



## **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 West Michigan Regional Medical Consortium 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.

### **Procedure:**

#### **A. Instructor/Coordinators**

1. Instructor/Coordinators wishing to be affiliated with the West Michigan Regional Medical Consortium CE Program shall provide the Program Director with a copy of their current license information.
2. Approval of prospective IC Instructors is at the discretion of the Program Director or the Program Advisory Board.
3. 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 Program.
4. 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.

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5. 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](http://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 of 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. Once the above has been provided, the candidate's instructing ability must be successfully evaluated by a member of the CE Program Advisory Board.
  3. Approval of prospective SME Instructors is at the discretion of the Program Director or Advisory Board.
  4. 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.
  5. 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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The CE Program Sponsor Representative reserves the right to modify and/or waive these requirements at their discretion.

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