

**EMT Instructor /Coordinator Program  
General Information  
Fall 2010**

**LOCATION**

**National Medical Education & Training Center, Inc.  
22 Pleasant St. Unit 3  
West Bridgewater, Ma 02379  
Phone (508) 399-1101**

**Brad Newbury AAS/NREMT-P  
Director**

The website address is: <http://www.NMETC.com> Directions are under the “Contact Us” tab.

Note: the class is not sponsored by NMETC, they are supplying the facilities with our thanks.

**DATES:** April 9 & 10; 16 & 17; and Evaluations on April 23, 2010  
**TIME:** 8am-5pm each day.

**OUTLINE**

The instructor coordinator program is presented over 5 days to provide the new or experienced instructor the tools to provide a good education to the EMT student. The course consists of 4 instructional days taught by Mark Forgues, M.Ed., EMT-P, with the possible addition of Joseph Barbeau, Ed. D., EMT-B if class size permits. Each student will need to complete the American Heart Association Instructor Core Curriculum prior to completion of the program. If this has been completed previously, please submit the completion form.

**SUCCESSFUL COMPLETION**

The fifth day is an evaluation day where the student must successfully complete three tasks.

1. Present a short (10 min.) lesson on an EMS topic to the class instructors and fellow candidates.
2. A complete lesson plan for the student’s presentation must be turned in to the instructors.
3. The candidate must successfully complete a written exam.

The scheduling for this last day may be split am/pm depending on the number of students. However, we recommend that you allow time for the full day.

## CERTIFICATION

This course is one of several prerequisites to obtaining certification from the State of Massachusetts OEMS for Instructor/Coordinator certification. The course is currently approved for *24 continuing education hours at all levels from the Office of Emergency Medical Services.*

***This course does not, by it self, certify the candidate as an instructor coordinator. Attendance is required at all classes for credit and successful completion***

## TUITION

The cost for the program is \$500. This includes textbooks, handouts and other materials. We ask for a \$250 payment with the application; the second payment is due on the third day of the course (10/19, 2010). Deposits are non-refundable as class operation depends on student numbers. Deposits may be able to be applied to future courses or transferred to another student.

**No checks will be cashed** until the program reaches its minimum attendance of 12 students and is confirmed.

If you are unable to complete the program due to unavoidable circumstances we will attempt to reschedule any incomplete students for a future class.

## NOTE:

If we do not have 12 students for the program, it is highly unlikely that it will run as the fixed costs become prohibitive.

If you have additional questions, please feel free to contact me.

Sincerely,



Mark Forgues

# MEDICAL RESOURCES GROUP, LLC

Phone (978) 952-6008  
Fax (978) 952-6009

1249 Hill Rd.  
Littleton, MA 01460-2010

## EMT-Instructor / Coordinator Course Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Bus. Ph. \_\_\_\_\_ Page \_\_\_\_\_

E-mail \_\_\_\_\_

EMS organization affiliation (if any) \_\_\_\_\_

Level of EMS certification & EMT number \_\_\_\_\_

Additional certifications \_\_\_\_\_

Educational affiliation (if any) \_\_\_\_\_

***Why do you want to be an EMT-I/C? (50 words or less). Please use the back of the form.***

Please include two letters of recommendation: one from a supervisor and one from a medical professional (not a co-worker or relative). Also, please include a check for \$250 in partial payment of tuition. Total tuition is \$500.

Forward to:

Mark Forgues, M.Ed, EMT-P  
Medical Resources Group, LLC  
1249 Hill Rd.  
Littleton, MA 01460

## EMT Instructor /Coordinator Program

Letter of recommendation for \_\_\_\_\_

Date \_\_\_\_\_

***Recommendation completed by: (please print)***

Name \_\_\_\_\_

Position and/or title \_\_\_\_\_

To the best of your knowledge, how do you feel this candidate will succeed as an EMT Instructor? Please keep in mind that the students being taught will look to him/her as an example of what a good EMT should be.

The candidate should be personable, able to graciously correct errors, have an excellent working knowledge of EMS and EMS systems, and be comfortable in a leadership role.

Thank you for your time. Please use the back of the form if necessary.