

Michigan Department of Community Health
 Emergency Medical Services Section
 P.O. Box 30717
 Lansing, MI 48909
 (517) 241-0179

INSTRUCTOR COORDINATOR ONGOING EDUCATION RECORD

Authority: Act 368 of 1978, Part 209

FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN SUSPENSION, REVOCATION OR DENIAL OF INSTRUCTOR COODINATOR LICENSURE.

Type or Print Only

Name	License Number
Street Address	
City, State, ZIP Code	Phone: Cell / Home / Work
I.C. License Expiration Date	Email Address:

INSTRUCTIONS:

This form is to be used to document the 30 credits of continuing education which you must earn during the 3 years your license is in effect. An application for license renewal will be mailed to you approximately 90 days prior to your license expiration. You must maintain documentation of your continuing education for 1 year following your license renewal. You must submit copies of your records only upon request of the department.

There are 3 methods in which you may renew your instructor coordinator license:

- (1) Successfully complete a Department-approved instructor-coordinator refresher program.
- (2) Accrue 30 credits in Department-approved professional development continuing education.
- (3) Accrue 30 credits by earning 20 professional development credits and 10 performance credits.

OPTION I Completion of an Instructor Coordinator Refresher Course:
 Attach a copy of your certificate showing successful completion of the refresher course

OPTION II Completion of 30 CE credits in Professional Development subject areas:

SUBJECT	Date/Code No./Credits	Date/Code No./Credits	Date/Code No./Credits	Total
INSTRUCTION TECHNIQUES <i>Minimum 6</i> <i>Maximum 12</i>				
MEASUREMENT & EVALUATION <i>Minimum 6</i> <i>Maximum 12</i>				
EDUCATION ADMINISTRATION <i>Minimum 6</i> <i>Maximum 12</i>				

OPTION III Completion of 20 Professional Development Credits and 10 Performance Credits.

Part A: Professional Development Credits. 20 credits in professional development through Department-approved instructor coordinator continuing education are required.

SUBJECT	Date/Code No./Credits	Date/Code No./Credits	Date/Code No./Credits	Total
INSTRUCTION TECHNIQUES <i>Minimum 3 Maximum 9</i>				
MEASUREMENT & EVALUATION <i>Minimum 3 Maximum 9</i>				
EDUCATION ADMINISTRATION <i>Minimum 3 Maximum 9</i>				

Part B: Performance Credits. 10 credits are required in the categories listed below.

**NOTE: Each category has a maximum of 7 credits; at least 2 categories must be performed to obtain the 10 required credits.*

EMS INSTRUCTION: Maximum of 7 credits. 1 credit for every 4 hours of instruction; initial, refresher, or continuing education.
Proof: CE Rosters, I.C. credit slip, course syllabus, State approval documents.

EXAMINATION EVALUATION: Maximum of 7 credits. 1 credit for every 2 hours you assist as a skills examiner for a State approved practical exam.
Proof: Exam Evaluation Certificate from Regional Coordinator

COURSE COORDINATION: Maximum of 7 credits.
 3 credits for Education Program Sponsor OR CE Sponsor approval.
 2 credits for every Education Program Sponsor OR CE Sponsor re-approval.
 1 credit for every 15 CEs approved and coordinated (*independently or through sponsor agency*)
Proof: Copy of Education Program Sponsor or CE Sponsor approval, State CE approval.

METHOD	Approved Performance Documentation	Date(s) / Credits	Total
EMS INSTRUCTION <i>Maximum 7</i>			
EXAMINATION EVALUATION <i>Maximum 7</i>			
COURSE COORDINATION <i>Maximum 7</i>			

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs know to this agency