

	Bureau of EMS, Trauma, & Preparedness Division of EMS & Trauma Policies & Procedures		NUMBER: EMS- 2-01
	Subject: Subject Matter Expert (SME)/Qualified Instructor Policy		
	Supersedes #: Updated 2/2019	Previous Date: 6/8/2005	Page 1 of 1
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PURPOSE:

The purpose of this policy is to define a Subject Matter Expert and Qualified Instructor that may be used in an initial or continuing education program when a State of Michigan licensed Instructor Coordinator is not present in the classroom.

POLICY:

A Subject Matter Expert and Qualified Instructor may be used with department approval based on qualifications submitted. An SME may teach in an initial education course for no more than 25% of the course hours, or no more than five consecutive class days. An SME may teach a continuing education program, provided they meet the qualifications described below.

Specialty Certification Programs:

Subject Matter Experts must be utilized in these programs and may teach greater than 25% of the program as needed to meet minimum education standards. These SME's must meet the qualifications as listed below.

Qualifications:

Must be a content expert with extensive knowledge and experience in the specific specialty topic. Verification of these qualifications must be submitted with course documents and approved by the department.

Evaluation:

An evaluation must be completed by students in attendance of the Subject Matter Expert/Qualified Instructor and reviewed by the program.