



Level I, II, or III EMS Instructor Renewal Application

Print Clearly or Type

Last name: _____ First name: _____ MI: _____

OK License Number: _____ License Expiration Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Renewing Instructor Levels

List all Agencies and training programs instructor affiliations

Level I	EMR	Agency Type	Cert/License Number	Cert/License Number
Level II	EMT	Training Program		
Level III	Intermediate	EMS Agency		
	AEMT	EMR		
	Paramedic			

Continuing Education Renewal Requirements* (See page 2)

Number of Hours: Level 1: 8 hours	Level II and III: 16 hours
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No more than 4 hours in any one topic (Use additional forms if needed)

Continuing education topic	Date of Training	Hours	Date of Training	Hours	Date of Training	Hours
<i>Example – Topic area</i>	<i>01/01/2023</i>	<i>1</i>	<i>02/01/2023</i>	<i>2</i>	<i>03/01/2023</i>	<i>1</i>
Technology and Software						
Psycho-motor exam evaluator						
Objective and evaluation writing						
Curriculum review and utilization						
Classroom management						
Instructional theory and application						
Initial, refresher, and continuing education classes and courses						
Department approved Courses, classes and workshops						
Other education or instructor Training – (include training certificate)						

Instructor Signature: _____ Date: _____

Agency/Training Program Director Signature: _____ Date: _____

Return Application to:
OSDH – EMS Division
123 Robert S. Kerr Avenue - Suite 1702
Oklahoma City, OK 73102-6460
Email: esystems@health.ok.gov
P: 405-426-8480 F: 405-900-7560

310:641-7-21. Instructor and instructor educator renewal

- (a) Instructors and instructor educators shall submit an application for renewal every two (2) years.
- (b) Each renewal will include verification of instructor continuing education or refresher course.
 - (1) Level 1 instructors are required to submit eight (8) hours of continuing education or refresher course hours.
 - (2) Level 2 and 3 instructors are required to submit sixteen (16) hours of continuing education or refresher course hours.
- (c) Instructor continuing education may consist of, but not be limited to:
 - (1) technology and software utilized in instruction and tracking student activities,
 - (2) psycho-motor exam evaluator,
 - (3) objective and evaluation writing,
 - (4) curriculum review and utilization,
 - (5) classroom management,
 - (6) instructional theory and application,
 - (7) teaching initial, refresher, and continuing education classes and courses for emergency medical professionals,
 - (8) courses, classes, and workshops approved by the Department,
- (d) Instructors are limited to a maximum of four (4) hours of actual didactic, psycho-motor, or affective domain classes in any one area or topic.
- (e) Level 3 instructors providing the continuing education hours as a refresher course shall submit a course authorization request for approval.
- (f) The Department may deny, refuse to renew, revoke, suspend, or place on probation any instructor or instructor educator for reasons which include, but are not limited to:
 - (1) Failure to attend Department required workshops or mandatory Department meetings for EMS instructor educators;
 - (2) Failure to follow Department rules;
 - (3) Failure to maintain professional license or certification qualifications;
 - (4) Falsification of any training document;
 - (5) Failure to maintain professional conduct at all times when providing EMS instruction;
 - (6) Failure to obtain sixteen (16) hours of instructor continuing education during the two (2) year certification period for EMS instructors or to complete a Department approved EMS Instructor Refresher.
- (g) This application shall constitute authorization for any inspection or investigation by the Department.
- (h) An instructor's certification expiration date is concurrent with their Oklahoma Emergency Medical Personnel Certification or License expiration date. For the initial renewal of an instructor certification, any continuing education renewal requirements will be pro-rata based on the next expiration date.

[Source: Amended at 39 Ok Reg 1338, eff 9-11-22]