

Procedures to become a Public Service Training Instructor

The procedures to be a Public Service Training Instructor are defined by Policy 5202 (Legislative Rule 126CSR136) and other policies of the West Virginia Department of Education (WVDE). Listed below are bulleted summaries of the requirements.

The following are the guidelines for becoming an **EMS** instructor:

- Hold a high school diploma or equivalent.
- Hold a current West Virginia or National Registry EMT or Paramedic certification.
- Completion of four years work experience in the EMT or Paramedic field.
- Score of 85% or higher on a WVDE approved examination.
- Hold current CPR instructor certification.
- Successfully complete a WVDE approved instructor course.
- Minimum score of 80% on presentation at a WVDE approved instructor course.
- Successful completion of the field-based teaching experience in EMS instructor training (at least 8 hours classroom instruction and 8 hours practical instruction). 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. If all requirements are not completed within 3 years after the completion of the instructor course the candidate must score 85 or higher on the current screening test(s) and prepare and present a lesson plan on an assigned topic at a WVDE approved instructor course.
- Complete WVDE Forms 7, V18, and V10.
- Complete WVDE background check. A fee will be charged for this service.

The following are the guidelines for becoming a **Fire Service** instructor:

- Hold a high school diploma or equivalent.
- Hold Firefighter 1 & Firefighter 2 certification.
- Hold Hazardous Materials Operations Level (or higher) certification.
- Hold current CPR certification.
- Hold a current certification in First Aid or Advanced EMS Certification.
- Score of 85% or higher on the current Firefighter 1, Firefighter 2, and HazMat Operations tests.
- Completion of four years of work experience in the Fire Service field.
- Successful completion of a WVDE approved instructor course.
- Minimum score of 80% on presentation at a WVDE approved instructor course.
- Successful completion of the field-based teaching experience in fire service instructor training (at least 8 hours classroom instruction and 8 hours practical instruction). 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. If all requirements are not completed within 3 years after the completion of the instructor course the candidate must score 85 or higher on the current screening test(s) and prepare and present a lesson plan on an assigned topic at a WVDE approved instructor course.
- Complete WVDE Forms 7, V18, and V10.
- Complete WVDE background check. A fee will be charged for this service.

Persons who have previously completed a WVDE approved instructor course do not have to repeat the course, but they must score 85 or higher on the current screening test(s) and prepare and present a lesson plan and all required documents on an assigned topic at a WVDE approved instructor course. These persons must also complete all other requirements to obtain an Adult Teaching Permit.

Submit all applications, forms, and documentation to your regional WVPST office. A \$35 application fee is payable to WVDE for initial or renewal applications. This fee must be paid online by credit card.

Please contact your regional WVPST office for additional information. Contact information is available at www.wvpst.org.

FORMS

The following West Virginia Department of Education (WVDE) forms must be completed for **initial** applications for **EMS** and/or **Fire Service** instructors:

- V18 - including the Applicant Information Page
- V10
- 7

The following West Virginia Department of Education (WVDE) form must be completed for **renewal** applications for **EMS** and/or **Fire Service** instructors:

- V18 - including the Applicant Information Page

All forms can be downloaded from the WVDE website's Educator Certification page - <http://wvde.state.wv.us/certification/> (This link can be found on the WVPST website www.wvpst.org). Hard copies can be obtained from your regional WVPST office.

Form V18, "Adult Permit for EMS and Fire Service Training", is used to apply for an original Adult Teaching Permit, or apply for renewal of an Adult Teaching Permit for EMS or Fire Service Training. The V18 form is two pages and includes the "Applicant Information Page".

Form V10, "Verification of Work Experience", is used to verify any work experience required for certification. A separate form must be completed by each company verifying employment. This form must be notarized.

Form 7, "Applicant Consent/Release of Background Results", must accompany initial applications. This form must be notarized.

NOTE: Paper fingerprint cards can no longer be submitted to WVDE. For details on background check procedures refer to the document [*First time applicants must also complete these directions*](#) which can be found on the WVDE website's Educator Certification page (<http://wvde.state.wv.us/certification/>).

DOCUMENTATION

For EMS Instructors *Initial* Application a copy of the following documents must be submitted to the WVDE with the application forms and/or be on file at WVPST:

- High School Diploma or equivalent (Or an original transcript from a college or other institute of higher learning that requires a High School Diploma for admission)
- Narrative statements to explain any and all of the “Yes” answers to Part 2 – Disclosure of Background Information, on the Applicant Information Page
- Valid WV EMT, WV Paramedic, National Registry EMT or National Registry Paramedic Certification.
- Valid CPR *Instructor* certification
- Proof of 85% or higher score on a WVDE approved written examination
- Verification of work experience using Form V10
- Proof of completion of a WVDE approved instructor course. This is usually completed through a course offered periodically by the WVPST offices throughout the state. Persons who have previously completed an approved instructor course do not have to repeat the course, but they must score 85 or higher on the current screening test(s) and prepare and present a lesson plan on an assigned topic at a WVDE approved instructor course.
- Proof of Minimum score of 80% on presentation at a WVDE approved instructor course.
- Proof of completion of field-based teaching experience for EMS Instructors (at least 8 hours classroom instruction and 8 hours practical instruction). This is sometimes called “student teaching”. The student teaching must be conducted under the direction of a WVPST Supervisory Instructor. 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. If all requirements are not completed within 3 years after the completion of the instructor course the candidate must score 85 or higher on the current screening test(s) and prepare and present a lesson plan on an assigned topic at a WVDE approved instructor course.

For EMS Instructors *Renewal* Application, a copy of the following documents must be on file at WVPST:

- Documentation of a minimum of 30 hours of teaching in an approved EMS or related Courses subsequent to the issuance of the license being renewed
- Documentation that the applicant attended at least three approved seminars (in-services) subsequent to the issuance of the license being renewed
- Copy of current WV EMT, WV Paramedic, National Registry EMT or National Registry Paramedic Certification
- Copy of current CPR Instructor Certification

Verification of the above documentation must be included on form V18

DOCUMENTATION

For Fire Service Instructors *Initial* Application, a copy of the following documents must be submitted to the WVDE with the application forms and/or be on file at WVPST:

- High School Diploma or equivalent (Or an original transcript from a college or other institute of higher learning that requires a High School Diploma for admission)
- Narrative statements to explain any and all of the “Yes” answers to Part 2 – Disclosure of Background Information, on the Applicant Information Page
- Verification of work experience using Form V10
- Proof of 85% or higher score on the current Firefighter 1, Firefighter 2, and HazMat Operations tests.
- Proof of Hazardous Materials certification at Operations Level or higher.
- Proof of current CPR certification
- Proof of First Aid or Advanced EMS certification
- Proof of completion of a WVDE approved instructor course. This is usually completed through a course offered periodically by the WVPST offices throughout the state. Persons who have previously completed an approved instructor course do not have to repeat the course, but they must score 85 or higher on the current screening tests and prepare and present a lesson plan on an assigned topic at a WVDE approved instructor class. These persons must also complete all other requirements to obtain an Adult Teaching Permit.
- Proof of Minimum score of 80% on presentation at a WVDE approved instructor course.
- Proof of completion of field-based teaching experience for Fire Service Instructors (at least 8 hours classroom instruction and 8 hours practical instruction). This is sometimes called “student teaching”. The student teaching must be conducted under the direction of a WVPST Supervisory Instructor. 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. If all requirements are not completed within 3 years after the completion of the instructor course the candidate must score 85 or higher on the current screening test(s) and prepare and present a lesson plan on an assigned topic at a WVDE approved instructor course.

For Fire Service Instructors *Renewal* Application, a copy of the following documents must be on file at WVPST:

- Documentation of a minimum of 30 hours of teaching activity in an approved fire service or related course subsequent to the issuance of the license being renewed
- Documentation that the applicant attended at least three approved seminars (in-services) subsequent to the issuance of the license being renewed

Verification of the above documentation must be included on form V18.

FEES

The WVDE charges a \$35 processing fee for applications. This fee is charged for initial applications and renewal applications.

The fee is payable to WVDE online with a credit card.

Fees will be charged by the agency conducting the background check.

IMPORTANT NOTES

Successfully completing all of the requirements and/or obtaining an Adult Teaching Permit for EMS and/or Fire Service Training does not guarantee employment as a Public Service Training Instructor. WVPST instructors are employed annually on a part-time basis. WVPST reserves the right to withdraw or not to renew employment contracts.

Submit all applications, forms, and documentation to the WVPST office. WVPST will mail the application to WVDE. Before mailing, WVPST will verify that the proper documentation is on file and/or submitted with the forms to WVDE.

Persons who have previously completed an approved instructor course do not have to repeat the course, but they must score 85 or higher on the current screening test(s) and prepare and present a lesson plan and all required documents on an assigned topic at a WVDE approved instructor class. These persons must also complete all other requirements to obtain an Adult Teaching Permit.

Instructors can be certified as both an EMS and a Fire Service Instructor, or either one alone. Instructor candidates must choose which area they will pursue at the WVDE approved instructor course – EMS *or* Fire Service. After receiving initial certification in one area, the instructor can receive the second certification by successfully presenting another lesson plan at a WVDE approved instructor course, completing field-based teaching, and meeting all requirements for the other area.

WVPST may or may not have documentation of some information required for the application process. It is the applicant's responsibility to provide this documentation.

For more information, contact the WVPST Regional Coordinator in your area. Contact information is available on the WVPST website: www.wvpst.org.