

Notification of Qualified Instructors

Sponsoring organizations shall only use qualified instructors in the courses they offer, both initial education and continuing education. Sponsoring organizations are required to select qualified instructors based upon requirements and direction found in Kansas Regulation.

Who is qualified to be an Instructor of EMS courses in Kansas? Answered in regulation (K.A.R. 109-17-1):

(a)(7) select qualified instructors as determined by training and knowledge of subject matter as follows:

(A) Each didactic instructor and each instructor for medical skills shall possess certification, registration, or licensure in the subject matter or medical skills being taught;

(B) each instructor for nonmedical skills shall have technical training in and shall possess knowledge and expertise in the skill being taught;

(C) each instructor of clinical training being conducted in a clinical health care facility shall be a licensed physician or a licensed professional nurse; and

(D) each instructor of field internship training being conducted with a prehospital emergency medical service shall be an emergency medical services provider certified at or above the level of training being conducted;

Are there quick ways to know?

For subsection (A), the person should be able to demonstrate certification, registration, or licensure in the topic area. Which could include one of four credentials in the KBEMS Licensure system:

Current Kansas EMS certification, designated by a number from one to 5 digits long.

Current EMS Compact Privilege to Practice, designated by a number beginning with CP (CPnnnnn)

Allied Health working on an ambulance (Physician, Physician Assistant, Advanced Practice RN, RN, and Respiratory Therapist), designated by a number beginning with AH (AHnnnnn)

Medical Directors, indicated by a number beginning with MD (MDnnnnn).

For subsection (C), the person would have to hold a Medical Director (MDnnnnn) or hold an Allied Health credential (AHnnnnn) in the KBEMS Licensure system, with a designation indicating Physician, Advanced Practice RN, or RN.

For subsection (D), the person would need to hold EMS certification at or above the level of the training being conducted. Either current Kansas EMS certification, designated by a number from one to 5 digits long OR an EMS Compact Privilege to Practice, designated by a number beginning with CP (CPnnnnn)

For subsection (B), in addition to the persons above, the otherwise qualified person can be added, there just may be additional steps resulting in the person being assigned a number beginning with SP (SPnnnnn). Anyone with a SP number may be added and designated, but the Sponsoring Organization is responsible to ensure qualifications exist.

This document addresses this last process, enabling the program manager to make notification, and designating the person as a qualified instructor. The person wanting to be the instructor needs to create an account in the portal. Once this is done, the program manager will add the person to their roster and then will open an application to designate the added person as Instructional Staff. Once the application has been processed, the person will show with the SP assigned number. Then, when you use this individual as an instructor, you will attach his or her credentials in the course documents section under the documentation type of Instructor Qualifications. These instructions follow on the next page:

To add Qualified Instructors without an account:

- 1) Have the instructor create an account in the system
- 2) Add them to the personnel roster for your service
- 3) Use the Service Staff Position application to designate them as instructional staff. In the additional information section of the application, request that the user be assigned with Instructional Staff Credentials. Once we have processed the application, the user will then have a certification number beginning in SP (SPnnnnn) with a designation of "Instructional Staff":


 TEST, JOHN (9924123456)	Instructional Staff
 TEST, ALLIED HEALTH (AH99999)	

[+ Add Another](#)

Is there any additional information you would like to provide regarding this staffing change? Example: "I would like to designate John Doe, a member of the instructional staff for ABC Ambulance Service, to be able to enter and modify Long Term Program Provider Courses for my service in the Portal."

Please note in the box below.

Additional Information:

Please assign John Test with Instructional Staff Credentials 

- 4) When you create the course with the new instructor assigned, In the Course Documents section, upload any documentation which validates their qualifications to instruct the course in question. This may include a CV, certifications held, etc. Set the Document Type to "Instructor Qualifications".

[Course Details](#) [Credit Hours](#) [Attendees](#) [Documents](#) [Tests](#)

Create Document

* **Name**

Description

* **Document Type**

* **File Upload** Instructor Qualifications.docx

Accepted File Types:

.BMP,.css,.doc,.docx,.htm,.jpeg,.jpg,.mht,.mp4,.msg,.odt,.pdf,.png,.ppt,.pptx,.rtf,.rtx,.tif,.txt,.xls,.xlsx,.xsl,.zip,.xml

- application

File cannot be larger than 23 MB