



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

March 29, 2023

NOTICE OF FILING

ADMINISTRATIVE RULES

To: Secretary of the Senate
Clerk of the House of Representatives
Joint Committee on Administrative Rules
Michigan Office of Administrative Hearings and Rules (Administrative Rule #20-081-HS)
Legislative Service Bureau (Secretary of State Filing #23-03-22)
Department of Health and Human Services

In accordance with the requirements of Section 46 of Act No. 306 of the Public Acts of 1969, being MCL 24.246, and paragraph 16 of Executive Order 1995-6, this is to advise you that the Michigan Office of Administrative Hearings and Rules filed Administrative Rule #20-081-HS (Secretary of State Filing #23-03-22) on this date at 1:51 P.M. for the Department of Health and Human Services entitled, "EMS Personnel Licensing and Education".

These rules take effect immediately upon filing with the Secretary of State unless adopted under section 33, 44, or 45a(9) of the administrative procedures act of 1969, 1969 PA 306, MCL 24.233, 24.244, or 24.245a. Rules adopted under these sections become effective 7 days after filing with the Secretary of State.

Sincerely,

Jocelyn Benson
Secretary of State

Lashana Threlkeld, Departmental Supervisor
Office of the Great Seal

Enclosure



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES
SUZANNE SONNEBORN
EXECUTIVE DIRECTOR

ORLENE HAWKS
DIRECTOR

March 29, 2023

The Honorable Jocelyn Benson
Secretary of State
Office of the Great Seal
Richard H. Austin Building – 1st Floor
430 W. Allegan
Lansing, MI 48909

Dear Secretary Benson:

Re: Administrative Rules – Michigan Office of Administrative Hearings and Rules
Administrative Rules #: 2020-81 HS

The Michigan Office of Administrative Hearings and Rules received administrative rules, dated July 21, 2022 for the Department of Health and Human Services “**EMS Personnel Licensing and Education**”. We are transmitting these rules to you pursuant to the requirements of Section 46 of Act No. 306 of the Public Acts of 1969, being MCL 24.246, and paragraph 16 of Executive Order 1995-6.

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne Sonneborn", written over a horizontal line.

Michigan Office of Administrative Hearings and Rules



STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

CERTIFICATE OF ADOPTION

By authority conferred on the Director of the Department of Health and Human Services by section 20975 of the public health code, 1978 PA 368, MCL 333.20975 and Executive Reorganization Order No. 2015-1, MCL 400.227, the Director formally adopts the rules, "Emergency Medical Services Personnel Training".

R 325.22301, R 325.22302, R 325.22311, R 325.22312, R 325.22313,
R 325.22314, R 325.22315, R 325.22316, R 325.22321, R 325.22322,
R 325.22323, R 325.22324, R 325.22325, R 325.22326, R 325.22327,
R 325.22331, R 325.22332, R 325.22333, R 325.22334, R 325.22335,
R 325.22336, R 325.22337, R 325.22338, R 325.22339, R 325.22340,
R 325.22341, R 325.22342, R 325.22343, R 325.22344, and R 325.22345
are amended, and R 325.22303 is added to the Michigan Administrative Code.

Date: December 13th, 2022

Elizabeth Hertel, Director
Michigan Department of Health and Human Services



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

ORLENE HAWKS
DIRECTOR

LEGAL CERTIFICATION OF RULES

I certify that I have examined the attached administrative rules, dated July 21, 2022, in which the Department of Health and Human Services proposes to modify a portion of the Michigan Administrative Code entitled “**Emergency Medical Services Personnel Licensing**” by:

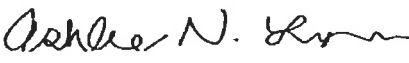
- ◆ Amending R 325.22301, R 325.22302, R 325.22311, R 325.22312, R 325.22313, R 325.22314, R 325.22315, R 325.22316, R 325.22321, R 325.22322, R 325.22323, R 325.22324, R 325.22325, R 325.22326, R 325.22327, R 325.22331, R 325.22332, R 325.22333, R 325.22334, R 325.22335, R 325.22336, R 325.22337, R 325.22338, R 325.22339, R 325.22340, R 325.22341, R 325.22342, R 325.22343, R 325.22344, and R 325.22345.
- ◆ Adding R 325.22303.

The Legislative Service Bureau has approved the proposed rules as to form, classification, and arrangement.

I approve the rules as to legality pursuant to the Administrative Procedures Act, MCL 24.201 *et seq.* and Executive Order No. 2019-6. In certifying the rules as to legality, I have determined that they are within the scope of the authority of the agency, do not violate constitutional rights, and are in conformity with the requirements of the Administrative Procedures Act.

Dated: January 23, 2023

Michigan Office of Administrative Hearings and Rules

By: 
Ashlee N. Lynn,
Attorney



Since 1941

Legal Division


Kevin H. Studebaker, Director

CERTIFICATE OF APPROVAL

On behalf of the Legislative Service Bureau, and as required by section 45 of the Administrative Procedures Act of 1969, 1969 PA 306, MCL 24.245, I have examined the proposed rules of the Department of Health and Human Services dated July 21, 2022, amending R 325.22301, R 325.22302, R 325.22311, R 325.22312, R 325.22313, R 325.22314, R 325.22315, R 325.22316, R 325.22321, R 325.22322, R 325.22323, R 325.22324, R 325.22325, R 325.22326, R 325.22327, R 325.22331, R 325.22332, R 325.22333, R 325.22334, R 325.22335, R 325.22336, R 325.22337, R 325.22338, R 325.22339, R 325.22340, R 325.22341, R 325.22342, R 325.22343, R 325.22344, and R 325.22345 and adding R 325.22303 of the Department's rules entitled "Emergency Medical Services Personnel Licensing." I approve the rules as to form, classification, and arrangement.

Dated: January 23, 2023

LEGISLATIVE SERVICE BUREAU

By 
Rachel M. Hughart,
Legal Counsel

DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUREAU OF EMS, TRAUMA, AND PREPAREDNESS
EMERGENCY MEDICAL SERVICES PERSONNEL LICENSING

Filed with the secretary of state on March 29, 2023

These rules take effect immediately upon filing with the secretary of state unless adopted under section 33, 44, or 45a(9) of the administrative procedures act of 1969, 1969 PA 306, MCL 24.233, 24.244, or 24.245a. Rules adopted under these sections become effective 7 days after filing with the secretary of state.

(By authority conferred on the director of the department of health and human services by section 20975 of the public health code, 1978 PA 368, MCL 333.20975 and Executive Reorganization Order No. 2015-1, MCL 400.227)

R 325.22301, R 325.22302, R 325.22311, R 325.22312, R 325.22313, R 325.22314, R 325.22315, R 325.22316, R 325.22321, R 325.22322, R 325.22323, R 325.22324, R 325.22325, R 325.22326, R 325.22327, R 325.22331, R 325.22332, R 325.22333, R 325.22334, R 325.22335, R 325.22336, R 325.22337, R 325.22338, R 325.22339, R 325.22340, R 325.22341, R 325.22342, R 325.22343, R 325.22344, and R 325.22345 of the Michigan Administrative Code are amended, and R 325.22303 is added, as follows:

PART 1. GENERAL PROVISIONS

R 325.22301 Definitions.

Rule 22301. (1) As used in these rules:

(a) "Advanced Emergency Medical Technician" means an emergency medical technician specialist.

(b) "Code" means the public health code, 1978 PA 368, MCL 333.1101 to 333.25211.

(c) "Compliance conference" means a meeting that provides an opportunity for the licensee to show compliance with the code and these rules before to having the matter proceed to an administrative hearing.

(d) "Continuing education" means programs of education or training approved by the department for use by licensees to meet requirements for renewal or relicensure.

(e) "CPR credential" means a department-approved cardiac pulmonary resuscitation or CPR program for a health care provider or highest equivalent level of training.

(f) "Department" means the department of health and human services.

(g) "EMS" means emergency medical services.

(h) "NREMT" means the national registry of emergency medical technicians.

(i) "Ongoing education" or "continuing education" means education or training sessions, refresher courses, and other learning activities approved by the department and designed to assist individuals who are seeking licensure, or to assist personnel in

July 21, 2022

maintaining and upgrading their knowledge and skills on an ongoing basis throughout the term of their licensure.

(j) "Ongoing education credits" means the unit of measure equal to 50 to 60 minutes of instruction that is assigned to a specific ongoing education topic.

(k) "On-site program sponsor approval" means compliance with the state-approved program criteria by which an educational program is reviewed to determine its compliance with preset educational goals, expectations, and equipment requirements.

(l) "Physician" means a doctor of medicine or doctor of osteopathy who possesses a valid license to practice medicine in this state.

(m) "Physician director" means a physician who serves as the medical advisor for an education program and is responsible for establishing the standards for emergency medical care instruction utilized in the program.

(n) "Professional development" means continuing education for licensed instructor coordinators.

(o) "Reciprocity" means the recognition of the licensing authority of one state by another state.

(p) "Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.

(q) "Renewal" means continuation of a license based on completion of requirements and payment of any fees within the time limits established.

(r) "Subject matter expert" means a content expert with extensive knowledge and experience in the specific specialty topic.

(2) Terms defined in the code have the same meanings when used in these rules.

R 325.22302 Allegations and investigations.

Rule 22302. (1) If a person or entity believes that a violation of the code or a rule promulgated under the code exists, they may submit an allegation to the department in writing.

(2) A licensee or applicant must notify the department of any criminal conviction within 7 calendar days after the date of the conviction.

(3) A licensee or applicant must notify the department within 7 calendar days of any disciplinary or licensing action taken by any of the following:

(a) Any agency of this state.

(b) A state other than this state.

(c) Any other governmental entity, foreign or domestic.

(d) A medical control authority.

(4) This applies to, but is not limited to, a disciplinary action that is stayed pending appeal. Failure of a licensee or applicant to notify the department under this rule may result in an administrative action under section 20958 of the code, MCL 333.20958.

(5) If the department determines, after reviewing an application or an allegation, that there is reasonable basis to believe that a violation of the code or a rule promulgated under the code exists, the department shall investigate the alleged violation.

(6) After an investigation is completed, the department shall do one or more of the following:

(a) Conduct a compliance conference.

- (b) Issue a letter of reprimand.
- (c) Issue a consent order.
- (d) Issue a cease and desist order.
- (e) Issue an enforcement action under part 201 or 209 of the code, MCL 333.20101 to 333.20211 and MCL 333.20901 to 333.20979, or the rules promulgated under those parts.
- (f) Close the investigation with no action.

R 325.22303 Enforcement; fines.

Rule 22303. (1) A violation of the code or these rules by an individual licensee may result in an administrative fine of not more than \$500.00 in accordance with section 2262 of the code, MCL 333.2262.

(2) A violation of the code or these rules as it relates to a continuing education program or initial education program may result in an administrative fine of not more than \$1,000.00 in accordance with section 2262 of the code, MCL 333.2262.

(3) An individual whose license was suspended, denied, or revoked may apply to the department for reinstatement of his or her previous license by using the department prescribed application and reinstatement fee, which is equal to the licensure fees in section 20950(6) of the code, MCL 333.20950.

(4) The department may require that an applicant complete corrective measures or remedial education as a condition of reinstatement.

(5) The department shall not consider an application for reinstatement received before the expiration of the applicable period as established in the enforcement notice or final order issued by the department.

(6) After an eligible reinstatement application has been reviewed, the department shall do one or more of the following:

- (a) Issue the license.
- (b) Conduct a compliance conference.
- (c) Issue a consent order.
- (d) Issue an application denial in accordance with section 20958(1) of the code, MCL 333.20958.

PART 2. EMERGENCY MEDICAL SERVICES PERSONNEL LICENSING

R 325.22311 Examination application.

Rule 22311. For an applicant to take the appropriate examination, an application for examination must be completed and submitted to the department or state-designated representative within 2 years of the course completion date.

R 325.22312 Licensure by examination.

Rule 22312. (1) An applicant for licensure by examination must submit a completed application on a form provided by the department, with the required fee. In addition to meeting the requirements of the code and these rules, an applicant for licensure by examination must meet the following requirements:

(a) Completion of an appropriate education program at the level applied for, as approved under section 20912 of the code, MCL 333.20912, and the proof of completion sent directly from the education program to the department. The initial education course must have been taken within 2 years of application date.

(b) If the applicant is a first-time applicant, attain a passing score on the appropriate department-prescribed examination.

(2) The fees paid by an applicant who has not completed all requirements for licensure by examination within 2 years of the department's receiving the application are forfeited to the department and the application is void.

(3) An individual who is guilty of fraud or deceit in procuring or attempting to procure licensure, including using falsified documents to gain admittance to a department-prescribed licensure examination, must be denied licensure for at least 3 years.

(4) An individual may not represent himself or herself as, function as, or perform the duties of, a licensed medical first responder, emergency medical technician, emergency medical technician specialist or paramedic until licensed by the department in accordance with the code and these rules.

R 325.22313 Licensure at lower levels.

Rule 22313. A current EMS licensee who applies for a lower-level license must submit a new application for the lower-level license along with the fee and proof of having earned the required continuing education at the lower-level license.

R 325.22314 Licensure by reciprocity.

Rule 22314. An applicant for licensure by reciprocity must submit a completed application provided by the department together with the required fee, and all of the following documentation:

(a) Verification of current licensure/certification/registration in any state that granted permission to practice.

(b) Successful completion of a department-prescribed examination that verifies passage of examinations or NREMT status, or both.

(c) Sanctions or grounds for sanctions by another state that may exist at time of application that will disqualify the applicant until the other state certifies that those sanctions or grounds for sanctions no longer exist for the applicant.

(d) Proof of training that is substantially equivalent to the state-prescribed curriculum. If deficiencies are noted, proof of continuing education or training in areas determined deficient by the department must be submitted.

R 325.22315 Licensure by national registry status only.

Rule 22315. An applicant for licensure who has active NREMT status only and who has not been licensed in any other state must submit a completed application to the department, together with the required fee, and meet both of the following requirements:

(a) Verification of NREMT.

(b) Proof of training that is substantially equivalent to the state-prescribed curriculum. If deficiencies are noted, proof of continuing education or training in areas determined deficient by the department must be submitted.

R 325.22316 License renewal.

Rule 22316. Not more than 60 days before the date of license expiration, the department shall transmit a renewal notice to the licensee. Failure of the licensee to receive notice for renewal does not relieve the licensee of the responsibility for renewing his or her license.

PART 3. CONTINUING EDUCATION REQUIREMENTS

R 325.22321 License renewal or relicensure for medical first responders; continuing education.

Rule 22321. (1) An applicant for license renewal as a medical first responder who has been licensed for the 3-year period immediately preceding the expiration date of the license or an applicant for relicensure as a medical first responder must accumulate at least 15 continuing education credit hours that are approved by the department under these rules during the 3 years preceding an application for renewal or relicensure.

(2) An applicant for license renewal or for relicensure under section 20954 of the code, MCL 333.20954, in addition to the requirements of subrule (1) of this rule, must have an appropriate and current CPR credential as determined by the department. Continuing education credit for a CPR credential may be part of the medical continuing education category requirement.

(3) The categories of approved continuing education activities for medical first responders are prescribed by the department, in collaboration with the EMSCC, on a triennial basis.

R 325.22322 License renewal or relicensure for emergency medical technicians; continuing education.

Rule 22322. (1) An applicant for license renewal as an emergency medical technician who has been licensed for the 3-year period immediately preceding the expiration date of the license or an applicant for relicensure as an emergency medical technician must accumulate at least 30 continuing education credit hours that are approved by the department under these rules during the 3 years preceding an application for renewal or relicensure.

(2) An applicant for license renewal or relicensure pursuant to section 20954 of the code, MCL 333.20954, in addition to the requirements of subrule (1) of this rule, must have an appropriate and current CPR credential as determined by the department. Continuing education credit for a CPR credential may be part of the medical continuing education category requirement.

(3) The categories of approved continuing education activities for emergency medical

technicians are prescribed by the department, in collaboration with the EMSCC, on a triennial basis.

R 325.22323 License renewal or relicensure for emergency medical technician specialists; continuing education.

Rule 22323. (1) An applicant for license renewal as an emergency medical technician specialist who has been licensed for the 3-year period immediately preceding the expiration date of the license or an applicant for relicensure as an emergency medical technician specialist must accumulate at least 36 continuing education credit hours that are approved by the department under these rules during the 3 years preceding an application for renewal or relicensure.

(2) An applicant for license renewal or for relicensure under section 20954 of the code, MCL 333.20954, in addition to the requirements of subrule (1) of this rule, must have an appropriate and current CPR credential as determined by the department. Continuing education credit for a CPR credential may be part of the medical continuing education category requirement.

(3) The categories of approved continuing education activities for emergency medical technician specialists are prescribed by the department, in collaboration with the EMSCC, on a triennial basis.

R 325.22324 License renewal or relicensure for paramedics; continuing education.

Rule 22324. (1) An applicant for license renewal or relicensure as a paramedic who has been licensed for the 3-year period immediately preceding the expiration date of the license or an applicant for relicensure as a paramedic must accumulate at least 45 continuing education credit hours that are approved by the department under these rules during the 3 years preceding an application for renewal or relicensure.

(2) An applicant for license renewal or for relicensure under section 20954 of the code, MCL 333.20954, in addition to the requirements of subrule (1) of this rule, must have an appropriate and current CPR credential as determined by the department. Continuing education credit for CPR credential may be part of the medical continuing education category requirement.

(3) The categories of approved continuing education activities for paramedics are prescribed by the department, in collaboration with the EMSCC, on a triennial basis.

R 325.22325 Certification of compliance; additional documentation.

Rule 22325. (1) Submission of an application for renewal or relicensure constitutes the applicant's certification of compliance with the requirements of these rules.

(2) The department may require an applicant or licensee to submit documentation to demonstrate compliance with the continuing education requirement. The applicant or licensee must maintain documentation of his or her compliance with the continuing education requirement for a period of 1 year after the expiration date of the license. Failure to provide the documentation creates a rebuttable presumption that the licensee has made a false and fraudulent statement in applying for a license to practice emergency

medical services. As provided under section 20958 of the code, MCL 333.20958, the department shall determine if failure to provide documentation of compliance with the continuing education requirement is a violation of section 20954 of the code, MCL 333.20954.

- (3) Acceptable documentation of continuing education must include all the following:
 - (a) Name of the licensee participating in the program.
 - (b) Name of the sponsoring organization and instructor-coordinator number.
 - (c) Title of the program.
 - (d) Hours of continuing education credit awarded per required category.
 - (e) Date of the program.
 - (f) Signature of the instructor-coordinator or designee.

R 325.22326 Continuing education courses and programs; standards for approval.

Rule 22326. (1) One continuing education credit hour may be earned for each 50 to 60 minutes of instruction at an approved education program that complies with this rule and R 325.22327. One half of a continuing education credit hour may be earned for each 25 to 30 minutes of instructions.

(2) Initial education program sponsors may be approved for up to 3 years for presentation of continuing education programs at the level consistent with education approval upon submission and approval of a continuing education sponsor application.

(3) The department approves and adopts, by reference, the standards and criteria of a nationally approved continuing education accrediting body, Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE). A copy of the publication is available for inspection and distribution to the public at no cost from the Department of Health and Human Services, P.O. Box 30207, Lansing, Michigan 48909-0207. A printed copy is also available from CAPCE at no cost at P.O. Box 293835, Lewisville, Texas 75029 or <https://capce.org/docs/Accred%20Guidebook.pdf>.

(4) Medical first responders completing an emergency medical technician course, or emergency medical technicians and emergency medical technician specialists completing a paramedic program, may be awarded all the required ongoing education credit for the lower licensure level for the current renewal period. An emergency medical technician completing an advanced emergency medical technician program may be awarded all the required ongoing education credit hours for the lower-license level for the current renewal period.

(5) Continuing education credit hours may be awarded for continuing education programs approved by the Michigan boards of medicine, osteopathic medicine, nursing, or pharmacy toward the EMS license if directly related to the emergency medical scope of practice issues, as determined by the department.

(6) Five continuing education credit hours may be awarded for each semester credit earned for academic courses related to EMS that are offered either in an educational program approved by the Michigan boards of medicine, osteopathic medicine, or nursing, or in an approved physician assistant program.

(7) Three continuing education credit hours may be awarded for each term credit earned for academic courses related to EMS that are offered either in an educational program approved by the Michigan boards of medicine, osteopathic medicine, or nursing, or in an

approved physician assistant program.

(8) Credit may be requested for programs offered by out-of-state or military-sponsored EMS agencies before license renewal.

(9) The department or its designee must publish a list of acceptable state or national programs sponsored by emergency medical organizations or other related organizations that do not meet any of the criteria listed in subrules (2) to (8) of this rule with pre-approved credits indicated in the publication.

R 325.22327 Continuing education program sponsors.

Rule 22327. (1) The department shall consider requests for approval of continuing education programs by instructor-coordinators, program sponsors, or other parties not covered in R 325.22326 who submit applications on a form provided by the department. The department or its designee shall evaluate applications for approval based on, but not limited to, the following criteria:

- (a) Educational goals or learning objectives.
- (b) Time schedule and continuing education credits to be awarded.
- (c) Sample certificate or documentation of attendance to be issued to attendees.
- (d) Documentation of qualifications of presenters.
- (e) Use of appropriate and adequate facilities for a program.
- (f) Program content that relates to the general subject of emergency medicine.
- (g) Evaluation tools to be used in a program.

(2) All applications for approval to conduct continuing education courses must be submitted to the department or its designee on forms provided by the department at least 30 days before implementing the programs.

(3) Any individual attending out-of-state or military-sponsored ongoing education programs must submit a request for approval of the program to the department or its designee if continuing education credits are to be awarded.

(4) Continuing education sponsor approval may be granted for up to 3 years.

(5) Independent study such as continuing education articles in professional journals, ongoing serial productions, or interactive computer programs are acceptable, if the program is developed by a professional group such as an educational institution, corporation, professional association, or other approved provider of continuing education and meets all the following criteria:

- (a) Requires a participant to make an active and appropriate response to the educational materials presented.
- (b) Provides a test or evaluation tool.
- (c) Provides a record of completion as described in R 325.22325.

PART 4. INSTRUCTOR-COORDINATORS

R 325.22331 Licensure by examination; requirements.

Rule 22331. (1) An applicant for licensure by examination shall submit a completed application and the requisite fee. In addition to meeting the other requirements of the code and these rules, an applicant must do all the following:

- (a) Be licensed in this state as an EMS personnel.
 - (b) Demonstrate successful completion of an approved instructor-coordinator educational program.
 - (c) Have completed 3 years of full-time, part-time, on-call, or volunteer direct patient care with a licensed life support agency.
 - (d) Pass the examination set forth in R 325.22333.
- (2) The fees paid by an applicant who has not completed all requirements for licensure by examination within 2 years of the department's receiving the application are forfeited to the department and the application is void.
- (3) An individual who is guilty of fraud or deceit in procuring or attempting to procure licensure, including using falsified documents to gain admittance to a department-prescribed licensure examination, will be denied licensure for a period to be determined by the department.
- (4) An individual shall not represent himself or herself as, function as, or perform the duties of, a licensed instructor-coordinator until licensed as an instructor-coordinator by the department in accordance with the code and these rules.

R 325.22332 Examination application for instructor-coordinator.

Rule 22332. An application for examination as an instructor-coordinator must be completed and returned to the department within 2 calendar years of course completion. A candidate for examination whose application is received more than 2 calendar years after course completion must successfully complete another instructor-coordinator course before being admitted into a subsequent examination.

R 325.22333 Instructor-coordinator examination.

Rule 22333. The department or its designee must administer a written examination to graduates of an instructor-coordinator education course conducted by a department-approved education program.

R 325.22334 Failure to pass examination; education course required; reexamination.

Rule 22334. An applicant who fails to attain a passing score on the written examination in 3 attempts must successfully complete an approved instructor-coordinator education course or refresher course before reapplying to the department for further examination.

R 325.22335 Licensure by endorsement.

Rule 22335. (1) An applicant for licensure by endorsement must submit a completed application on a form provided by the department together with the requisite fee, and submit documentation of all the following:

- (a) Verification of current licensure, certification, or registration in any state in which the applicant is granted permission to practice.
- (b) Examination scores for a department-prescribed examination that verify passage of

examinations.

(c) Proof of training that is substantially equivalent to the state-prescribed curriculum and qualifications described in R 325.22331(c). If deficiencies are noted, proof of continuing education or training in areas determined deficient by the department must be submitted.

(2) Sanctions or grounds for sanctions by another state will disqualify an applicant from licensure.

R 325.22336 Professional development for instructor-coordinators; requirements.

Rule 22336. (1) All licensed instructor-coordinators must accrue 30 professional development credits in ongoing education programs specified by the department as appropriate for licensed instructor-coordinators. The professional development credits must be accrued during the 3-year licensure period.

(2) All professional development courses must be approved by the department or its designee before implementation if professional development credits are to be awarded.

(3) Instructor-coordinators shall earn 30 professional development hours in 1 of the following ways:

(a) Completion of a minimum 30-hour department-approved instructor-coordinator refresher course.

(b) Completion of the required 30 hours in department-approved professional development programs.

(c) Completion of a total of 30 hours in professional development and educational experience with a minimum of 20 hours in department-approved professional development programs and a minimum of 10 hours in educational experience as defined by the department.

R 325.22337 Instructor-coordinator license renewal or relicensure.

Rule 22337. (1) Not more than 60 days before the date of license expiration, the department shall transmit a renewal notice to the licensee. Failure of the licensee to receive notice for renewal does not relieve the licensee of the responsibility for renewing his or her license.

(2) An applicant for license renewal or relicensure as an instructor-coordinator who has been licensed for the 3-year period immediately before the expiration date of the license or an applicant for relicensure, in addition to holding a current license as an emergency medical technician, emergency medical technician specialist, or paramedic, must accumulate during the 3 years before an application for renewal or relicensure at least 30 professional development credit hours in department-approved programs.

R 325.22338 Certification of compliance; additional documentation.

Rule 22338. Instructor-coordinator renewal or relicensure must be done in accordance with R 325.22325.

PART 5. EDUCATION PROGRAM REQUIREMENTS

R 325.22339 Education programs; requirements.

Rule 22339. An emergency medical first responder, emergency medical technician, advanced emergency medical technician, or paramedic education program must comply with all the following requirements:

- (a) Be under the direction of a physician director, except for emergency medical first responder education programs. Programs requiring emergency medical responder students to do clinicals must have physician direction and vaccination requirements.
- (b) Be coordinated by a licensed instructor-coordinator who must ensure that an instructor-coordinator, qualified instructor, or subject matter expert is in attendance at all didactic and practical sessions.
- (c) Qualified instructors and subject matter experts are subject to review and approval by the department through the program sponsor approval process.
- (d) Complete an application prescribed by the department for educational program sponsor approval to conduct an education course at least 60 days before the start of the course.
- (e) Advise the students before or at the first-class session that the education program and course are approved by the department.
- (f) Conduct courses according to an on-site program sponsor approval process.
- (g) Provide the department within 30 calendar days of course completion with a roster of students who successfully completed the course, including each student's name and date of birth.

R 325.22340 Instructor-coordinator education program; requirements.

Rule 22340. An instructor-coordinator education program must comply with all the following requirements:

- (a) Be coordinated by a licensed instructor-coordinator who has coordinated at least 1 initial education program in the last 3 consecutive years.
- (b) Utilize qualified instructional staff with appropriate expertise.
- (c) Include classroom and supervised student teaching or internship experience in the curriculum.
- (d) Complete an application prescribed by the department to conduct an education course at least 60 days before the start of the course and be approved by the department through an on-site program sponsor approval before implementation.
- (e) Conduct courses according to an on-site program sponsor approval process.

R 325.22341 Education program sponsor responsibilities.

Rule 22341. An education program sponsor is responsible for the overall quality of the program and courses offered. The program sponsor, the instructor-coordinator, and the physician director are responsible for, but not limited to, all the following:

- (a) Establishing admission requirements and conducting entry assessments.

- (b) Establishing standards for successful course completion.
- (c) Establishing standards for instructors and approval of all instructors, ensuring that all instructors meet or exceed the standards established in R 325.22344.
- (d) Ensuring that the medical control authority in the region is informed of the program.
- (e) Establishing clinical contracts specific to the level of the program and expected activities.
- (f) Monitoring the activities of the emergency medical services instructor-coordinator based on standards developed by the program sponsor.
- (g) Establishing an equal opportunity policy that at a minimum complies with state and federal law.
- (h) Providing an adequate and appropriate instructional facility including making available equipment that is functional, in good repair, and is of a similar type to that currently on the list of required minimum equipment for life support vehicles.
- (i) Developing examinations based on approved curricula.
- (j) Developing a process for students to appeal decisions made by the staff or sponsor relative to their performance in the course. This process must be made available, in writing, to each student.

R 325.22342 Instructor-coordinator responsibilities.

Rule 22342. (1) An instructor-coordinator for all emergency medical educational training courses must possess a current EMS license that is commensurate with the level of the training course being taught.

(2) The instructor-coordinator responsibilities include, but are not limited to, all the following:

- (a) Complying with instructor-coordinator performance standards indicated in instructor-coordinator curriculum.
- (b) Being responsible for course development, evaluation, and coordination of curricular elements, including those of a clinical nature, and assisting in the selection and evaluation of instructors, with the approval of the program sponsor and physician director.
- (c) Planning the course content and ensuring that it complies with the department's requirements.
- (d) Assisting in the evaluation and selection of students.
- (e) Evaluating and maintaining records of student performance.
- (f) Maintaining and assuring the availability of equipment and training aids.
- (g) Coordinating and maintaining records of clinical experience.
- (h) Counseling and assisting students, as appropriate.
- (i) Providing the department, within 30 calendar days of course completion, with a roster of students who successfully completed the course, including each student's name and date of birth.

R 325.22343 Education program physician director; responsibilities.

Rule 22343. The education program physician director responsibilities must include, but are not limited to, all the following:

(a) Conducting a periodic review of the organization and content of a course to ensure that current standards of emergency medical care are being utilized throughout the course.

(b) Working with the education sponsor and the instructor-coordinator in carrying out the responsibilities of course development, evaluation, and coordination of curricular elements, including those of a clinical nature, and selecting and evaluating instructors.

(c) Having clinical experience and current expertise in providing emergency care.

R 325.22344 Education program course instructor; requirements.

Rule 22344. An education program course instructor must meet, at a minimum, both of the following requirements:

(a) Have a working and practical knowledge of the objectives and components of the education course relevant to his or her area of instruction.

(b) Be a licensed health professional with relevant and current clinical experience or possess educational expertise that is appropriate to his or her specific topic of instruction.

R 325.22345 Department evaluation of education programs.

Rule 22345. (1) The department may evaluate an emergency medical services program at any time. An evaluation will be completed when any of the following occurs:

(a) A request for a new program is submitted.

(b) The failure rate on the required licensure examination for 1 calendar year of compiled statistics is more than 10% below the threshold established by the department.

(c) A complaint is received by the department.

(2) Evaluation processes may include any of the following:

(a) A site visit.

(b) A follow-up study of graduates and employers.

(c) A review of available statistical information available regarding the program.

(3) An evaluation that is found to have deficiencies may result in any of the following:

(a) The creation of a program performance improvement plan with reports to the department.

(b) Program suspension for a period determined by the department.

(c) Revocation of a program approval.

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