

## Fire Service Instructor Checklist

### Initial Application

**Name** \_\_\_\_\_

Requirement	OK	Notes
Form V18 - including the Applicant Information Page		
Narrative statements to explain "Yes" answers to Part 2 on the Applicant Information Page		
Form V10 Verifies 4 years experience in Fire Service		
Form 7		
Background Check/Fingerprints		
High school diploma, GED or equivalent (Or transcript for higher level)		
Firefighter Level 1 & 2 certification		
Hazardous Materials Operations Level (or higher) certification		
Score of 85% on the current Firefighter 1, Firefighter 2 and HazMat Awareness/Operations Tests		
Certified in CPR		
First Aid or Advanced EMS Certification		
WVDE approved instructor course		
Minimum score of 80% on presentation at a WVDE approved instructor course.		
* Field-based teaching experience in fire service instructor training (at least 8 hours classroom and 8 hours practical instruction)		
\$35 application fee to WVDE (payable online)		

\* Instructor candidates must contact their Regional PST Coordinator to schedule field-based teaching within one year of completion of the successful presentation at a WVDE approved instructor course. Instructor candidates must apply for their Adult Teaching Permit within 6 months of completion of the field-based teaching.

## EMS Instructor Checklist

### Initial Application

**Name** \_\_\_\_\_

Requirement	OK	Notes
Form V18 - including the Applicant Information Page		
Narrative statements to explain "Yes" answers to Part 2 on the Applicant Information Page		
Form V10 Verifies 4 years experience in EMT or Paramedic field		
Form 7		
Background Check/Fingerprints (submitted electronically by an approved agency)		
High school diploma, GED or equivalent (Or transcript for higher level)		
Current WV or National Registry EMT or Paramedic Certification		
Score of 85% on screening test approved by WVDE		
Certified as CPR Instructor		
WVDE approved instructor course		
Minimum score of 80% on presentation at a WVDE approved instructor course.		
* Field-based teaching experience for EMT instructors (at least 8 hours classroom and 8 hours practical instruction)		
\$35 application fee to WVDE (payable online only – no checks or money orders)		

\* Instructor candidates must contact their Regional PST Coordinator to schedule field-based teaching within one year of completion of the successful presentation at a WVDE approved instructor course. Instructor candidates must apply for their Adult Teaching Permit within 6 months of completion of the field-based teaching.

# Fire Service Instructor Checklist

## Renewal Application

Name \_\_\_\_\_

Requirement	OK	Notes
Form V18 - including the Applicant Information Page		
Narrative statements to explain "Yes" answers to Part 2 on the Applicant Information Page		
Minimum of 30 hours of teaching activity in an approved fire service or related course		
Attended at least three approved seminars (in-services)		
\$35 application fee to WVDE (payable online only – no checks or money orders)		

# EMS Instructor Checklist

## Renewal Application

Name \_\_\_\_\_

Requirement	OK	Notes
Form V18 - including the Applicant Information Page		
Narrative statements to explain "Yes" answers to Part 2 on the Applicant Information Page		
Current WV or National Registry EMT or Paramedic Certification		
Certified as CPR Instructor		
Minimum of 30 hours of teaching in an approved EMS or related courses		
Attended at least three approved seminars (in-services)		
\$35 application fee to WVDE (payable online)		