) days prior to the date for which certification is requested in a manner prescribed by the agency.”

##### [Training Institution application](#)

(<https://forms.in.gov/Download.aspx?id=9396>)

## **Certification**

“836 IAC 4-2-1 (e) Certification as an emergency medical services training institution is valid for a period of two (2) years from the date of certification.”

“836 IAC 4-2-1 (f) Certified emergency medical services training institutions shall be certified according to the institution's intent and ability to teach various levels of emergency medical services curricula.”

The EMS Commission currently approved courses for basic life support training institution is defined as an institution that presents one (1) or more of the following training courses:

- (a) Emergency Medical Responder
- (b) Emergency Medical Technician

The EMS Commission currently approved courses for an advanced life support training institution is defined as an institution that presents one (1) or more of the following training courses and may include one (1) or more of the basic life support training courses listed above:

- (a) Advanced Emergency Medical Technician
- (b) Paramedic.

“836 IAC 4-2-1 (g) A certified training institution shall submit an application for recertification to the agency at least sixty (60) days prior to the date of certification expiration. The application for recertification shall indicate compliance with the requirements currently in effect at the time of the application for renewal.”

“836 IAC 4-2-1 (h) Certified advanced life support training institutions conducting paramedic training programs on or after July 1, 2008, shall show written proof of national accreditation of the program.”

## **B. 836 IAC 4-2-2 Institution Responsibilities**

### [836 Emergency Rules](http://www.in.gov/legislative/iac/20120711-IR-836120393ERA.xml.pdf)

[\(<http://www.in.gov/legislative/iac/20120711-IR-836120393ERA.xml.pdf>\)](http://www.in.gov/legislative/iac/20120711-IR-836120393ERA.xml.pdf)

836 IAC 4-2-2 is the responsibility of each training institution.

Points to Remember:

- Evaluation on each course is required
- Evaluation on each affiliated instructor is required annually
- Classrooms must have adequate space and equipment
- Make available twelve (12) hours over a two (2) year period of continuing education.
- Must keep all records for seven (7) years

### **C. 836 IAC 4-2-3 Educational Staff Requirements and Responsibilities**

#### 836 Emergency Rules

<http://www.in.gov/legislative/iac/20120711-IR-836120393ERA.xml.pdf>

836 IAC 4-2-3 is the responsibility of each training institution.

Remember:

- A Program Director must be an Indiana Primary Instructor
- A Program Director must be at the highest level of certification that is being presented by the training institution.
- Medical Directors are responsible for the competency of the course graduates
- Medical Directors must approve all affiliated instructors and the courses that are administered
- During psychomotor testing instructional staff must be certified or licensed to at least the level of skill being tested
- Program Director is responsible for coordinating and evaluating all didactic, clinical, psychomotor, and field internship components

### **D. Curriculum**

The following documents provide the minimum requirements for each type of EMS Course. These courses are:

- EMR
- EMT
- AEMT (ALS Training Institutions)
- Paramedic (CoAEMSP Accredited Training Institutions)

#### EMS Course Requirements

[http://www.in.gov/dhs/files/EMS\\_Course\\_Requirements\\_9-18-13.pdf](http://www.in.gov/dhs/files/EMS_Course_Requirements_9-18-13.pdf)

#### Indiana EMS Commission Levels of EMS Personnel Certification Quick Reference

[http://www.in.gov/dhs/files/IN\\_EMS\\_lvls\\_EMS\\_Personnel\\_Cert061713.pdf](http://www.in.gov/dhs/files/IN_EMS_lvls_EMS_Personnel_Cert061713.pdf)

#### Indiana Skill Levels and Scope of Practice

[http://www.in.gov/dhs/files/Indiana\\_EMS\\_Skills\\_Side\\_by\\_Side\\_Comparison\\_8-27-13.pdf](http://www.in.gov/dhs/files/Indiana_EMS_Skills_Side_by_Side_Comparison_8-27-13.pdf)

### ***Indiana EMS Course Standards***

The following documents are the **minimum course times and standards for each EMS course**. All courses must comply with the minimum standards for course approval. Pre-requisite and co-requisite material can be applied towards the section time standards, but you must indicate that in your syllabi. Any questions regarding course creation can be sent to [certcourseapps@dhs.in.gov](mailto:certcourseapps@dhs.in.gov).

- [EMR Minimum Course Hours](http://www.in.gov/dhs/files/EMR_Hours.pdf) ([http://www.in.gov/dhs/files/EMR\\_Hours.pdf](http://www.in.gov/dhs/files/EMR_Hours.pdf))
- [EMT Minimum Course Hours](http://www.in.gov/dhs/files/EMT_Hours.pdf) ([http://www.in.gov/dhs/files/EMT\\_Hours.pdf](http://www.in.gov/dhs/files/EMT_Hours.pdf))
- [AEMT Minimum Course Hours](http://www.in.gov/dhs/files/AEMT_Hours_9-18-13.pdf) ([http://www.in.gov/dhs/files/AEMT\\_Hours\\_9-18-13.pdf](http://www.in.gov/dhs/files/AEMT_Hours_9-18-13.pdf))
- [Paramedic Minimum Course Hours](http://www.in.gov/dhs/files/Paramedic_Hours.pdf) ([http://www.in.gov/dhs/files/Paramedic\\_Hours.pdf](http://www.in.gov/dhs/files/Paramedic_Hours.pdf))

## ***National Education Standards and Instructional Guidelines***

The following are links to the National Educational Standards and Instructional Guidelines. Please utilize these documents as guides to creating your syllabi. All sections of the instructional guidelines must be addressed in your course, according to the Indiana EMS Commission, as well as any Indiana specific curricula which can be found in the minimum course hour documents above.

- [National EMS Education Standards](http://www.ems.gov/pdf/811077a.pdf) (<http://www.ems.gov/pdf/811077a.pdf>)
- [Emergency Medical Responder Instructional Guidelines](http://www.ems.gov/pdf/811077b.pdf) (<http://www.ems.gov/pdf/811077b.pdf>)
- [Emergency Medical Technician Instructional Guidelines](http://www.ems.gov/pdf/811077c.pdf) (<http://www.ems.gov/pdf/811077c.pdf>)
- [Advanced Emergency Medical Technician Instructional Guidelines](http://www.ems.gov/pdf/811077d.pdf) (<http://www.ems.gov/pdf/811077d.pdf>)
- [Paramedic Instructional Guidelines](http://www.ems.gov/pdf/811077e.pdf) (<http://www.ems.gov/pdf/811077e.pdf>)

## **E. 836 IAC 4-2-4 Institution Reporting Requirements**

“836 IAC 4-2-4 Each Training Institution shall submit any staff changes within thirty (30) days to the agency that includes the following information:

- (1) Name, address, and telephone number of the training institution official.
- (2) List of affiliated educational staff, including name, certification level, and certification number.
- (3) Changes in the training institutions standards and criteria.”

“836 IAC 4-2-4 Each Training Institution will provide a final report on each course to the agency within fifteen (15) days following the completion of the course. These reports will be submitted in a manner prescribed by the agency.”

- The final report on each course is defined by the agency as the Report of Training.

### [Report of Training](https://forms.in.gov/Download.aspx?id=7147)

(<https://forms.in.gov/Download.aspx?id=7147>)

The Report of Training must be submitted for BLS courses prior to students taking State certification written exam.

Candidates will not be allowed to take the State Cognitive until the completed Report of Training is submitted to the agency and processed. Training Institutions are no longer allowed to authorize candidates to take the Indiana Cognitive Exams by signing the authorization letter.

## **F. Agency Policies**

### **Submitting a Course**

- All course requests must be submitted 30 days prior to the course start date.
- Collect and organize all necessary information
  - Course syllabus (including dates, times, and locations of course)
  - Course check list
    - For EMR, EMT, AEMT, and Paramedic, the hourly requirements must be identified on the syllabus that meet or exceed the hourly requirements outlined on the checklist.

#### **EMR Course Checklist**

[\(<https://forms.in.gov/Download.aspx?id=9343>\)](https://forms.in.gov/Download.aspx?id=9343)

#### **EMT Course Checklist**

[\(<https://forms.in.gov/Download.aspx?id=9387>\)](https://forms.in.gov/Download.aspx?id=9387)

#### **AEMT Course Checklist**

[\(<https://forms.in.gov/Download.aspx?id=10129>\)](https://forms.in.gov/Download.aspx?id=10129)

#### **Paramedic Course Checklist**

[\(<https://forms.in.gov/Download.aspx?id=10131>\)](https://forms.in.gov/Download.aspx?id=10131)

- You must, in narrative form, outline how you will fulfill the Indiana required curriculum as well as how you will fulfill/verify the psychomotor requirements.
- Fill out the EMS Training Course and Psychomotor Exam Reservation form.
  - These two components are now on one form.
  - Please make sure that you fill out the form in its entirety or it will be sent back.

#### **Course Application**

[\(<https://forms.in.gov/Download.aspx?id=9755>\)](https://forms.in.gov/Download.aspx?id=9755)

- If you are holding a psychomotor exam, please use the form listed below to make a reservation.
  - This form is to be used for the EMR and EMT psychomotor examination reservation.

#### **Psychomotor Exam Reservation**

[\(<https://forms.in.gov/Download.aspx?id=9753>\)](https://forms.in.gov/Download.aspx?id=9753)

- E-mail the course syllabus, check list, attachments, and Course/Reservation form to:

[certcourseapps@dhs.in.gov](mailto:certcourseapps@dhs.in.gov)

- Please title the subject line of any e-mail with the reason for the correspondence.
- Once we receive and review your application, you will be notified via e-mail of your approval or whether we need more information.
- Once a completed course request (including all necessary attachments) is received, you will receive your course confirmation.
- Carry out the course once approval is granted.

## Candidate Remediation

- If you have a student who needs to be remediated for either failing the State Cognitive Exam or the State Psychomotor Exam:
- Complete remediation according to the mandatory hours for the State Cognitive Exam (see remediation form for hourly requirements) or the needed skill(s) for the State Psychomotor Exam.

### Cognitive Remediation Form

(<http://www.in.gov/dhs/files/54414.pdf>)

### EMT Psychomotor Remediation Form

(<https://forms.in.gov/Download.aspx?id=9382>)

### EMR Remediation Form

(<https://forms.in.gov/Download.aspx?id=9344>)

- All remediation must be completed by a **Primary Instructor**

#### *Cognitive Exam Remediation Required Hours*

EMR 6 Hours

EMT 24 Hours

AEMT 24 Hours

- Fill out the remediation form in its entirety including necessary signatures
- Submit the remediation form by any of the following manners:
  - US Mail, Federal Express, or UPS (**Highly recommend sending via Certified mail with delivery confirmation**)
  - Email to [certCourseApps@dhs.in.gov](mailto:certCourseApps@dhs.in.gov)
  - Fax to 317-233-0497
- Candidate will be mailed a letter allowing retest

## Processing Information

- Once testing is entirely completed and submitted to the state (both Cognitive and Psychomotor testing), it may take up to 4 weeks to become certified.
- If a candidate has ever been charged or convicted of a crime as an adult other than a minor traffic violation:
  - they must report this to the agency on the appropriate form.
  - their application will be reviewed on a case by case basis.
  - the candidate will receive communication from the agency regarding their certification status.
- Fail letters are the only letters that will be issued to candidates regarding testing results.

- The agency will NOT give test results out over the phone
- The agency can verify whether or not a candidate is missing any requirements for certification
- When a candidate is awarded certification they will receive their initial certification by US mail.

## **G. Agency Forms and Tools**

### **For All Courses**

[Course Application](https://forms.in.gov/Download.aspx?id=9755) (<https://forms.in.gov/Download.aspx?id=9755>)

[Report of Training](https://forms.in.gov/Download.aspx?id=7147) (<https://forms.in.gov/Download.aspx?id=7147>)

[Psychomotor Exam Reservation](https://forms.in.gov/Download.aspx?id=9753) (<https://forms.in.gov/Download.aspx?id=9753>)

### **For EMR Course**

[Course Checklist](https://forms.in.gov/Download.aspx?id=9343) (<https://forms.in.gov/Download.aspx?id=9343>)

[EMR Examination Report Form \(Psychomotor Exam sheets\)](https://forms.in.gov/Download.aspx?id=9764)  
(<https://forms.in.gov/Download.aspx?id=9764>)

#### **Statement of Remediation**

[Cognitive](http://www.in.gov/dhs/files/54414.pdf) (<http://www.in.gov/dhs/files/54414.pdf>)

[Psychomotor](https://forms.in.gov/Download.aspx?id=9344) (<https://forms.in.gov/Download.aspx?id=9344>)

### **For EMT Course**

[Course Checklist](https://forms.in.gov/Download.aspx?id=9387) (<https://forms.in.gov/Download.aspx?id=9387>)

[Psychomotor Examination Report Form \(Skills Sheets\)](https://forms.in.gov/Download.aspx?id=9249)  
(<https://forms.in.gov/Download.aspx?id=9249>)

#### **Statement of Remediation**

[Cognitive](http://www.in.gov/dhs/files/54414.pdf) (<http://www.in.gov/dhs/files/54414.pdf>)

[Psychomotor](https://forms.in.gov/Download.aspx?id=9382) (<https://forms.in.gov/Download.aspx?id=9382>)

### **For Advanced EMT Course**

[Course Checklist](https://forms.in.gov/Download.aspx?id=10129)

(<https://forms.in.gov/Download.aspx?id=10129>)

### **For Paramedic Course**

[Course Checklist](https://forms.in.gov/Download.aspx?id=10131)

(<https://forms.in.gov/Download.aspx?id=10131>)



## **H. Revision Process**

Every year in December the EMS commission will assign a sub group to meet, review and make recommendations for modification of the Training Resource Manual. This subgroup will be made up of 2 members of the TAC, 2 agency staff members, 2 members of the EMS Education Community and a representative of the EMS Commission. The following timeline will govern the process:

### **Timeline:**

- By the Dec EMS Commission Meeting- EMS Subcommittee Assigned
- Feb15- Recommendations to the TAC
- By the May TAC Meeting- Final Recommendations to EMS Commission
- By the June EMS Commission Meeting- Recommendations Reviewed from the TAC
- July 1- Implementation of Changes to Training Resource Manual