



Education Rules Critical Deadlines*

EMS EDUCATION COURSE AND EXAM DOCUMENTATION	
Request course approval (within IGEMS) thirty (30) days prior to beginning a new course. (16.01.05.108.01.a)	
Enter course roster (within IGEMS) ten (10) days after the course beginning date. (16.01.05.108.01.b)	
EMR and EMT Programs – declare date and location of the formal summative evaluation with the ten (10) days of the course beginning date. (16.01.05.108.01.c)	
AEMT and Paramedic Programs – Propose dates and locations of the didactic and psychomotor certification examinations within ten (10) days of the course beginning date. (16.01.05.108.01.d)	
Enter the course completion record (within IGEMS) within ten (10) days after the student’s course completion date. (16.01.05.108.01.e)	
An organization that wishes to host a Department-administered examination must notify the Department sixty (60) days in advance of the proposed exam date. (16.01.05.502)	
EMS INSTRUCTOR CERTIFICATION/RENEWAL	
Have successfully passed an Idaho criminal history background check. (16.01.05.400.02.a)	
Have completed a Department-sponsored EMS Education Program Orientation Course within the preceding 24 months. (16.01.05.400.02.b)	
Have completed a course that meets the requirements of an Adult Methodology Course as defined in Section 404 of these rules. (16.01.05.400.02.c)	
Hold a current EMS license or EMS certificate at or above the instructor level requested. (16.01.05.400.02.d)	
Have held an EMS license or EMS certificate at or above the level of instruction requested for a minimum of 3 years. (16.01.05.400.02.e)	
EMS Instructor certificates are good for up to 3 years. (16.01.05.400.03)	
Apply for instructor certificate renewal in IGEMS up to 6 months prior to the current expiration date. (16.01.05.401.01)	
Document 24 hours of teaching time during the current certification period. (16.01.05.401.02)	
Complete 8 hours of continuing education specific to adult methodology during the current certification period. (16.01.05.401.03)	
Complete a Department-sponsored program orientation course with their certification cycle—which can be course as instructor continuing education. (16.01.05.401.04)	
Possess a current Idaho EMS personnel license, Certificate of Eligibility, or national certification. (16.01.05.401.05)	
Follow the requirements for lapsed EMS Instructor Certificates if renewal not submitted in a timely manner. (16.01.05.402)	

* This document is intended as a quick reference tool only. Please refer to Education Rules 16.01.05 for more detailed information and guidance.