



## CHANGE/ADDITION IN LEAD INSTRUCTOR

**CoAEMSP Program Number:**

**Sponsoring Institution/  
Consortium Name:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

### FORMER LEAD INSTRUCTOR (if replacing)

**Name:** \_\_\_\_\_ **Credentials:** \_\_\_\_\_  
**Reason for Change:** \_\_\_\_\_

### NEW LEAD INSTRUCTOR (Office Contact Only)

**Effective Date:** \_\_\_\_\_ **Replacement** \_\_\_\_\_ **Additional Position** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Credentials:** \_\_\_\_\_

**Address:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**National Registry Number :** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**State License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Please Note:** When the Program Director delegates specified responsibilities to a lead instructor, that individual must possess: 1) a minimum of an associate degree; 2) professional healthcare credential(s); 3) experience in emergency medicine / prehospital care; 4) knowledge of instructional methods, and; 5) teaching experience to deliver content, skills instruction, and remediation. **[Standard IIB6b] [see also Accreditation Policies XV]**

*Guidelines/Suggestions to the actual Standard. Lead Instructors should have a bachelor's degree. The Lead Instructor role may also include providing leadership for course coordination and supervision of adjunct faculty/instructors.*

*The program director may serve as the lead instructor. (Keep in mind, while the program director may serve as the lead instructor, all Standards requirements for the program director position must be met.)*

### REQUIRED DOCUMENTATION (Submit Items 1-4 Together)

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|--|--|
| 1. Completed Lead Instructor Change Form   | 4. CV with formal education/degrees & related exp. |
| 2. Signed/dated CoAEMSP Letter of Acceptance/Appointment Form  |  |
| 3. Copy of the NREMT or State License as well as any other Professional Healthcare License (i.e., RN, RRT) |  |
| 5. Official Transcript* <b>[Transcript sent via E-Transcript from college or sealed envelope by mail]</b>  |  |

\*Transcript must document the award of a minimum of an earned associate degree from an accredited academic institution must be sent **directly from the awarding college to CoAEMSP in either a sealed envelope or via e-transcript.** If the new hire holds a baccalaureate, Master's or, doctorate, a transcript for the highest degree is all that is required. Unofficial or scanned copies are not acceptable. Failure to do so may result in recommendation for Administrative Probation or Probationary Accreditation.

### SUBMISSION OF ALL REQUIRED DOCUMENTATION

|  |   |                         |  |
|--|---|-------------------------|--|
| <b>Email items 1-4 above:</b>          | <b>Lynn Caruthers</b>   | <b>If sent by Mail:</b> | <b>CoAEMSP</b>                           |
| <b>(+ Item 5 if sent e-transcript)</b> | <b><a href="mailto:lynn@coaemsp.org">lynn@coaemsp.org</a></b> | <b>Item 5 (only)</b>    | <b>8301 Lakeview Pkwy, Suite 111-312</b> |
|  |   |                         | <b>Rowlett, TX 75088</b>                 |

