

Lansing Metro EMS Consortium Instructor Guidelines

1. The instructor coordinator or instructor must be approved by the program sponsor and Michigan Department of Community Health, EMS and Trauma Systems Section to be eligible to instruct EMS Continuing Education courses through this consortium.
2. The approved instructor coordinator or instructor will teach only EMS continuing education courses that have been approved by the program sponsor and Michigan Department of Community Health, EMS Trauma Systems Section.
3. Each EMS continuing education course will have the Approval Certificate on display prior to or during the CE course for students indicating course approval number and expiration date of the approval.
4. The EMS CE Program Sponsor information is: Approval #: CE-08-5044
Expires: 8/31/2011
5. The participating agencies will notify the consortium sponsor of an EMS continuing education course prior to or the day of the course. This can be accomplished through email or voice mail as follows:
 - i. Email: Hammond@meridian.mi.us
 - ii. Voice mail: (517) 853-4724
6. The instructor signature with the sponsorship ID number and EMS continuing education lesson outline ID number will be recorded on the course roster sheet.
7. The course roster sheet will be sent to the consortium sponsor within 1 week of the EMS continuing education course date. It is recommended that the participating agencies make copies of the course roster for their own records.
8. All approved lesson outlines can be taught on demand as long as the preceding guidelines have been met.
9. Additional EMS continuing education lesson outlines should be submitted to the consortium sponsor for review, forwarding to EMS Trauma System Section for approval, and sponsorship ID number assignment. All teach on demand CE courses (lesson outlines) have to be approved through the state before they can be utilized.
10. Submit lesson outlines to either: Greg Hammond
Meridian Township Fire Department
5151 Marsh Road
Okemos, MI 48864
Or Hammond@meridian.mi.us