

**THE FOLLOWING IS A DISCUSSION DRAFT OF TEXT PROPOSED FOR A
NEW EMS EDUCATION CHAPTER**

**IDAPA 16
TITLE 01
CHAPTER 05**

000. LEGAL AUTHORITY.

The Idaho Board of Health and Welfare is authorized under Section 56-1023, Idaho Code, to adopt rules and standards concerning the administration of the Idaho Emergency Medical Services Act, Sections 56-1011 through 56-1023, Idaho Code. The Director is authorized under Section 56-1003, Idaho Code, to supervise and administer an emergency medical service program. ()

001. TITLE AND SCOPE.

01. Title. The title of these rules is IDAPA 16.01.05, “Emergency Medical Services (EMS) -- Education, Instructor, and Examination Requirements.” ()

02. Scope. These rules include criteria and requirements for education programs conducting initial EMS education, certification of instructors, and certification examinations. Continuing education requirements can be found in IDAPA16.01.07, “Emergency Medical Services (EMS) -- Personnel Licensing Requirements.” ()

002. WRITTEN INTERPRETATIONS.

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, the Department may have written statements that pertain to the interpretation of this chapter, or to the documentation of compliance with these rules. ()

003. ADMINISTRATIVE APPEALS.

Administrative appeals and contested cases are governed by the provisions of IDAPA 16.05.03, “Rules Governing Contested Case Proceedings and Declaratory Rulings.” ()

004. INCORPORATION BY REFERENCE.

The Department has incorporated by reference the following documents: ()

01. IDAPA 16.02.02, Rules of the Idaho EMS Physician Commission. IDAPA 16.02.02, “Rules of the Idaho Emergency Medical Services (EMS) Physician Commission.” The rules are available online at: <http://adminrules.idaho.gov/rules/current/16/0202.pdf>. A copy of these rules may be obtained from the EMS Bureau described in Section 005 of these rules, or online at: <http://www.emspc.dhw.idaho.gov>. ()

02. IDAPA 16.01.07, Emergency Medical Services (EMS) -- Personnel Licensing Requirements. IDAPA 16.01.07, “Emergency Medical Services (EMS) -- Personnel Licensing Requirements.” The rules are available online at: <http://adminrules.idaho.gov/rules/current/16/0107.pdf>. A copy of these rules may be obtained from the EMS Bureau described in Section 005 of these rules. ()

03. IDAPA 16.01.12, Emergency Medical Services (EMS) -- Complaints, Investigations, and Disciplinary Actions. IDAPA 16.01.12, “Emergency Medical Services (EMS) -- Complaints, Investigations, and Disciplinary Actions.” The rules are available online at: <http://adminrules.idaho.gov/rules/current/16/0112.pdf>. A copy of these rules may be obtained from the EMS Bureau described in Section 005 of these rules. ()

04. Idaho EMS Education Standards, edition 2016-1. The Department has adopted the Idaho EMS Education Standards, edition 2016-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department described in Section 005 of these rules, or online at: <http://www.IdahoEMS.org>. ()

05. Idaho Bureau of EMS and Preparedness EMS Education Equipment List, edition 2016-1.

The Department has adopted the Idaho Bureau of EMS and Preparedness EMS Education Equipment List, edition 2016-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department described in Section 005 of these rules, or online at: <http://www.IdahoEMS.org>. ()

06. Idaho EMS Bureau Vehicle Extrication Awareness Instructor Guidelines, edition 2016-1.
The Department has adopted the Idaho EMS Bureau Vehicle Extrication Awareness Instructor Guidelines, edition 2016-1, and hereby incorporates these standards by reference. Copies may be obtained from the Department described in Section 005 of these rules, or online at: <http://www.IdahoEMS.org>. ()

005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS -- STREET ADDRESS -- TELEPHONE NUMBER -- INTERNET WEBSITE.

01. Office Hours. Office hours are 8 a.m. to 5 p.m., Mountain Time, Monday through Friday, except holidays designated by the state of Idaho. ()

02. Mailing Address. The mailing address for the business office is Idaho Department of Health and Welfare, P.O. Box 83720, Boise, Idaho 83720-0036. ()

03. Street Address. ()

a. The business office of the Idaho Department of Health and Welfare is located at 450 West State Street, Boise, Idaho 83702. ()

b. The Bureau of Emergency Medical Services and Preparedness is located at 2224 East Old Penitentiary Road, Boise, ID 83712-8249. ()

04. Telephone. ()

a. The telephone number for the Idaho Department of Health and Welfare is (208) 334-5500.()

b. The telephone number for the Bureau of Emergency Medical Services and Preparedness is (208) 334-4000. The toll-free, phone number is 1-877-554-3367. ()

05. Internet Websites. ()

a. The Department's internet website is found at <http://www.healthandwelfare.idaho.gov>. ()

b. The Bureau of Emergency Medical Services and Preparedness internet website is found at <http://www.idahoems.org>. ()

006. CONFIDENTIALITY OF RECORDS AND PUBLIC RECORDS ACT COMPLIANCE AND REQUESTS.

01. Confidentiality of Records. Any information about an individual covered by these rules and contained in the Department's records must comply with IDAPA 16.05.01, "Use and Disclosure of Department Records." ()

02. Public Records Act. The Department will comply with [Sections 9-337 through 9-350](#) <NOTE: This citation will be updated after legislative session due to recodification>, Idaho Code, when requests for the examination and copying of public records are made. Unless otherwise exempted, all public records in the custody of the Department are subject to disclosure. ()

007. -- 008. (RESERVED)

009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS.

Licensed EMS personnel must comply with the provisions in IDAPA 16.05.06, "Criminal History and Background

Checks,” to include: ()

01. Initial Instructor Certification. Individuals seeking initial instructor certification must have successfully passed a criminal history and background check under the provisions in IDAPA 16.05.06, “Criminal History and Background Checks.” ()

02. Reinstatement of Instructor Certification. Individuals requesting reinstatement of instructor certification must have successfully passed a criminal history and background check under the provisions in IDAPA 16.05.06, “Criminal History and Background Checks.” Denial without the grant of an exemption under IDAPA 16.05.06 will result in denial of reinstatement of certification. ()

03. Additional Criminal History and Background Check. The Department may require an updated or additional criminal history and background check at any time, without expense to the candidate, if there is cause to believe new or additional information will be disclosed. ()

010. DEFINITIONS.

For the purposes of this chapter, the following definitions apply. ()

<NOTE: When this chapter is published, these definitions will be published in IDAPA 16.01.02, “Emergency Medical Services (EMS) -- Rule Definitions.”>

01. CoAEMSP. Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. ()

02. Cognitive Exam. Computer-based exam to demonstrate knowledge learned during an EMS education program. ()

03. Conflict of Interest. A situation in which a decision by program personnel acting in their official capacity is influenced by or may be a benefit to their personal interests. ()

04. Core Content. Set of educational goals, explicitly taught (and not taught), focused on making sure that all students involved learn certain material tied to a specific educational topic and defines the entire domain of out-of-hospital practice and identifies the universal body of knowledge and skills for emergency medical services providers who do not function as independent practitioners. ()

05. Course. The specific portions of an education program that delineate the beginning and the end of an individual’s EMS education. A course is also referred to as a “section” on the NREMT website. ()

06. Course Physician. A physician charged with reviewing and approving both the clinical and didactic content of a course. ()

07. Formative evaluation. Assessment including diagnostic testing is a range of formal and informal assessment procedures employed by teachers during the learning process. ()

08. Instructor. Person who assists a student in the learning process and meets the requirements to obtain certification. ()

09. Paramedicine. Providing emergency care to sick and injured patients at the advanced life support (ALS) level with defined roles and responsibilities to be credentialed at the Paramedic level. ()

10. Program. The institution or agency holding an EMS education course. ()

11. Program Director. The individual responsible for an educational program or programs. ()

12. Program Objectives. The measurable outcome used by the program to determine student competencies. ()

13. Psychomotor Exam. Practical demonstration of skills learned during an EMS education program. ()

14. Summative evaluation. End of topic or course evaluation that covers both didactic and practical skills application. ()

011. -- 074. (RESERVED)

075. INVESTIGATION OF COMPLAINTS FOR PERSONNEL LICENSING VIOLATIONS. Investigation of complaints and disciplinary actions for personnel licensing are provided under IDAPA 16.01.12, "Emergency Medical Services (EMS) - Complaints, Investigations, and Disciplinary Actions." ()

076. ADMINISTRATIVE LICENSE OR CERTIFICATION ACTION. Any license or certification may be suspended, revoked, denied, or retained with conditions for noncompliance with any standard or rule. Administrative license or certification actions imposed by the EMS Bureau for any action, conduct, or failure to act which is inconsistent with the professionalism, or standards, or both, are provided under Sections 56-1011 through 56-1023, Idaho Code, and IDAPA 16.01.12, "Emergency Medical Services (EMS) - Complaints, Investigations, and Disciplinary Actions." ()

077. STANDARDS OF PROFESSIONAL CONDUCT FOR PROGRAM AND EXAM PERSONNEL. All personnel associated with a program or exam must adhere to the following standards: ()

01. Professional Conduct. Program and exam personnel must uphold the dignity and honor of the profession and abide by all federal, state, and local laws and statutes. They must ensure just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights, and responsibilities while following generally recognized professional principles. ()

02. Personal Relationships. Program and exam personnel must maintain a professional relationship with all students, both inside and outside the physical and virtual classroom. They must avoid conflicts of interest when accepting gifts, gratuities, favors, and additional compensation from students, colleagues, parents, patrons, or business personnel. ()

03. Professional Integrity. Program and exam personnel must exemplify honesty and integrity in the course of professional practice. They must refrain from the possession, use, or abuse of alcohol or illegal drugs while they are involved in the instruction of students. They must comply with state and federal laws and program policies relating to the confidentiality of student records, unless disclosure is required or permitted by law. ()

04. Respectful Behavior. Program and exam personnel must behave in a respectful and appropriate manner when dealing with students, colleagues, parents, patrons, and business or Department personnel, ensuring that they are always aware of their intended audience. ()

078. -- 099. (RESERVED)

EMS EDUCATION PROGRAMS (Sections 100 - 199)

100. GENERAL REQUIREMENTS. EMS education programs must meet all requirements in these rules. The program may be approved by the Department if all requirements are met. The program must be approved and in good standing in order for graduates of courses provided by the program to qualify for access to an Idaho EMS certification examination. ()

101. INSPECTION. Representatives of the Department are authorized to enter the education facility at reasonable times for the purpose

of assuring that the education program meets the provisions of these rules. ()

102. EMS EDUCATION STANDARDS.

Curriculum utilized for initial education must be based upon the Idaho EMS Education Standards incorporated in these rules under Section 004. ()

103. PROGRAM ELIGIBILITY.

The following entities are eligible for approval as an EMS Education Program: ()

01. EMS Agency. Licensed or applicant Idaho EMS agency that has met all of the agency licensure requirements in IDAPA 16.01.03, "Emergency Medical Services (EMS) -- Agency Licensing Requirements," with the exception of personnel; ()

02. Governmental Entity. Recognized governmental entities within the State of Idaho; ()

03. School. Proprietary, secondary, or post-secondary schools as defined in Title 33, Idaho Code, and in accordance with IDAPA 08.01.11, "Registration of Post-Secondary Educational Institutions and Proprietary Schools." ()

04. Hospital. Idaho hospital as defined in IDAPA 16.03.14, "Rules and Minimum Standards for Hospitals in Idaho." ()

104. PROGRAM APPROVAL REQUIREMENTS.

The following requirements must be met in order to be approved as an EMS Educational Program: ()

01. All Programs. All programs must: ()

a. Have the infrastructure elements described in the Idaho EMS Education Standards; ()

b. Use a curriculum that meets the Idaho EMS Education Standards; ()

c. Utilize personnel to fill the roles as defined in Section 300; ()

d. Provide sufficient quantities of supplies and equipment in good working order based on the curriculum and the minimum equipment list; ()

e. Have successfully completed a program review within the last three (3) years. ()

02. Paramedicine Programs. Programs teaching paramedicine must be accredited by, or have a Letter of Review (LoR) from, the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). A representative of the Department may attend the CoAEMSP site visit. Documentation of official correspondence between CoAEMSP and the program must be provided to the Department within thirty (30) days. ()

105. PROGRAM ACCOUNTABILITY.

The Department will hold the program to the standards and requirements in these rules and the declarations made by the program on their most recent approved application. ()

106. PROGRAM ADMINISTRATION.

01. General. Each program must: ()

a. Register and maintain program information with the Department and certification agency. ()

b. Respond to all program-specific Department inquiries within two (2) business days; ()

c. Submit supporting documentation requested during an audit to the Department within twenty-one (21) days of the request; and ()

d. Ensure that all program personnel are familiar with and conduct business according to these rules. ()

02. Policies and Procedures. The program must provide students with their policies and procedures for the following: ()

a. Program-specific student enrollment eligibility requirements; ()

b. Receipt and resolution of complaints; ()

c. Students who do not show adequate progress; and ()

d. Program-specific requirements for successful completion of the course. ()

107. COURSE ADMINISTRATION.

01. Education. In order to prepare students to demonstrate the expected competencies, the program must: ()

a. Deliver didactic education and psychomotor training that meets the objectives of the approved curriculum; ()

b. Establish and maintain hospital/clinical and field/internship experience agreements to ensure student access in accordance with the Idaho EMS Education Standards; ()

02. Evaluation. In order to assure that students can demonstrate the expected competencies, the program must: ()

a. Establish and enforce pass/fail criteria that include evaluation of student performance and competency during labs, didactic, clinical, and field internship training; ()

b. Provide summative evaluations during a course to monitor the progress of students; and ()

c. Provide a formal summative evaluation that includes a variety of clinical behaviors and judgements at the end of the course to measure the student's mastery of the objectives of the approved curriculum. ()

108. COURSE DOCUMENTATION.

01. Records to be Maintained. Education programs must maintain documentation of the following: ()

a. Student competence in all areas listed in the Idaho EMS Education Standards for the level being taught; and ()

b. Student attendance in all didactic instruction, skills laboratories, hospital/clinical experience, and field experience. ()

02. Records to be Submitted. Education programs must submit the following documentation to the Department as described below and in the format provided by the Department: ()

a. Course Registration Number (CRN) at least thirty (30) days prior to beginning a new course; ()

- b. Course beginning record (roster) within ten (10) days of the course beginning date; ()
 - c. EMR and EMT Programs: Date and location of the formal summative evaluation within (10) days of the course beginning date; ()
 - d. AEMT and Paramedic Programs: Proposed dates and locations of the didactic and psychomotor certification examinations within ten (10) days of the course beginning date; and ()
 - e. Course completion record (roster) within ten (10) days of the student's course completion date. ()
- 03. Records Retention.** All documentation related to a course or program must be retained for a minimum of five (5) years in a retrievable format. ()

109. -- 199. (RESERVED)

**CRITERIA FOR EMS EDUCATION
(Sections 200 - 299)**

200. INITIAL EMS EDUCATION REQUIREMENTS.

- 01. Idaho-Specific Content.** All initial EMS courses must include the following Idaho-specific content using Department-approved curricula, if available: ()
- a. Physician Order for Scope of Treatment (POST); ()
 - b. Safe Haven; ()
 - c. Landing Zone Officer; and ()
 - d. Extrication Awareness. ()
- 02. Consistency with Scope of Practice.** All curricula must be consistent with the Idaho scope of practice as set forth in the EMS Physician Commission Standards Manual, for licensed personnel that aligns with the clinical level of the course. ()
- 03. Consistency with State and National Standards.** All curricula must be consistent with Idaho EMS Education Standards and the National EMS Scope of Practice Model. ()

201. -- 299. (RESERVED)

**PROGRAM PERSONNEL REQUIREMENTS, QUALIFICATIONS, AND RESPONSIBILITIES
(Sections 300-399)**

300. REQUIRED PERSONNEL.

- 01. Program Director.** Each program must identify an individual to serve as the Program Director. The Program Director may also serve as program teaching faculty provided that faculty qualifications are met.()
- 02. Teaching Faculty.** Each program must identify a sufficient number of teaching faculty who meet the qualifications described below in Subsections 301.02 and 301.03 of these rules. ()

03. Course Physician. Each program must identify an individual to serve as the course physician. The course physician may also serve as program teaching faculty provided that faculty qualifications are met. ()

301. PROGRAM PERSONNEL QUALIFICATIONS.

01. Program Director. Program Directors must meet the following qualifications: ()

a. Have completed an Education Program Orientation Course within the previous twenty-four (24) months. ()

b. Have contemporary knowledge of Idaho EMS Education Standards and the requirements for state certification and licensure. ()

02. Instructor. Instructors must possess a current instructor certification issued by the Department. ()

03. Adjunct Faculty or Guest Lecturers. Adjunct faculty and guest lecturers must be authorized by the course physician based on credentials, education, or expertise that corresponds to the knowledge and skill objectives they are teaching. ()

04. Course Physician. Course physicians must meet the following qualifications: ()

a. Be a Doctor of Osteopathy (DO) or Medical Doctor (MD) currently licensed to practice medicine with experience and current knowledge of emergency care of acutely ill and injured patients; and ()

b. Have knowledge or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care. ()

302. PROGRAM PERSONNEL RESPONSIBILITIES.

01. Program Director. The program director's responsibilities are: ()

a. Administrative oversight of the program; ()

b. Ensuring that the program remains in compliance with these rules; and ()

c. Serving as the program's point of contact for the Department. ()

02. Instructor. The instructor's responsibilities are: ()

a. Delivery of didactic and psychomotor education that satisfies the curriculum objectives; ()

b. Documentation of student performance and competency in accordance with the standards defined by the program; ()

c. Follow program policies, requirements, and these rules; ()

d. Model positive behaviors and serve as a role model for students. ()

03. Course Physician. The course physician's responsibilities are to provide: ()

a. Medical oversight for all medical aspects of instruction; and ()

b. Cooperative involvement with the program director. ()

303. -- 399. (RESERVED)

EMS INSTRUCTOR CERTIFICATION
(Sections 400-499)

400. CERTIFICATION.

01. Certification Required. In order to serve as a course instructor, an individual must possess a current instructor certificate issued by the Department. ()

02. Certification Process. An individual applying for and meeting the requirements defined in this section will be issued an initial instructor certificate. The requirements for initial instructor certification are: ()

a. Successfully pass an Idaho criminal history and background check; ()

b. Complete a Department-sponsored program orientation course within the preceding twenty-four (24) months; ()

c. Complete a course that meets the requirements of an Adult Methodology Course as defined in Section 404 of these rules within the last five (5) years; ()

d. Be licensed at or above the instructor level requested for a minimum of three (3) years; and ()

e. Have a current license or certification at or above the instructor level requested. ()

02. Duration of Certificate. Instructor certificates will be issued with an expiration date of June 30, up to two (2) years from the date the application was received by the Department. ()

401. CERTIFICATE RENEWAL.

An individual applying for and meeting the requirements defined in this rule will be issued a renewed instructor certificate. To renew your instructor certificate you must: ()

01. Application. Submit an application in the format provided by the Department for instructor recertification prior to the expiration date of the current certificate. Applications will be accepted up to six (6) months before the expiration date. ()

02. Teaching Time. Document twenty-four (24) hours of teaching time during the current certification period. ()

03. Continuing Education. Complete eight (8) hours of continuing education specific to adult education during the current certification period and in accordance with the requirements for continuing education in IDAPA 16.01.07. ()

04. Program Orientation Course. Complete a Department-sponsored program orientation course within their certification cycle. The program orientation course can be counted as instructor continuing education. ()

05. License or Certificate. Possess a current Idaho EMS personnel license, a current Idaho certificate of eligibility, or be nationally registered at or above the level of instructor certificate. ()

402. LAPSED INSTRUCTOR CERTIFICATE.

01. Timely Submission. An application is considered timely when it is submitted to the Department prior to the expiration date of the certificate being renewed. ()

02. Failure to Submit. An instructor certificate will expire if an instructor fails to submit a complete and timely renewal application. ()

03. No Grace Period. The Department will not grant grace periods or extensions to an expiration date. ()

04. Application Under Review. Provided the instructor submitted a timely renewal application, a certificate will not lapse while under review by the Department. ()

05. Additional Information. The Department may request additional information from the instructor to address an application that was found to be incomplete or otherwise non-compliant with these rules. The Department will send the request to the instructor's last known address. The instructor has twenty-one (21) days from the date of notification to respond to the Department after which the certificate will be considered lapsed. ()

403. CERTIFICATION OF CURRENTLY APPROVED EMS INSTRUCTORS.

01. Expiration of Approved Instructor Status. Instructor approvals issued prior to July 1, 2016, will expire on June 30, 2018. ()

02. Certification Process. An instructor approved prior to July 1, 2016, must submit an application to the Department prior to June 30, 2018, in order to obtain an instructor certificate. ()

03. Certificate Requirements. Currently approved instructors who wish to obtain instructor certification must meet the following requirements: ()

a. Successfully passed an Idaho criminal history and background check; ()

b. Completed a Department-sponsored program orientation course within the preceding twenty-four (24) months; ()

c. Licensed at or above the instructor level requested for a minimum of three (3) years; and ()

d. A current license or certification at or above the instructor level requested. ()

02. Duration of Certificate. Instructor certificates will be issued with an expiration date of June 30, up to two years from the date the application was received by the Department. ()

404. ADULT METHODOLOGY.

Adult methodology requirements consist of completion of one (1) or more courses, developed professionally and approved by the Department, based on content that includes the following instructional topics: ()

01. The Adult Learner. ()

02. Goals and Objectives. ()

03. Learning Styles. ()

04. Lesson Plans. ()

05. Teaching Resources. ()

06. Teaching Aids. ()

07. Teaching Methods. ()

- 08. Measurement and Evaluation Techniques. ()
- 09. Remediation, Communication, and Feedback. ()
- 405. -- 499. (RESERVED)

EMS EXAMINATIONS
(Sections 500 through 599)

500. CERTIFICATION EXAMINATIONS.

A graduate of an EMS course must successfully complete psychomotor and cognitive certification examinations in order to qualify for EMS personnel licensure under IDAPA 16.01.07, "Emergency Medical Services (EMS) -- Personnel Licensing Requirements." ()

01. EMR and EMT Psychomotor Examination. The psychomotor certification examination requirement for EMR and EMT course graduates can be met by any of the following: ()

a. End of Course Examination. Successful completion of the end of course examination described in Subsection 107.02.c. of these rules. ()

b. Department-Administered Examination. Successful completion of a level appropriate psychomotor examination administered by the Department. ()

02. AEMT and Paramedic Psychomotor Examination. The psychomotor certification examination requirement for AEMT and Paramedic course graduates can only be met by successfully completing a formal Department-sponsored certification psychomotor examination. ()

03. Cognitive Examination. The cognitive certification examination requirement for all levels of course graduates can only be met by successfully completing the Idaho approved certification cognitive examination. ()

501. OPTIONAL MODULE EXAMS.

A graduate of an EMS optional module course must successfully complete the psychomotor and cognitive examinations described in the [optional module resources](#) published by the Department. ()

502. EXAM APPLICATIONS.

An organization other than the educational program that wishes to host a Department-administered examination must notify the Department at least sixty (60) days in advance of the proposed exam date. Educational programs must notify the Department in accordance with Section 108 of these rules. ()

503. -- 999. (RESERVED)