

Vermont EMS District 6 Administrative Order

Reference: All Certification Courses

August 3, 2007

The following administrative order is effective immediately:

All courses held in District 6 which lead to certification and/or recertification, including but not limited to: First responder, EMT Basic, EMT Basic Refresher, EMT-I 03, EMT I-03 Transition will follow the format illustrated below:

- All courses will be presented to the District 6 Training Committee as outlined in the District 6 Policies and Procedures.
- The District Training Coordinator will act as Instructor / Coordinator for all courses
- Course sponsor will provide a syllabus, instructors, advertising, budget, quizzes, tests etc. to the District Training Coordinator in a timely fashion throughout the course.
- Course sponsor will provide all state and district paperwork in a complete and timely manor to the District Training Coordinator for district approval as outlined in the District 6 Policies and Procedures; this will be filed by the District Training Coordinator
- Course sponsor will provide testing dates and all necessary completed paperwork to the District Training Coordinator for district approval and mailing at the halfway point of the course.

District Training Coordinator Responsibilities

- Submission of course request to EMS
- Order all books, workbooks, and other materials
- Submission of student paperwork
- Billing
- Course monitoring
- Clinical Management
- Filing of any additional required paperwork
- Submission of final exam request
- Act in the capacity of exam coordinator