

Michigan EMS Instructor Coordinator Refresher Program Audit Sheet

Name of Program

Program Director

Lead Instructor

Class Location

Start Date

End Date

Topic	Minimum Hours on topic	Additional Materials required	Total hours
Introduction and Roles and Responsibilities of the IC	1.5	IC State Requirements and Objectives	
Administrative Issues and Responsibilities, Legal issues in EMS education	3	MDHHS-BETP website link	
Ethics	1	MDHHS-BETP Michigan Code of Ethics	
The learning environment, learning styles, and domains of learning	4	IC State Requirements and Objectives	
Goals, Objectives (SMART) and Lesson Plans	2	IC State Requirements and Objectives	
Presentation Skills (includes student presentations)	1	IC State Requirements and Objectives	
Evaluation Techniques	3	IC State Requirements and Objectives	
Facilitation Techniques, Communication & Feedback	2.5	IC State Requirements and Objectives	
Motivation	.5	IC State Requirements and Objectives, IC textbook	
Teaching Thinking Skills, and Teaching Psychomotor Skills	2	IC State Requirements and Objectives	
The Affective Domain	1	IC State Requirements and Objectives, may also utilize webinar on MDHHS-BETP Education webpage	
Discipline and Remediation	1	IC State Requirements and Objectives	

Cultural Awareness/Humility	1	IC State Requirements and Objectives, IC textbook	
Teaching Recourses and research	2	IC State Requirements and Objectives, IC textbook	
Course Coordination in Michigan	4	IC State Requirements and Objectives, MDHHS-BETP Website	
NREMT Exam Overview	OPTIONAL	NREMT.org, Item writing webinars	
Total Minimum Hours	30		