Bureau of Emergency Preparedness, EMS and Systems of Care
Division of EMS and Systems of Care

Policy and Procedures

Policy Number: EMS-328

Subject: Instructor Coordinator Matriculation Pathway for Educators

Supersedes: NA

Policy Date: 01/21/2026

Purpose:

This policy outlines the eligibility requirements for the matriculation pathway for candidates who meet criteria established under R 325.22335. Administrative rule 325.22335 allows for licensure by endorsement for qualified applicants who hold valid credentials to become licensed without repeating initial training. To be considered, applicants must complete the state-provided application, pay the required fee, submit verification of their current credentials, and evidence of training equivalent to Michigan's required curriculum. If any educational gaps are identified, proof of additional training must be provided. Applicants with existing sanctions or disciplinary actions in another state are not eligible for licensure.

Policy:

Applicants whose prior education and training are substantially equivalent to the state-prescribed instructor coordinator curriculum may qualify for a matriculation pathway.

Applicants must provide documentation showing their training meets or exceeds Michigan requirements.

If an applicant's education does not meet equivalency standards, they will be required to complete an initial instructor coordinator education course.

Applicants who meet equivalency requirements must complete the State of Michigan Required Instructor Coordinator Modules Training Plan in MI-Train. Additionally, applicants must take and pass the Department designated instructor coordinator licensing exam.

Applicants may then apply for a Michigan Instructor Coordinator license as outlined in the procedure section.

Procedure:

General Requirements

Applicants must meet all of the following:

- Be at least 18 years of age.
- Hold a current Michigan EMS license at one of the following levels:
    - Medical First Responder (MFR)
    - Emergency Medical Technician (EMT)
    - Emergency Medical Technician Specialist (AEMT)
    - Paramedic
- Have a minimum of three (3) years of full-time, part-time, on-call, or volunteer direct patient care with a licensed life support agency as an MFR, EMT, EMT-S, or Paramedic.
- National certification as an EMS Instructor.

Qualification Pathways

Applicants must meet one or more of the following:

- A baccalaureate degree in education with verified teaching experience.
- Any baccalaureate degree paired with a valid elementary or secondary teaching certificate, with verified teaching experience.
- A Master of Education (M.Ed.) or higher degree in education or instructional design.

Training and Examination Requirements

Once an applicant has met the general requirements and qualifies through at least one approved pathway, they must complete the following steps:

1. **Submit Required Education Documentation**
   The applicant must email the following documentation to MDHHS-EMSED@Michigan.gov:
    - College transcripts demonstrating completion of a baccalaureate or master's degree in education; and
    - If applicable, a valid teaching certificate and verification of teaching experience.

Within five (5) business days of receipt, an EMS Education Coordinator or EMS Manager will review the submitted documentation and notify the applicant whether they meet the educational requirements for the matriculation course and will provide a letter of verification of proof of qualification.

2. **Complete the State of Michigan Required Instructor Coordinator Modules Training Plan in MI-Train**
   Successful completion of the training plan will result in issuance of a completion certificate. Applicants are responsible for maintaining this certificate, as it is required when applying for both the Instructor Coordinator licensing examination and Instructor Coordinator licensure.
3. **Register for and Pass the Instructor Coordinator Licensing Examination**
   - Applicants must take and pass the licensing examination within two (2) years of completing the Required Instructor Coordinator Training Plan and are permitted a maximum of six (6) examination attempts during that period.
   - Applicants who do not pass the examination within three (3) attempts must complete an Instructor Coordinator refresher course before additional examination attempts are permitted. Applicants will be required to submit documentation of refresher completion prior to being authorized for the final three (3) attempts.
   - Applicants who fail to pass the examination within six (6) attempts or within the two-year eligibility period must retake the State of Michigan Required Instructor Coordinator Modules Training Plan.
4. **Apply for Licensure**
   The applicant must submit the following documentation with their licensure application after they pass the licensing examination:
   - Instructor Coordinator Field Experience Verification Form (EMS-250)
   - MI-Train completion certificate for the State of Michigan Required Instructor Coordinator Modules Training Plan
   - Copy of current National Emergency Medical Services Educator Certification
   - Letter from an EMS Education Coordinator or EMS Manager verifying the applicant meets the education requirements

Approved by: Emily Bergquist

Date: 1/21/2026