



Robert L. Quinn
Commissioner

State of New Hampshire

DEPARTMENT OF SAFETY

Division of Fire Standards and Training & Emergency Medical Services

www.nh.gov/safety/divisions/fstems



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Director

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Re: Educational Training Agency Overview

New Hampshire EMS Community:

The changing landscape of EMS education delivery, and the concept of the Education Training Agency (ETA), in the State of New Hampshire has been a topic of discussion for nearly five years. The concept of the ETA and the building of the components and structure of such has been a collaborative effort of the NH Medical and Trauma Services Coordinating Board, the Division of Fire Standards and Training & Emergency Medical Services, and EMS education leaders throughout the State. ETAs are an evolution of the current Instructor Coordinator (IC) model with the transition from a single individual to one of a business/agency-based delivery.

This agency-based format is very similar in nature to how EMS care is delivered by EMS units across the State and what requirements these units must meet to be licensed. With the adoption of ETAs, the current IC model of EMS education will “sunset” in one (1) year; at which time the only medium to delivery initial EMS education in the State of New Hampshire will be through a licensed ETA. The process for licensure as an ETA is an expansion and merging of the current approval process for individual programs; what this is not, is an accreditation process.

High Points:

- ETA Licensing period: Initial – 1 year, Renewal – 3 years
- Streamlined Course Approval Process:
 - ETA review/approvals are all completed at each licensure cycle and includes curriculum level (e.g., EMR, EMT, etc.), policies, guidelines, clinical/field contract listings and affiliations, etc.
 - Submit each individual course request, by certification level, with a modified schedule (for CREF'ing purposes)
- Additional level of NH Instructor licensing:
 - EMS Instructor (non-I/C) – Increased number of instructors throughout the state that support the delivery of education. Also allows for better management of the “required” presence in the classroom (60% presence in classroom can be either I/C or EMS Instructor).
- Student Competency Portfolios:
 - Tracks skills proficiency, for each student, throughout training to verify competency at program completion.
 - Portfolio based assessment shall be used to satisfy the requirement for “a division approved final practical examination” at all provider levels.

Minimum Criteria for Licensure:

- Complete/maintain all application requirements.
- Application consists of nine (9) sections and sixteen (16) subsections outlining course delivery and how the ETA is complying with NH RSA and Administrative Rules as well as National Education Standards
- NH Secretary of State Good Standing – if applicable
- Proof of Insurance
- At all times, minimum staff to include:
 - Owner

Committed to training, educating and certifying emergency and community responders to protect the citizens and visitors of New Hampshire

- Education Director
- Medical Director

Application Process:

- Online: self-assessment, verification, and documentation process of ETA Agency Infrastructure
- Reviewed and approved by the Division.
- Licensure

Online Overview and Q/A Session(s):

- Monday 20 May 2024 @ 1800
 - <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>
 - Meeting ID: 238 283 191 187
 - Passcode: WmZKvb
- Wednesday 22 May 2024 @ 1000
 - <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>
 - Meeting ID: 287 426 903 322
 - Passcode: TzJGm6

ETA Resource Center

- <https://nhfa-ems.com/eta/>

For any questions or comments related to this process, please contact the EMS Operations section of FSTEMS at emseducation@dos.nh.gov.

Sincerely,



Justin Romanello
Chief, Bureau of Emergency Medical Services
NH FSTEMS/DOS