



CHANGE IN LEAD INSTRUCTOR

CoAEMSP Program Number:

**Sponsoring Institution/
Consortium Name:**

City: **State:** **Zip:**

LEAD INSTRUCTOR STATUS

Effective Date of Change

Remove (Complete Former Lead Instructor section only)

Replace (Complete BOTH sections and submit all items in the Required Documentation section)

Add Additional Only (Complete New Lead Instructor section plus all items in the Required Documentation section)

FORMER LEAD INSTRUCTOR

Name: **Credentials:**

Reason for Change:

NEW LEAD INSTRUCTOR (Office Contact Only)

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 IIIB6b] [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)

1. Completed Lead Instructor Change Form
2. Signed/dated Letter of Appointment/Acceptance form (CoAEMSP template)
3. CV with formal education/degrees & related exp.
4. Copy of the National Registry or State License

5. Official Transcript* **[Transcript sent via E-Transcript from college or sealed envelope by mail]**

*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.

Email items 1-4 above: **Lynn Caruthers**
(+ Item 5 if sent e-transcript) lynn@coaemsp.org

If sent by Mail: **CoAEMSP**
Item 5 (only) **8301 Lakeview Pkwy, Suite 111-312**
Rowlett, TX 75088

