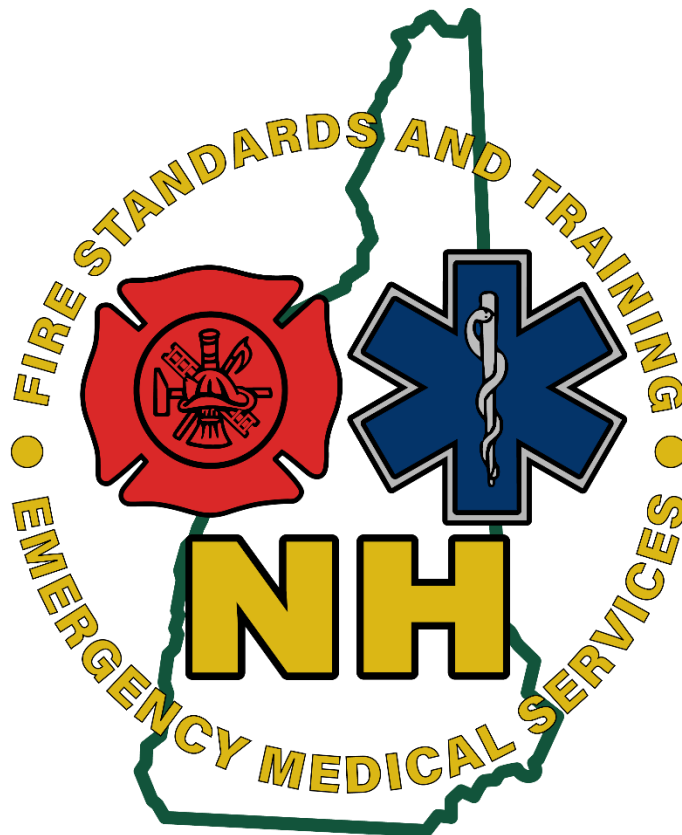


New Hampshire Department of Safety  
Division of Fire Standards and Training &  
Emergency Medical Services

Educational Training Agency  
Administrative Packet  
2024



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# Preface

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 (FSTEMS), and EMS education leaders throughout the State. ETAs are an evolution of the current Instructor Coordinator (I/C) 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. 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.

# Acknowledgements

FSTEMS would like to acknowledge and thank the following members of the NH Medical and Trauma Services Coordinating Board and public stakeholders that participated in the development of the ETA's and the components that comprise them. This group participated in dozens of meetings throughout the three-year development of the program, sharing ideas, lessons learned and collaborating.

## **NH Medical and Trauma Services Coordinating Board**

Craig Clough  
Jeremy LaPlante (Fmr.)

## **NH Medical and Trauma Services Coordinating Board – IC Renewals & EMS Education Sub-Committee**

David Tauber  
Susan Barnard (Fmr.)  
Jeanne Erickson (Fmr.)  
Chad Miller (Fmr.)

## **Public Stakeholders**

Pamela Drewniak  
Raelyn Cottrell

# Introduction

This administrative packet has been created to assist those entities interested in becoming an ETA in the application process. This is a reference document used when completing the ETA Application. In addition to this document the following resources should be used to assist in not only completing this document, but also creating policies and procedures for your agency.

Upon receipt of a completed application, FSTEMS shall conduct an educational analysis of the ETA based on the requirements set forth in Saf-C 5900. Completed applications shall be approved in accordance with RSA 541-1:29. The application is considered "complete" when all fields within the ETA application as well as all accompanied documentation is submitted in its entirety. Upon approval of an application, FSTEMS shall issue an ETA license, commencing with the date of approval. Initial ETA licenses will be issued for a period of one (1) year and renewals will be for a period of three (3) years based on approval.

# Resources

Division of Fire Standards and Training & Emergency Medical Services (FSTEMS) – Resource Center  
<https://nhfa-ems.com/>

New Hampshire Administrative Rule Chapter Saf-C 5900  
[https://www.gencourt.state.nh.us/rules/state\\_agencies/saf-c5900.html](https://www.gencourt.state.nh.us/rules/state_agencies/saf-c5900.html)

New Hampshire RSA Chapter 153-A  
<https://www.gencourt.state.nh.us/rsa/html/XII/153-A/153-A-mrg.htm>

New Hampshire Secretary of State  
<https://www.sos.nh.gov/>

National Highway Traffic Safety Administration (NHTSA) - National EMS Education Standards  
[https://www.ems.gov/assets/EMS\\_Education-Standards\\_2021\\_FNL.pdf](https://www.ems.gov/assets/EMS_Education-Standards_2021_FNL.pdf)

National Highway Traffic Safety Administration (NHTSA) - National EMS Scope of Practice Model  
[https://www.ems.gov/assets/National\\_EMS\\_Scope\\_of\\_Practice\\_Model\\_2019\\_Change\\_Notices\\_August\\_2021.pdf](https://www.ems.gov/assets/National_EMS_Scope_of_Practice_Model_2019_Change_Notices_August_2021.pdf)

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) - Standards and Guidelines  
<https://coaemsp.org/caahep-standards-and-guidelines>

# Application Requirements

## Section 1 – General Information

- This section is related to information pertaining to the ETA only.
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## Section 2 – Type of Organization

- This section is related to the type of business organization the company represents. Applicants that select “Private” must be in “Good Standing” with the NH Secretary of State.
- Government/Municipal (examples include state colleges/universities, high school programs, municipal fire/EMS).
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## Section 3 – Owner Information

- This section is related to information pertaining to the ETA owner only.
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## Section 4 – Education Director Information

- This section is related to information pertaining to the ETA education director only. The ETA education director must:
  - Maintain certification by the NREMT (at the highest level the ETA is licensed to teach).
  - Maintain licensure as a NH EMS Instructor Coordinator.
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## Section 5 – Medical Director Information

- This section is related to information pertaining to the ETA medical director only. The ETA medical director must:
  - Maintain physician level licensure (US state and/or territories) and be in good standing with all licensing/credentialing authorities.



- Demonstrate knowledge and experience as an emergency medical physician.
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## **Section 6 – Training Programs**

- This section is related to the type of training programs that the ETA will be applying for. Multiple options may be selected.
  - If in the future the ETA wishes to expand offerings to include additional levels of training an addendum satisfying all components, in respect to the additional levels, must be submitted.
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## **Section 7 – Proof of Insurance**

- This section is related to the provision of general liability and professional liability insurance. General liability and professional liability insurance in the form of a document from the insurer, which shall include the name of the insurer(s), a statement that the ETA has at least one (1) million dollars of coverage, for general and professional liability, and the period of coverage for the insurance.
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## **Section 8 – Faculty/Instructor Staff**

- This section is related to the provision of sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions. The ETA faculty/instructional staff must:
  - Maintain licensure as a NH Instructor Coordinator or NH EMS Instructor or be identified as a subject matter expert.
  - The ETA must ensure that this roster is current and maintained during the licensure period.
- ETA Programs are expected to complete this section as appropriate and in its entirety.

## **Section 9 – Resources/Supporting Documents**

- Program resources must be sufficient to ensure the achievement of the program’s Mission Statement and in sufficient quantity to be suitable for program output. Consideration must be given to the resources, which should include, but are not limited to the following: Personnel, clerical and support staff, offices, finances, curriculum, classroom, laboratory, ancillary student

facilities, computer resources, instructional reference materials, equipment and supplies, clinical affiliates, faculty, and staff.

## **Section 9a – Mission Statement**

- This section is related to the provision of a formal summary of the aims and values of the agency.

## **Section 9b – Education Director Job Description**

- This section is related to requirement to be an education director and the responsibilities that must be identified in the corresponding job description. The education director is responsible for all aspects of the education program to include but not limited to the following:
  - Personnel (professional/clerical/support staff).
  - Equipment and supplies.
  - Classroom and lab space.
  - Current hospital/clinical and field agreements.
  - Training for all preceptors.
  - Provide timely academic advising as needed.
- ETA Programs are expected to construct a formal job description for this position.

## **Section 9c – Medical Director Job Description**

- This section is related to requirement to be a medical director and the responsibilities that must be identified in the corresponding job description. The medical director is responsible for, but not limited to, the following:
  - Responsible for medical oversight of the program.
  - Engages in cooperative involvement with the program director.
  - Provides oversight of lecture, laboratory, clinical and field internship.
  - (BLS) EMR/EMT – Medical oversight of program only.
  - (ALS) AEMT/Paramedic – program interactions in all aspects.
- Maintains general availability as a resource for ETA education director and personnel to assist and advise as needed with aspects of the program which can include, but are not limited to the following areas:
  - Student/graduate competency.
  - Educational content.
  - Academic advising and discipline.
  - Clinical and field patient contacts and procedures.
  - Student formative evaluation process.

- ETA Programs are expected to construct a formal job description for this position.

## **Section 9d – Faculty/Instructional Staff Job Description**

- This section is related to requirements to be faculty/instructional staff and the responsibilities that must be identified in the corresponding job description. The faculty/instructional staff are responsible for, but not limited to, the following:
  - Must be knowledgeable in course content.
  - Effective in teaching their assigned subjects/topics.
  - Capable through academic preparation and experience to teach the courses or topics to which they are assigned.
  - Keeps the ETA Education Director and/or ETA Medical Director informed of program status and changes.
  - Provide adequate and timely academic advising as needed.
- ETA Programs are expected to construct a formal job description for this position.

## **Section 9e – Subject Matter Expert/Guest Lecturer Vetting Process**

- This section is related to process that is used to verify the credentials, that have been identified in a resume or curricula vitae (cv), of a subject matter expert (SME) and/or guest lecturer.
- The use of SMEs and/or guest lecturers do not count towards the percentage of classroom time requirements that either an EMS Instructor or an EMS Instructor must satisfy. SMEs and/or guest lecturers should not be used for general instructions, but rather be utilized to teach in areas where they have specialized expertise.
- ETA Programs are expected to describe the process or provide the written plan/policy that addresses the vetting process for all guest lecturers and/or subject matter experts.

## **Section 9f – Program Syllabus**

- This section is related to process of ensuring entry-level competency for each level of training. Each curriculum submission must address content outlines over all learning domains (Cognitive, Psychomotor, and Affective) as prescribed in the National Emergency Medical Services Education Standards (NEMSES) document, dated 2021.
- The ETA must provide the following as evidence of curriculum in respect to each provider level the education is occurring for.

- Goals or Objectives Aligned to the Standards.
- Program Organization and Sequence.
- Instructional Strategies.
- Assessment Strategies.
  
- **Goals or Objectives Aligned to the Standards.**
  - **Minimum:** Provide a list of goals aligned to one or more knowledge items from the standards.
  - **Better:** Provide a list of clear and measurable learning outcomes aligned with knowledge items from the standards.
  
- **Program Organization and Sequence.**
  - **Minimum:** Provide an outline of the basic program structure, including any units/modules and lessons.
  - **Better:** Provide a curriculum map illustrating the sequence of courses, including prerequisites and co-requisites, and demonstrating a logical progression of learning.
  
- **Instructional Strategies.**
  - **Minimum:** Provide a list of general teaching methods used for each lesson (direct instruction, practical exercises, simulations, etc.).
  - **Better:** Provide a list of specific teaching methods used within each lesson (guided discussion, case study, tabletop exercise, presentation, etc.).
  
- **Assessment Strategies.**
  - **Minimum:** Provide an overview of different types of assessments used (written tests, practical exams).
  - **Better:** Provide a detailed description of assessment methods and how they are aligned with curriculum objectives and standards, including formative and summative assessments.
  
- The ETA should have an established mechanism for the evaluation of curricula and instructional performance. ETAs should be doing regular review of their curricula based on feedback from students, instructors, and stakeholders. Modifications should be made based on this feedback to continually improve the curriculum.
  
- See the FSTEMS Course Outline Sample to assist with organization of these materials.

## Section 9g – Clinical Affiliation Agreements

- This section is related to process of ensuring that students have access to educational resources, i.e., facilities (e.g., hospitals, clinics, simulation centers and labs, etc.), preceptors,

numbers, and types of patients, proportionally distributed by age-range, chief complaint and interventions in order to prepare the student in the delivery of emergency care as prescribed in the NEMSES standards and appropriate to the level of the emergency medical services profession(s) for which training is being offered.

- ETA Programs are expected (for each level of initial EMS training) to either describe the process or provide the written plan/policy that addresses sufficient access to Hospital/Clinical facilities (or other resources/experiences that will match the clinical requirements) and Field Internships with EMS agencies to allow for student rotations to meet the minimum clinical and field competency objectives as listed in NEMSES.

## **Section 9h – Equipment and Supplies**

- This section is related to process of ensuring that students have access to equipment and supplies needed to appropriately perform the skills and assessment that are required. For each type of program offered, there must be access to sufficient numbers and amounts of reliable working medical and educational equipment (e.g., defib trainers, splints, airway manikins, airway equipment, IV arms, etc.), and supplies (e.g., gloves, bandaging, epi-trainers, IV kits, etc.) to achieve competencies, including a variety necessary to perform required laboratory activities.
- ETA Programs are expected (for each level of initial EMS training) to either describe the process or provide the written plan/policy that addresses, at minimum, the provision of adequate resources (textbooks, equipment, and facilities) for positive student outcome. ETAs should consider providing a description of resources available for each lesson, and how each is used in the lesson.

## **Section 9i – Learning Environment**

- This section is related to process of ensuring that students have access and appropriate learning environment. The learning environment must be reasonably free of distractions and must be sufficient to ensure the achievement of the agency's mission statement. This learning environment must be appropriate for the program content and delivery as well as meeting the reasonable learning needs of all students.
- A component of an interactive learning environment and a robust learning experience focuses on the physical space in which learning occurs and may include a wide variety of settings, such as traditional classroom, outdoor environments, and blended learning. Regardless of the "type" of learning environment, in all cases and at minimum, consideration for the following should be in place: sufficient space for class size, controlled environment, space sufficient for students to attend classroom sessions, take notes, and participate in classroom activities, and for students to participate in kinematic learning and practice activities.
- ETA Programs are expected to describe the process the agency utilizes when determining the physical space needs and/or virtual learning platform for program delivery including space and resources sufficient for students to attend classroom sessions, take notes, and participate in

classroom activities (including didactic and psychomotor activities, laboratory facilities and learning resources).

## **Section 9j – Student Evaluation**

- This section is related to process of ensuring that students are appropriately evaluated on their knowledge and performance.
- ETA Programs are expected to perform measurements of student skill, knowledge, and affective characteristics to determine whether they meet the definition of competence. This must include summative testing at the end of a program and may also include checkpoints within a program.
- ETA Programs must specify how students are evaluated by describing the process of evaluation, providing a table of testing specifications, or providing a testing plan or policy. Submitted processes must indicate how cognitive knowledge, psychomotor skills, and affective characteristics are measured. ETAs should include a description of how test instruments (test items, skills sheets, rubrics, etc.) are validated.
- ETA Programs will ensure that student performance is reliably at or above the level of competence. At the completion of a program, the student competency portfolio will serve as the "FSTEMS-approved final practical examination" as required by Administrative Rule.

## **Section 9k – Student Assessment**

- This section is related to the systematic gathering of information regarding student performance throughout a program. This involves recording student skill performance, knowledge application, and demonstration of affective characteristics in the form of a competency portfolio. Portfolios are not inherently a graded evaluation of student competence, but rather a record of student progress toward competence. Assessments can include quantitative data such as skill sheets and rubrics, or qualitative data such as narrative reports from preceptors.
- ETA Programs will use student assessments to determine the level of support needed for a student to benefit from the program. Assessment records may help programs determine whether a student is ready to undergo formal evaluation. Records of student assessment must be retained along with other program documentation.
- ETA Programs must specify how students are assessed by describing the process of assessment or providing an assessment plan or policy. Assessments must track the skills listed in the student minimum competencies and how they are integrated into scene and patient management. This includes the knowledge, skills, and affective characteristics applied during clinical and field settings.
- See the FSTEMS Portfolio Based Assessment Administrative Packet and the National EMS Scope of Practice for expected competencies by level to be listed.

## **Section 9l – Program Evaluation**

- This section is related to process of ensuring that the ETA has a continuing quality improvement (QI) process in place for students, instructors, and programs. The ETA must periodically assess its effectiveness in achieving its stated goals and objectives in each of the learning domains. The results of this evaluation must be reflected in the review and timely revision of the program.
- ETA Programs are expected to describe the process by which the agency evaluates student satisfaction with the training program, how it assesses the effectiveness of the training programs as it relates to all student learning domains, and how the agency incorporates the results of the evaluations in the revision of the programs.

## **Section 9m – Publications and Disclosures**

- This section is related to process of ensuring that all students have fair and equitable access to all information and policies affecting them throughout the course of their learning. In addition, all activities associated with the program must be non-discriminatory and in accord with federal and state statutes, rules and regulations. There must also be sufficient resources to meet the administrative and operational responsibilities including the maintenance and confidentiality of student and program records. Announcements, catalogs, publications, and advertising must accurately reflect the program offered. In addition to the above, at minimum, the following must be made known to all students: academic calendar, criteria for successful completion of each portion of the curriculum and for graduation, and processes and policies by which students may perform clinical work while enrolled in the program.
- ETA Programs are expected to describe the process by which the agency ensures students have access to all publications and disclosures.

## **Section 9n – Lawful and Nondiscriminatory Practices**

- This section is related to process of ensuring that all activities associated with the program must be non-discriminatory and available equitably to all persons served by the agency in accord with federal and state statutes, rules, and regulations. There must also be grievance procedures in place for students.
- ETA Programs are expected to describe the process by which the agency that the program provides lawful and nondiscriminatory practices. The ETA is also expected to either describe the process or provide the written plan/policy that addresses how students can grieve decisions of the agency.

## **Section 9o – Record Keeping**

- This section is related to process of ensuring the program has sufficient resources to meet the

administrative and operational responsibilities pertaining to student performance records as well as other course management records. All student and program records must be maintained during each program and must be retained for a minimum of five (5) years. The program must also have a process to maintain confidentiality in regard to student academic and medical information and records (as applicable).

- The ETA is also expected to either describe the process or provide the written plan/policy that addresses how the agency maintains all records as it pertains to the operational responsibilities of the program.

## **Section 9p – Course Management**

- This section is related to process of ensuring the program has sufficient resources to meet the administrative and operational responsibilities pertaining to overall course/program management. General course management materials to include at minimum the student attendance requirements, faculty listing for each program taught, course completion requirements, clinical or field internship requirements, code of conduct, disciplinary procedures/policies, and academic records.
- The ETA is expected to either describe the process or provide the written plan/policy that addresses how the agency manages course/program policies and procedures. In addition, the ETA is expected to either describe the process or provide the written plan/policy that addresses the mandatory reporting requirements regarding course completion to both the FSTEMS and the NREMT.

## **Signatures and Attestation**

- By completing and signing the online application, the applicant organization attests that all the information provided in the application is correct. The applicant agency understands that falsification of information could result in denial of ETA licensure. The signature also attests that the applicant agency, both at the time of application signature and during the period of licensure, will continue to maintain the necessary and required resources throughout the ETA licensure period. The applicant organization attests that they understand that the agency, once licensed, will be subject to announced or unannounced auditing and site visit(s) at any time.



# ETA Application

To create an ETA application, go to [www.RespondNH.org](http://www.RespondNH.org) , sign into your existing personal account or create an account if you do not have an existing account. Once signed in at account home page, under “Applications” click on “ETA Application”. Complete all sections and attach documentation where requested. You may save and return to this application as needed. Preparing your submissions in advance utilizing this ETA administrative packet will greatly assist you in the online process. Have each document ready and saved in PDF format for easy submission where requested.

## TIPS:

- Google or Edge Chrome-based web browsers from a desktop computer offer the best user experience in RespondNH.
- After submitting, ensure you receive an email from FSTEMS advising the application has been received. If no email has been received, return to your home page in RespondNH, check under “Applications”, check under “Continue” or “Review” as this means there are more steps to be completed.

If at any time you have questions, contact [EMSEducation@dos.nh.gov](mailto:EMSEducation@dos.nh.gov)

# ETA Application



## New Hampshire Department of Safety Division of Fire Standards and Training & Emergency Medical Services

BUREAU USE ONLY

**Mailing Address:** NHFSTEMS 33 Hazen Drive Concord, NH 03305  
**Physical Address:** 98 Smokey Bear Boulevard Concord, NH 03301  
**Phones:** Toll Free: (800) 371-4503 Local: (603) 223-4200  
**Fax:** (603) 271-4567 **Email:** [emslicensing@dos.nh.gov](mailto:emslicensing@dos.nh.gov)

### New Hampshire Bureau of EMS Educational Training Agency Application

<input type="checkbox"/> Initial License (1 Year)	<input type="checkbox"/> Renewal License (3 Years)
<b>Section 1: General Information</b>	
Legal Name (as listed with the NH Secretary of State):	
License #: (if renewal)	
Physical Address:	Street:
	Town/City:
	State:
	Zip:
Mailing Address:	Street:
	Town/City:
	State:
	Zip:
Phone Number:	Fax Number:
Email Address:	
Business Email:	
Website:	
<b>Section 2: Type of Organization</b>	
<input type="checkbox"/> Government/Municipal	<input type="checkbox"/> Private (For-Profit)
	<input type="checkbox"/> Private (Not-For-Profit)
<b>Section 3: Owner Information</b>	
Name:	
Title:	
Mailing Address:	Street:
	Town/City:
	State:
	Zip:
Phone Number:	
Email Address:	
<b>Section 4: Education Director Information</b>	
Name:	
Title:	
Level of Licensure:	
I/C License Number:	
Mailing Address:	Street:
	Town/City:
	State:
	Zip:
Phone Number:	
Email Address:	
<b>Section 5: Medical Director Information</b>	
Name:	
Specialty:	
Mailing Address:	Street:
	Town/City:
	State:
	Zip:
Phone Number:	
Email Address:	

# ETA Application

<b>Must submit a copy of written and signed agreement between ETA and Medical Director.</b>			
<b>Section 6: Training Programs (Mark all levels of EMS initial programs applying for)</b>			
<input type="checkbox"/> EMR	<input type="checkbox"/> EMT	<input type="checkbox"/> AEMT	<input type="checkbox"/> Paramedic
<b>Section 7: Proof of Insurance</b>			
Name of Insurance Company:			
<b>Must submit a copy of ETA's current General and Professional Liability Insurance binder.</b>			
<b>Section 8: Faculty/Instructional Staff</b>			
<b>Must submit a list to include Faculty/Instructional Staff Name and EMS I/C or Instructor License Number.</b>			
<b>Section 9: Resources/Supporting Documents</b>			
Please submit additional pages as needed.			
<b>Section 9a: Mission Statement</b>			
<b>Must submit evidence of the organization mission statement.</b>			
<b>Section 9b: Education Director Job Description</b>			
<b>Must submit evidence of the education director job description.</b>			
<b>Section 9c: Medical Director Job Description</b>			
<b>Must submit evidence of the medical director job description.</b>			
<b>Section 9d: Faculty/Instructional Staff Job Description</b>			
<b>Must submit evidence of the faculty/instructional staff job description.</b>			
<b>Section 9e: Subject Matter Expert/Guest Lecturer Vetting Process</b>			
<b>Must submit evidence of the subject matter expert/guest lecturer vetting process.</b>			
<b>Section 9f: Program Syllabus</b>			
<b>Must submit evidence of the program syllabus for all disciplines taught.</b>			
<b>Section 9g: Clinical Affiliation Agreements</b>			

# ETA Application

<b>Must submit evidence of all clinical affiliation agreements and associated supporting materials.</b>
<b>Section 9h: Equipment &amp; Supplies</b>
<b>Must submit evidence of all equipment and supplies for each discipline taught.</b>
<b>Section 9i: Learning Environment</b>
<b>Must submit evidence of the promotion of an interactive learning environment for all students.</b>
<b>Section 9j: Student Evaluation</b>
<b>Must submit evidence of the promotion of a student evaluation process.</b>
<b>Section 9k: Student Assessment</b>
<b>Must submit evidence of the student assessment process.</b>
<b>Section 9l: Program Evaluation</b>
<b>Must submit evidence of the promotion of a program evaluation process.</b>
<b>Section 9m: Publications and Disclosures</b>
<b>Must submit evidence of all processes related to publication and disclosures used to communicate to students.</b>
<b>Section 9n: Lawful and Nondiscriminatory Practices</b>
<b>Must submit evidence of the process used to support fair and equitable access to programs.</b>
<b>Section 9o: Recordkeeping</b>
<b>Must submit evidence of the process to maintain program records.</b>

# ETA Application

<b>Section 9p: General Course Management</b>	
<b>Must submit evidence of the processes on course/program management.</b>	
<b>SIGNATURES &amp; ATTESTATION</b>	
By signing the EMS Educational Training Agency Application form, I certify that the information provided in the application is complete, truthful, and correct, under the penalties of unsworn falsification pursuant to RSA 641:3. The educational training agency complies with RSA 153-A and these rules. The educational training agency understands that falsification of information may result in denial of licensure. I also attest that I currently have and will continue to maintain the necessary and required resources throughout the licensure period. I further understand that I am subject to announced or unannounced auditing and site visits at any time. I also attest that I will notify the Division of Fire Standards and Training & Emergency Medical Services with any/all substantive changes related to program and course processes and operations.	
<b>Printed Name of ETA authorized signer:</b>	
<b>Signature of ETA authorized signer:</b>	<b>Date signed:</b>

# ETA Course Outline - Example

## XYZ Educational Training Agency Course Outline - Example

I/C:  COURSE #:  START DATE:  END DATE:  LOCATION:   
 DAY(S) COURSE WILL BE TAUGHT:  START TIME:  END TIME:

If schedule has special considerations or exceptions, please note in separate attachment.

### EMT Course Outline (XXX)

DATE	CONTENT AREA <small>ETA Responsible for all specific competencies outlined in Education Standards under each content area.</small>	DELIVERY METHOD *	COURSE HOURS	Completed at Course End Only	
				INSTRUCTOR(S)**	HOURS TAUGHT
	<b>Preparatory</b> <ul style="list-style-type: none"> <li>▪ EMS Systems</li> <li>▪ Workforce Safety and Wellness</li> <li>▪ Research</li> <li>▪ Documentation</li> <li>▪ EMS System Communication</li> <li>▪ Therapeutic Communication</li> <li>▪ Medical/Legal and Ethics</li> </ul>				
	<b>Anatomy &amp; Physiology</b>				
	<b>Medical Terminology</b>				
	<b>Pathophysiology</b>				
	<b>Life Span Development</b>				
	<b>Public Health</b> <ul style="list-style-type: none"> <li>▪ Public Health Overview</li> </ul>				
	<b>Pharmacology</b> <ul style="list-style-type: none"> <li>▪ Principles of Pharmacology</li> <li>▪ Medication Administration</li> <li>▪ Acute Medications</li> <li>▪ Chronic or Maintenance Medications</li> </ul>				
	<b>Airway Management, Respiration &amp; Ventilation</b> <ul style="list-style-type: none"> <li>▪ Airway Management</li> <li>▪ Respiration</li> <li>▪ Ventilation</li> </ul>				
	<b>Assessment</b> <ul style="list-style-type: none"> <li>▪ Scene Assessment</li> <li>▪ Primary Assessment</li> </ul>				

# ETA Course Outline - Example

## XYZ Educational Training Agency Course Outline - Example

I/C:  COURSE #:  START DATE:  END DATE:  LOCATION:   
 DAY(S) COURSE WILL BE TAUGHT:  START TIME:  END TIME:

*If schedule has special considerations or exceptions, please note in separate attachment.*

DATE	CONTENT AREA ETA Responsible for all specific competencies outlined in Education Standards under each content area.	DELIVERY METHOD *	COURSE HOURS	Completed at Course End Only	
				INSTRUCTOR(S)**	HOURS TAUGHT
	<b>Assessment</b> <ul style="list-style-type: none"> <li>▪ History Taking</li> <li>▪ Secondary Assessment</li> <li>▪ Monitoring Devices</li> <li>▪ Reassessment</li> </ul>				
	<b>Medicine</b> <ul style="list-style-type: none"> <li>▪ Medical Overview</li> <li>▪ Abdominal &amp; Gastrointestinal Disorders</li> <li>▪ Cardiovascular</li> <li>▪ Disorders of the Eyes, Ears, Nose &amp; Throat</li> <li>▪ Endocrine Disorders</li> <li>▪ Genitourinary/Renal</li> <li>▪ Hematology</li> <li>▪ Immunology</li> <li>▪ Infectious Disease</li> <li>▪ Neurology</li> <li>▪ Non-Traumatic Musculoskeletal Disorders</li> <li>▪ Psychiatric or Behavioral Emergencies</li> <li>▪ Respiratory</li> <li>▪ Toxicology</li> </ul>				
	<b>Trauma</b> <ul style="list-style-type: none"> <li>▪ Trauma Overview</li> <li>▪ Abdominal and Genitourinary Trauma</li> <li>▪ Bleeding</li> <li>▪ Chest Trauma</li> <li>▪ Environmental Emergencies</li> <li>▪ Head, Facial, Neck, &amp; Spine Trauma</li> <li>▪ Multi-System Trauma</li> <li>▪ Nervous System</li> </ul>				

# ETA Course Outline - Example

## XYZ Educational Training Agency Course Outline - Example

I/C:  COURSE #:  START DATE:  END DATE:  LOCATION:   
 DAY(S) COURSE WILL BE TAUGHT:  START TIME:  END TIME:

*If schedule has special considerations or exceptions, please note in separate attachment.*

DATE	CONTENT AREA <small>ETA Responsible for all specific competencies outlined in Education Standards under each content area.</small>	DELIVERY METHOD *	COURSE HOURS	Completed at Course End Only	
				INSTRUCTOR(S)**	HOURS TAUGHT
	<b>Trauma</b> <ul style="list-style-type: none"> <li>▪ Orthopedic Trauma</li> <li>▪ Soft Tissue Trauma</li> <li>▪ Special Considerations in Trauma</li> </ul>				
	<b>Special Patient Population</b> <ul style="list-style-type: none"> <li>▪ Gynecology</li> <li>▪ Obstetrics</li> <li>▪ Neonatal Care</li> <li>▪ Pediatrics</li> <li>▪ Patient with Special Challenges</li> </ul>				
	<b>EMS Operations</b> <ul style="list-style-type: none"> <li>▪ Emergency Response Vehicles</li> <li>▪ Incident Management</li> <li>▪ Multiple Casualty Incidents</li> <li>▪ Air Medical</li> <li>▪ Rescue Operations</li> <li>▪ Hazardous Materials</li> <li>▪ Mass Casualty Incidents due to Terrorism and Disaster</li> </ul>				

ESTIMATED HOURS FOR COURSE APPROVAL:



# ETA Course Outline - Example

## XYZ Educational Training Agency Course Outline - Example

I/C:  COURSE #:  START DATE:  END DATE:  LOCATION:   
 DAY(S) COURSE WILL BE TAUGHT:  START TIME:  END TIME:

*If schedule has special considerations or exceptions, please note in separate attachment.*

.....  
 THIS PAGE COMPLETED BY I/C AND SUBMITTED AT COURSE END. THIS PAGE IS NOT REQUIRED FOR INITIAL COURSE AUTHORIZATION.

LICENSED Instructor Coordinator(s)	TOTAL HRS TAUGHT	
LICENSED Instructor(s)	TOTAL HRS TAUGHT	
Subject Matter Expert(s)	TOTAL HRS TAUGHT	
ACTUAL COURSE HRS:		<input type="text"/>

\*Note: Delivery method should include all the ways information for each topic will be presented (i.e. lecture, skills, reading, quizzes)  
 \*\* Instructors do not need to be listed with **initial** course outline submission. I/C, assistant and course hours identified at **end** of course submission.