



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 training committee with a copy of their current license information.
2. A vote of the CE Program Training Committee will determine the approval.
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 member will be added to the list of approved IC's listed on the CE Program website at www.wrmcc.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 IC or administrator of their respective department/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 Training Committee.
 3. Upon completion of the above requirements, a vote of the CE Program Training Committee will determine the approval.
 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 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.

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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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