
CE PROGRAM

INSTRUCTOR APPROVAL PROCESS POLICY

Purpose:

This policy is to outline the process to be followed for the approval of prospective Instructor/Coordinator (IC) and Subject Matter Expert (SME) Instructors wishing to teach with the Muskegon County Medical Control Authority CE Program.

Definition:

A Subject Matter Expert (SME): is considered by the CE Sponsor Program to be someone with specific knowledge and/or skills relevant to the topic being taught and obtained through work-related experience and/or training/education on that topic.

Potential SME Instructors will not be approved by the CE Sponsor Program unless they have a minimum of 3 years of consecutive experience in the relevant topic field.

Instructor: is an Instructor/Coordinator or a Subject Matter Expert who has been approved to conduct CE courses for the Muskegon County Medical Control Authority CE Program.

Procedure:**A. Instructor/Coordinators**

1. Instructor/Coordinators wishing to be affiliated with the Muskegon County Medical Control Authority CE Program shall provide the Program Director with a copy of their current license information.
2. Instructor/Coordinators will need to pass a Protocol Test at 80% or better to their current State of Michigan EMS License level. Instructor/Coordinators will be required to take a Protocol test at least once every two years to remain an instructor with the CE Sponsor Program.
3. Approval of prospective IC Instructors is at the discretion of the Program Director or the Program Advisory Board.
4. Before being approved to teach a course, the IC will sign an Instructor Contract detailing the responsibilities of the Instructor while teaching under the CE Sponsor Program.
5. Before being approved to teach a course, the IC will establish an account with the TexCom Communication Management System. This system is used as the CE Program's primary mode of communication between the Sponsor and the Instructors.

To register, go to <http://www.texcom.com>

New TexCom Users

Select User Signup. You will need to set up your profile and then enter your organization access code, listed below.

Existing TexCom User

Log in to TexCom and go to My Profile > Membership > Add New Organization and use the access code provided below. This will add Muskegon County EMS Training Committee to the left column of your TexCom allowing you to use one login for all TexCom organizations.

Access Code: 478928

6. Once approved, the Instructor will be added to the list of approved IC's listed on the CE Program website at www.wmrmcc.org/MCA/Muskegon/EDUCATION/CE-SPONSORSHIP.

B. Subject Matter Experts

1. An SME candidate wishing to be privileged under the CE Program shall provide all the following:
 - a. A letter of support from an administrator of a member agency.
 - b. A current Curriculum Vitae (CV).
 - c. Current license information.
2. All SME candidates will need to pass a Protocol Test at 80% or better to their current State of Michigan EMS License level. SME candidates will be required to take a Protocol test at least once every two years to remain an instructor with the CE Sponsor Program.
3. Once the above has been provided/completed, the candidate's instructing ability must be successfully evaluated by a member of the CE Program Advisory Board, or an I/C appointed by the Program Director.
4. Approval of prospective SME Instructors is at the discretion of the Program Director or Advisory Board.
5. Before being approved to teach a course, the SME will sign an Instructor Contract detailing the responsibilities of the Instructor while teaching under the CE Program.
6. Before being approved to teach a course, the SME will establish an account with the TexCom Communication Management System. This system is used as the CE Program's primary mode of communication between the Sponsor and the Instructors.

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7. Once approved, the SME will be added to the list of approved SME's listed on the CE Program website at
www.wmrmcc.org/MCA/Muskegon/EDUCATION/CE-SPONSORSHIP.

The CE Program Sponsor Representative reserves the right to modify and/or waive these requirements at their discretion.