

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.