

## 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 60 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 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
<b>INSTRUCTION TECHNIQUES</b>  <i>Minimum 3</i>				
<b>MEASUREMENT &amp; EVALUATION</b>  <i>Minimum 3</i>				
<b>EDUCATION ADMINISTRATION</b>  <i>Minimum 3</i>				



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Lansing, Michigan 48909-0207  
[www.michigan.gov/ems](http://www.michigan.gov/ems)  
517-241-3025 (Phone)

**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</i>				
MEASUREMENT & EVALUATION <i>Minimum 3</i>				
EDUCATION ADMINISTRATION <i>Minimum 3</i>				

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

**EMS INSTRUCTION:** 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:** 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:** 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			
EXAMINATION EVALUATION			
COURSE COORDINATION			

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability. People with disabilities, visual, hearing and/or other assistance should indicate such needs. An effort will be made to provide the accommodation requested. Individuals with disabilities needing this communication in an alternative format should contact The Bureau of EMS, Trauma and Preparedness at 517-241-3025 (voice) or [BabbN@Michigan.gov](mailto:BabbN@Michigan.gov) (email).