



Request Date: \_\_\_\_\_

## NOTICE OF INTENT TO CONDUCT EMS TRAINING COURSE

\_\_\_\_\_ intends to conduct a  
\_\_\_\_\_ course beginning on \_\_\_\_\_  
and ending on \_\_\_\_\_.

The course Medical Director will be \_\_\_\_\_, M.D./D.O.

The course coordinator will be \_\_\_\_\_.

### Tentative Testing Dates:

Practical exam: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

Licensure exam: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

1. The **first** time the course is offered, submit a copy of the course lesson plan which indicates:
  - a. the topics to be discussed;
  - b. a brief outline of each topic;
  - c. the time allotted for each topic;
  - d. the module it fits into as listed in the applicable training procedure, i.e., First Responder, EMT-B, EMT-I, EMT-P or EMS Instructor, in the most recent **EMERGENCY MEDICAL SERVICES PROCEDURE MANUAL**;
  - e. the method of presentation; and
  - f. the instructors' names.
  
2. **Each** time the course is offered, submit a copy of the course schedule in its entirety which indicates:
  - a. the date and time;
  - b. topic to be discussed;
  - c. the number of hours allocated per topic;
  - d. the module that the topic fits into, as previously described; and
  - e. the instructors' names.