Contents
Section 1: Preparatory ................................................................................................................................... 3
Section 2: Course Requests ........................................................................................................................... 4
Section 3: After your course begins ............................................................................................................... 5
Section 4: Criminal Background Check ...................................................................................................... 5
Section 4: Upon Course Completion ............................................................................................................. 6
Section 5: Requesting an NREMT Psychomotor Exam .............................................................................. 7
Course Coordinator Checklist

This checklist is designed to assist new or current Course Coordinators with creating a new course site and submitting your course for BEMSP approval.

Section 1: Preparatory

Well before class starts 90-30 days, course coordinators are required to complete the following:

- NREMT.org, add the Program Director Role to your NREMT account.
  - Login to your NREMT user account
  - Click on “ACCOUNT SETTINGS” in the left margin or the “SETTINGS” button in the upper right corner of the screen.
  - On the Account Settings screen locate Manage Roles on the right side of the screen and select Add Roles.
  - Select the link "Add Program Director Role".
  - Read the pop-up statement Select Add Role.

- NREMT.org Request Authorization of a New EMS Education Program
  - Login with your username and password.
  - Under "My Current Role", select Program Director.
  - Click on the Account Settings button on the left-side menu.
  - Under the Program Director Settings section, click on the Request for EMS Program Authorization
  - Click on Request Authorization of an EMS Education Program.
  - Complete the electronic form, read the attestation statement, then click the “submit” button
  - After you submit the New Program Request Form, it will be sent to BESMP for approval

- Request a new training location with BEMSP. Contact us at EMS@Utah.Gov to schedule a site visit once the following has been completed/acquired.
  - Training supplies
  - Course Schedule
  - Course Syllabus
  - Student Contract
  - Instructor list
  - Classroom obtained
Section 2: Course Requests

Course requests must be submitted to BESMP within 30 days of the course start date. If the course request is late, a fee of $10 per day, max $150 will be added. Also, course approval may not be granted before the course start date.

- Create a course application
- Documents that must be submitted for course approval:
  - The course schedule listing date, time, presenters, primary instructor, EMS instructors, Medical Director, and course location.
  - Course syllabus which includes the textbook you will be using and any workbooks or online resources.
- Instructors MUST have a current Instructor endorsement with the Bureau of Emergency Medical Services and Preparedness (BEMSP).
- Instructors can only teach to their level
- A ratio of one Endorsed EMS Instructor to a maximum of six students (1:6) must be maintained during practice/hands-on and skills pass-off sessions.
- Students are required to have an approved CPR card before they can start any course. (CPR cannot be considered part of the required 120 hours)
- AEMT and Paramedic students MUST be current as a licensed Utah EMT prior to being enrolled in the class. The student’s EMT license must remain current throughout the course until the new level of licensure is attained.

*Reminder: Classes are limited to 36 Students Max*
Section 3: After your course begins

- Within 15 days after the course starts, the following must be submitted to BEMSP:
  o Complete student roster with legal names and provider license number if applicable.

- Within 30 days after the course starts, the following must be submitted to BEMSP or a $75.00 late fee per student will be applied:
  o Have all your students create a login account with the BEMSP at [https://emslicense.utah.gov/](https://emslicense.utah.gov/)
  o After students create a login account, they must use this account to complete any license application they are applying for by clicking on the application tab.
  o Have the students affiliate as part of the application with the course ID number you were assigned for your course (if not found, leave blank).
  o If the student is unable to affiliate with the course, the Course Coordinator (CC) can go into the course and do a search for the student and add them to the course roster.
  o Pay all applicable fees

- After the students have completed the BEMSP application, the Course Coordinator should log into BEMSP at [https://emslicense.utah.gov/](https://emslicense.utah.gov/), to confirm the students are on the course roster.

- Any changes to the course schedule that occurs must be documented and submitted to BEMSP for review.

Section 4: Criminal Background Check

- BEMSP requires that all initial licensing personnel submit LiveScan fingerprints for Federal Bureau of Investigation (FBI) and Direct Access Clearance System (DACS) background checks.

- A list of locations for fingerprints is sent to all applicants with the information on how to claim their DACS form.

- Have the students check their email periodically for information on how to find their DACS form. If the student has not received the email, have them check their spam or trash folder.
  - Students who procrastinate the LiveScan requirement will delay their ready to test approval for the NREMT written exam.
Section 4: Upon Course Completion

- The following must be submitted to BEMSP within 15 days of course completion
  - A course recommendation letter that includes the following
    - A list of students’ names who are being recommended for licensure
    - Demonstrated that they can competently perform all psychomotor skills and competencies in accordance with the applicable license level.
  - Submit a letter of non-recommended students which must include.
    - Student’s name.
    - A brief explanation as to why they are not being recommended.
  - Letters must be signed by the Course Coordinator and uploaded to the course documents and emailed to ems@utah.gov:
    - EMT and EMR classes do not require the Medical Director’s signature
    - AEMT and Paramedic courses do require the Medical Director’s signature
  - If the original course schedule was not followed, attach a final course schedule showing how the course was conducted

- Login to your emsllicense.utah.gov account and go to training and manage courses. Find your course and go to attendees. You will see a drop-down menu under attendee status. For each student, choose a pass, fail, in process, pending recommendation, etc. Choose the appropriate status from the menu for all the students and submit
Section 5: Requesting an NREMT Psychomotor Exam

(AEMT and Paramedic only)

- Program Director Activation
  
  o Log into NREMT.org and scroll to the very bottom of the page in blue. Choose the Program Directors link. From there follow the prompts to add Program Director activation. To request a psychomotor exam, you must have the NREMT program Director role activated on your National Registry Account.

- Exam Coordinator activation
  
  o log in to NREMT.org and select the EXAM Coordinator role. From the Exam Coordinator Dashboard, click to expand the EXAMS option. Select the option to Request Exam. Only AEMTs and Paramedics are required to schedule a psychomotor exam with the NREMT. EMR and EMTs require an in-house psychomotor exam within their agency.

- NREMT Test Proctors
  
  o The Exam Coordinator will work with NREMT Test Proctors to set up the psychomotor exam: including the exam’s location, the equipment needed for the exam, and student vs EMS Instructor to student ratios.
  
  o Only AEMTs and Paramedics are required to schedule a psychomotor exam with the NREMT. EMR and EMTs require an in-house psychomotor exam within their agency.
  
  o NREMT Test Proctors List https://bemsp.utah.gov/ems-educator-endorsement/