



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

Memorandum

To: All EMS Initial Education Program Course Coordinators

From: Kathy Wahl, Director, EMS and Trauma, BETP

Date: November 9, 2016

Re: New procedures

Effective November 28, 2016, there will be a change in process for initial education courses and student verifications. You will no longer be required to complete and submit an Interim Course Application (136a) prior to any course. Your program approval is valid for a three year period, and you may hold initial education courses at any time during your approval. You must email a course schedule to the EMS Education Coordinator 30 days prior to the course start date. Please email these to goddet@michigan.gov.

The Division of EMS and Trauma staff will no longer attest to the completion of student practical exams. Each program must still hold a summative examination, and an NREMT practical exam for EMR/MFR and EMT students. At the end of each course, the Course Coordinator must submit the correct course completion roster of successful students to MDHHS-CourseCompletion@michigan.gov. Once this roster is accepted, you will receive an email that you may authorize your students to test, and verify their practical skills on NREMT. There are no changes for the Specialist/AEMT and Paramedic level course completion procedures.

Please see the attached flow chart for reference. Any education questions can be referred to Terrie Godde, EMS Education Coordinator, and any personnel licensing questions can be referred to Colleen Nethaway, Personnel Licensing Coordinator. Their contact information is listed below.

Terrie Godde
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