

**(Effective until September 30, 2024)**

**WAC 246-976-031 Senior EMS instructor (SEI) approval. (1) Responsibilities and requirements.**

(a) The SEI is responsible for the overall instructional quality and the administrative paperwork associated with initial EMR or EMT courses, under the general supervision of the MPD.

(b) The SEI must:

(i) Follow department-approved curricula/instructional guidelines identified in WAC 246-976-023;

(ii) Ensure course applicants meet the course application requirements in WAC 246-976-041; and

(2) To become an approved SEI, an EMS provider must meet the requirements identified in Table A of this section.

**Table A  
Requirements For Initial Senior EMS Instructor Approval**

REQUIREMENTS
<p><b>Prerequisites:</b></p> <p>Candidates for initial recognition must submit proof of successful completion of the following prerequisites to the department. Candidates meeting the prerequisites will be issued the <i>Initial Recognition Application Procedures (IRAP) for Senior EMS Instructors</i>, which include the <i>Initial Senior EMS Instructor Application and Agreement</i>, instructor objectives, instructions and forms necessary for initial recognition:</p> <ul style="list-style-type: none"> <li>• Current Washington state certification at the EMT or higher EMS certification level;</li> <li>• At least three years prehospital EMS experience at the EMT or higher EMS certification level, with at least one recertification;</li> <li>• Approval as an EMS evaluator as identified in WAC 246-976-161;</li> <li>• Current recognition as a health care provider level CPR instructor from a nationally recognized training program for CPR, foreign body airway obstruction (FBAO), and defibrillation;</li> <li>• Successful completion of an instructor training course by the U.S. Department of Transportation, National Highway Traffic Safety Administration, an instructor training course from an accredited institution of higher education, or equivalent instructor course approved by the department;</li> <li>• Pass an examination developed and administered by the department on current EMS training and certification statutes, Washington Administrative Code (WAC), the Uniform Disciplinary Act (UDA) and course administration.</li> </ul>
<p><b>Candidate objectives:</b></p> <p>Candidates must successfully complete the IRAP under the supervision of a currently recognized SEI.</p> <p>As part of an initial EMT course, the candidate must demonstrate to the course lead SEI the knowledge and skills necessary to complete the following instructor objectives:</p> <ul style="list-style-type: none"> <li>• Accurately complete the course application process and meet application timelines;</li> <li>• Notify potential EMT course applicants of course entry prerequisites;</li> <li>• Assure that applicants selected for admittance to the course meet department training and certification prerequisites;</li> <li>• Maintain course records;</li> <li>• Track student attendance, scores, quizzes, and performance, and counsel/remediate students as necessary;</li> <li>• Assist in the coordination and instruction of one entire EMT course, including practical skills, under the supervision of the course lead SEI using the EMT training course instructor guidelines identified in WAC 246-976-023, and be evaluated on the instruction of each of the following sections/lessons:             <ul style="list-style-type: none"> <li>– Preparatory section, including <i>Infectious Disease Prevention for EMS Providers</i>, Revised 01/2009;</li> <li>– Airway section;</li> <li>– Assessment section;</li> <li>– Pharmacology section;</li> <li>– Medical section, Cardiovascular and Respiratory lessons;</li> <li>– Special Patient Populations section, Obstetrics, Neonatal Care, and Pediatrics lessons;</li> </ul> </li> </ul>

<b>REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>- Trauma section, Head, Facial, Neck and Spine Trauma and Chest Trauma lessons;</li> <li>- EMS Operations section, Vehicle Extrication, Incident Management, and Multiple Casualty Incidents lessons; and</li> <li>- Multicultural Awareness component.</li> </ul> <ul style="list-style-type: none"> <li>• Coordinate and conduct an EMT final end of course comprehensive practical skills evaluation.</li> </ul>
<p><b>Candidate evaluation:</b> Performance evaluations must be conducted by an SEI for each instructor objective performed by the candidate on documents identified in the IRAP. These documents consist of:</p>
<ul style="list-style-type: none"> <li>• An evaluation form, to evaluate lesson instruction objectives performed by the candidate;</li> <li>• A quality improvement record, to document improvement necessary to successfully complete an instructor objective performed by the candidate; and</li> <li>• An objective completion record, to document successful completion of each instructor objective performed by the candidate.</li> </ul>
<p><b>Application:</b> Submit the following documents to the county MPD to obtain a recommendation:</p> <ul style="list-style-type: none"> <li>• The original initial SEI application/agreement, signed by the candidate; and</li> <li>• The original completed IRAP, all objective completion records, and evaluation documents.</li> </ul> <p>The completed application must be submitted to the department including:</p> <ul style="list-style-type: none"> <li>• The original application signed by both the candidate and the MPD;</li> <li>• The original completed IRAP, all objective completion records, and evaluation documents.</li> </ul>

(3) SEI approval is effective on the date the department issues the certification card. Certifications must be renewed every three years. The expiration date is indicated on the certification card.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. WSR 11-07-078, § 246-976-031, filed 3/22/11, effective 5/15/11. Statutory Authority: RCW 18.73.081 and 70.168.120. WSR 02-14-053, § 246-976-031, filed 6/27/02, effective 7/28/02. Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. WSR 00-08-102, § 246-976-031, filed 4/5/00, effective 5/6/00.]

***(Effective September 30, 2024)***

**WAC 246-976-031 EMS instructors, initial approval, and recognition.** (1) EMS instructor types include:

(a) "EMS evaluator (ESE)" means a person approved and recognized by the department that is authorized to conduct continuing medical education and ongoing training and evaluate psychomotor skills during initial, refresher, and continuing medical education and ongoing training. The ESE may provide field training and evaluate newly hired providers who are pending certification and are participating in an EMS service field training program. The ESE may function as a clinical preceptor to mentor and evaluate the clinical performance of students enrolled in initial EMS courses.

(b) "Senior EMS instructor candidate (SEIC)" means an applicant that has met requirements to start the initial recognition process to become a senior EMS instructor (SEI). The applicant is approved and recognized by the department as an SEIC and may conduct EMS training courses under the supervision of a currently approved and recognized SEI and county medical program director. An SEIC may only conduct

courses at or below the level for which they hold a current and valid Washington state EMS certification.

(c) "Senior EMS instructor (SEI)" means an applicant that has met the requirements to become approved and recognized by the department as an SEI and may conduct initial EMS training courses and continuing medical education and ongoing training. An SEI may only conduct courses at or below the level for which they hold a current and valid Washington state EMS certification. An SEI is responsible for the overall administration and quality of instruction. The SEI must meet the requirements in this chapter and the department *EMS Training Program and Instructor Manual (DOH 530-126)* to maintain recognition as an SEI.

(d) "Lead instructor" means a person that has specific knowledge, experience, and skills in the field of prehospital emergency care and is approved by the county medical program director to instruct EMS training courses that do not require an SEI.

(e) "Guest instructor" means a person that has specific knowledge, experience, and skills in the field of prehospital emergency care and is approved by the county medical program director to instruct course lessons for initial and refresher EMS courses and continuing medical education and ongoing training under the supervision of an SEI or lead instructor.

(2) To apply for recognition as an EMS evaluator (ESE), an applicant must:

(a) Hold a current and valid Washington state EMS certification;

(b) Have a minimum of three years' experience at or above the level of certification being evaluated;

(c) Be current in continuing medical education and ongoing training requirements for their primary EMS certification;

(d) Submit an application on forms provided by the department;

(e) Provide proof of successful completion of a department-approved initial EMS evaluator course within the past three years; and

(f) Be recommended by the county medical program director. The county medical program director must sign the application.

(3) To apply for recognition as a senior EMS instructor candidate (SEIC), an applicant must:

(a) Be a current Washington state certified EMS provider at or above the level of certification being instructed;

(b) Have a minimum of three years' experience in direct patient care at or above the level of certification being instructed;

(c) Be currently recognized as an EMS evaluator;

(d) Hold current recognition as a health care provider level CPR instructor from a nationally recognized training program recognized by the department for CPR, foreign body airway obstruction (FBAO), and defibrillation;

(e) Provide proof of successful completion of an instructor training course by the U.S. Department of Transportation, National Highway Traffic Safety Administration, an instructor training course from an accredited institution of higher education, or equivalent instructor course approved by the department;

(f) Provide proof of successful completion of a one-hour Washington state EMS instructor orientation provided by the department;

(g) Pass a written evaluation developed and administered by the department on current EMS training and certification regulations including the Washington Administrative Code (WAC), the Uniform Disciplinary Act (UDA), and EMS course administration;

(h) Be affiliated with a department-approved EMS training program that meets the standards in WAC 246-976-022;

(i) Submit an application on forms provided by the department; and

(j) Be recommended by the county medical program director. The county medical program director must sign the application.

(4) If approved for recognition as a senior EMS instructor candidate (SEIC), the department will issue the applicant an initial recognition application procedure packet (IRAP). The IRAP must be successfully completed in accordance with department standards and policies, under the oversight of a currently recognized SEI. The SEIC must demonstrate the knowledge and skills necessary to administer, coordinate, and conduct initial EMS courses to apply for and be considered for approval and recognition as an SEI.

(5) A SEIC recognition will be issued for three years.

(6) An applicant who is an EMS instructor in another state, country, or U.S. military branch may apply to obtain reciprocal recognition as an SEI candidate (SEIC). To become an SEI candidate (SEIC), the applicant must meet the criteria in this section and provide proof of at least three years of instructional experience as an EMS instructor. If approved for recognition as an SEIC, the department will issue the applicant an abridged initial recognition application procedure packet (IRAP) which must be successfully completed in accordance with department standards and policies, under the oversight of a currently recognized SEI to apply for full SEI recognition.

(7) To apply for recognition as a senior EMS instructor (SEI), an applicant must:

(a) Meet all the criteria in subsection (3) of this section and be currently approved and recognized as a senior EMS instructor candidate (SEIC);

(b) Submit the completed initial recognition application procedure packet (IRAP) that was issued by the department; and

(c) Be recommended by the county medical program director. The county medical program director must sign the application.

(8) If approved, SEI recognition is effective on the date the department issues the recognition card. SEI recognition must be renewed every three years. The expiration date is indicated on the certification card.

[Statutory Authority: RCW 18.71.205, 18.73.081, 43.70.040, 70.168.050, 2017 c 70, 2017 c 295, 2020 c 76, 2021 c 276, 2019 c 314, 2021 c 69, and 2022 c 136. WSR 24-15-104, § 246-976-031, filed 7/22/24, effective 9/30/24. Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. WSR 11-07-078, § 246-976-031, filed 3/22/11, effective 5/15/11. Statutory Authority: RCW 18.73.081 and 70.168.120. WSR 02-14-053, § 246-976-031, filed 6/27/02, effective 7/28/02. Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. WSR 00-08-102, § 246-976-031, filed 4/5/00, effective 5/6/00.]