

Chad Lawton

From: Dolehanty, Glenda (DHHS-Contractor) <DolehantyG@michigan.gov>
Sent: Monday, April 03, 2017 9:48 AM
To: MDHHS-CE
Cc: Chad Lawton
Subject: CE approval attached
Attachments: Lawton IC 3 15 17.pdf

Michigan Dept. of Health & Human Services Division of EMS, Trauma and Preparedness EMS Section 201 Townsend Lansing, Michigan 48913 Email: MDHHS-CE@michigan.gov	MDHHS USE ONLY Received by Regional Coordinator: Date <u>3/15/17</u> Returned for Correction(s): _____ Corrections Received: _____ Date of Final Review: <u>3/31/17</u> Regional Coordinator Signature: <u>J. Dolehandy gd</u> CE Topic(s) Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Region: <u>3</u>
Email is the preferred method of application	

NOTIFICATION OF INTENT TO CONDUCT A CONTINUING EDUCATION TOPIC EMS CE PROGRAM SPONSOR

For use by an **EMS CE Program Sponsor** that is applying for CE **not** as part of an initial education program

This form with a legal signature must be received by the Department at least 30 days prior to the start of the first class.

Failure to complete and submit this form as prescribed may result in an automatic disapproval.

Your application and additional documentation will be reviewed and either returned for deficiencies or approved and a copy returned for your records. A copy will also be maintained on file with MDHHS.

EMS CE Program Sponsor must provide proof of attendance to each individual and maintain in records, a roster of those individuals who attended each CE session. The CE proof of attendance must have approved category name on the front.

For further information, refer to the Standardized EMS CE Credit Guide "Approval Guidelines for Continuing Education Programs"

EMS CE Program Sponsor		Approval #	
West Michigan Regional Medical Consortium		CE-16-6234	
Sponsor Representative	Phone #	E-mail:	
Chad Lawton	231-728-1621	clawton@wmrmc.org	
Street Address			
1675 Leahy St.			
City	State	Zip	County
Muskegon	MI	49442	Muskegon

EMS CE Instructor Coordinator:

Name	Phone #	E-mail:	
Mark Cleveland	517-366-9963	Cleveland.marka@gmail.com	
Street Address	IC Licensure Level	I/C#	
6125 Hubbard Rd	Paramedic	2189	
City	State	Zip	County
Muskegon	MI	49442	Muskegon

I affirm that all the information submitted in this notification is true and that all presentations will comply with MDHHS requirements and will occur as outlined in this document. I understand that any misrepresentation of the information provided as part of this notification may result in non-approval or revocation of existing approval, or further action by MDHHS.

Signature of EMS CE Instructor Coordinator

Date 3/16/17

Signature of EMS CE Sponsor Representative

Date 3/16/17

ing with this application, you must attach the following for each class:

- Lesson plan including program content and learning objectives
- Sample certificate of attendance (if different from original application)
- Name and qualifications of presenter (if different from original application)
- Evaluation tools to be used (if different from original application)

Practical means: supervised or critiqued hands-on practice or simulation achieving identified psychomotor objectives.

Category Code	EMS Provider Categories	Category Code	EMS Provider Categories	Category Code	Instructor/Coordinator Categories
1	Preparatory	5	Trauma	10	Instructional Techniques
2	Airway Management and Ventilation	6	Special Considerations	11	Educational Administration
3	Patient Assessment	7	Operations	12	Measurement & Evaluation
4	Medical				

CONTINUING EDUCATION PROGRAM SCHEDULE

Cat. Code	Specific Topic Title*	Course Format		Number of Credits				
		Practical (Hands-on or Skill)	Lecture	Number Hours	MFR	EMT	EMT-S	P IC
10	Lesson Plan Development	Lecture						8
		Practical (Hands-on or Skill)						
11	Training Evolution Supervision	Lecture						2
		Practical (Hands-on or Skill)						
12	Test Item Construction	Lecture						8
		Practical (Hands-on or Skill)						
11	Supervisory and Administrative Duties	Lecture						8
		Practical (Hands-on or Skill)						
12	Instructor and Course Evaluations	Lecture						2
		Practical (Hands-on or Skill)						
		Lecture						
		Practical (Hands-on or Skill)						
		Lecture						
		Practical (Hands-on or Skill)						
		Lecture						
		Practical (Hands-on or Skill)						
		Lecture						
		Practical (Hands-on or Skill)						



Lesson Plan: Lesson Plan Development

Topic: Lesson Plan Development

Presenter: West Michigan Regional Medical Consortium CE Sponsor Program

Location: West Michigan Regional Medical Consortium CE Sponsor Locations

Credit Category: Instructional Techniques

License Level: IC

Credits: 8

Format: 8 hour lecture

Objectives: The participant of the CE session will:

Cognitive

1. Discuss the effect that the laws of learning have on developing a lesson plan.
2. Discuss the steps used to develop a lesson plan.
3. Describe reasons to modify a lesson plan.
4. Identify instructional techniques an Instructor II should use when teaching from a newly developed lesson plan.
5. Discuss and describe lesson plan evaluation and revision.

Psychomotor

None

Affective

None

Outline for Lecture Presentation:

1. Introductions
2. Laws of learning applicable to lesson plan development.
3. Lesson plan creation.
4. Eliminating bias in instructional materials.
5. Learning objective development
6. Cognitive levels of learning
7. Psychomotor levels of learning
8. Affective levels of learning
9. Lesson outline development
10. Instructional method selection
11. Lesson activity development
12. Ancillary materials/components
13. Lesson plan modification
14. Lesson plan first use
15. Lesson plan evaluation



Lesson Plan: Lesson Plan Development

- 16. Lesson plan revision
- 17. Develop 2 learning objectives
- 18. Summary and questions

Student Evaluation Method: No formal evaluation of participants will occur.

Evaluation of Presentation: Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

Rationale for Presentation: The rationale for this presentation is to ensure that Instructors know that they are responsible for creating lesson plans that other instructors will follow. They should also write these lesson plans with emphasis on reinforcing the laws of learning. Lesson plans should address all applicable components and that sufficient practice time is included. Instructors should evaluate and revise lesson plans based on measurement of the audience.



Lesson Plan: Training Evolution Supervision

Topic: Training Evolution Supervision

Presenter: West Michigan Regional Medical Consortium CE Sponsor Program

Location: West Michigan Regional Medical Consortium CE Sponsor Locations

Credit Category: Educational Administration

License Level: IC

Credits: 2

Format: 2 hour lecture

Objectives: The participant of the CE session will:

Cognitive

1. Describe the safety challenges an instructor faces during a training evolution Utilize protocols to develop education programs
2. Summarize the use of the ICS model to supervise training
3. Discuss environmental regulations that affect training evolutions
4. Discuss the roles and responsibilities of the instructor during an accident investigation

Psychomotor

None

Affective

None

Outline for Lecture Presentation:

1. Introductions
2. The Safety challenge
3. Organizational and administrative support
4. Unsafe behaviors
5. Hazard or risk analysis
6. Incident command system
7. Training plan or IAP
8. Training Evolution evaluation
9. Environmental issues at training evolutions
 - a. Water
 - b. Atmosphere
 - c. Soil
10. Accident Investigation



Lesson Plan: Training Evolution Supervision

Student Evaluation Method: No formal evaluation of participants will occur.

Evaluation of Presentation: Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

Rationale for Presentation: The rationale for this presentation is to give Instructors a better understanding of supervising large-scale, skills-based training and operational training evolutions. They need to understand the safety challenges involved with supervising large number of students or participants during training and exercises. They must understand the uses of ICS as a tool for organizing training evolutions. They also must take into account how training might affect the environment when performing different training evolutions.



Lesson Plan: Test Item Construction

Topic: Test Item Construction

Presenter: West Michigan Regional Medical Consortium CE Sponsor Program

Location: West Michigan Regional Medical Consortium CE Sponsor Locations

Credit Category: Measurement and Evaluation

License Level: IC

Credits: 8

Format: 8 hour lecture

Objectives: The participant of the CE session will:

Cognitive

1. Describe common considerations for test instruments.
2. Discuss the three types of tests used in fire and emergency service training.
3. Explain the steps for test planning.
4. Describe the process to select a test scoring method.
5. Identify and write appropriate test items

Psychomotor

None

Affective

None

Outline for Lecture Presentation:

1. Introductions
2. Test Instruments
 - a. Test Instruments
 - b. Common Considerations for all tests
 - c. Test formatting
 - d. Test item arrangement
 - e. Test item level of cognition
 - f. Test difficulty
 - g. Test discrimination
 - h. Test Instructions
 - i. Time Requirements
 - j. Testing Bias



Lesson Plan: Test Item Construction

3. Written tests
 - a. Multiple Choice
 - b. True and False
 - c. Matching
 - d. Short answer
 - e. Essay
 - f. Interpretive exercises
 - g. Oral tests
 - h. Performance or skills tests
4. Test Planning
 - a. Determine Test Purpose and classification
 - b. Identify learning objectives
 - c. Construct appropriate test items
 - d. Selecting proper level of test item difficulty
 - e. Determining appropriate number of test items
 - f. Eliminating testing language and comprehension barriers
 - g. Avoiding giving clues to test answers
 - h. Ensuring test usability
 - i. Ensuring validity and reliability
5. Test Scoring Method
6. Write appropriate test items
7. Summary and questions

Student Evaluation Method: No formal evaluation of participants will occur.

Evaluation of Presentation: Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

Rationale for Presentation: The rationale for this presentation is to give Instructors tools to create testing instruments and understand various types of tests that may be used to assess whether or not the student has achieved the learning objectives. Instructors must also understand how tests are scored and graded and what criteria will be used to determine whether a student has passed or failed a course.



Lesson Plan: Supervisory and Administrative Duties

Topic: Supervisory and Administrative Duties

Presenter: West Michigan Regional Medical Consortium CE Sponsor Program

Location: West Michigan Regional Medical Consortium CE Sponsor Locations

Credit Category: Educational Administration

License Level: IC

Credits: 8

Format: 8 hour lecture

Objectives: The participant of the CE session will:

Cognitive

1. Discuss techniques for supervising other instructors.
2. Describe the tasks necessary for scheduling instructional delivery and resources
3. Explain the process used for formulating budget needs.
4. Discuss the components of the purchasing process.
5. Explain the aspects of keeping training records
6. Describe information and skills that instructors can use to conduct basic research.
7. Create a Schedule for entire course
8. Create Budget for a course

Psychomotor
None

Affective
None

Outline for Lecture Presentation:

1. Introductions
2. Techniques for supervising other instructors
 - a. Supervising other instructors
 - b. Establish and communicate goals and objectives
 - c. Promote professional development
 - d. Empowering instructors
 - e. Celebrate Instructor accomplishments
 - f. Offer incentives for quality performance
 - g. Resolve conflicts
 - h. Maintain positive examples and attitudes



Lesson Plan: Supervisory and Administrative Duties

3. Course Scheduling
 - a. Scheduling resources and Instructional delivery
 - b. Factors that affect scheduling
 - c. Determine needs
 - d. Determine requirements
 - e. Determine availability
 - f. Coordinate training
 - g. Create a schedule
 - h. Publish the schedule
 - i. Revising the schedule
4. Course Budgeting
 - a. Formulating budget needs
 - b. Funding needs determination
 - c. Budget policies
 - d. Sources of funding
 - e. Budget request justification
5. Purchasing Process
 - a. Purchasing process
 - b. Determining funding sources
 - c. Determine purchasing needs
 - d. Contact vendors
 - e. Purchase orders
6. Keeping training Records
 - a. Keeping training records
 - b. Training information
 - c. Record management system
 - d. Record auditing procedures
 - e. Legal requirements for training records
 - f. Retention schedule
 - g. Privacy of records and reports
 - h. Public access to records and reports
 - i. FOIA exemptions
7. Performing Basic Research
 - a. Conducting basic research
 - b. Data collection
 - c. Information sources
 - d. Reference material citations
8. Create Course Budget
9. Create Course Schedule
10. Summary and Questions



Lesson Plan: Supervisory and Administrative Duties

Student Evaluation Method: No formal evaluation of participants will occur.

Evaluation of Presentation: Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

Rationale for Presentation: The rationale for this presentation is that instructors must have the ability to formulate budget needs, make purchases maintain training records and conduct basic research.



Lesson Plan: Instructor and Course Evaluations

Topic: Instructor and Course Evaluations

Presenter: West Michigan Regional Medical Consortium CE Sponsor Program

Location: West Michigan Regional Medical Consortium CE Sponsor Locations

Credit Category: Measurement and Evaluation

License Level: IC

Credits: 2

Format: 2 hour lecture

Objectives: The participant of the CE session will:

Cognitive

1. Describe the process for evaluating instructors.
2. Discuss the considerations for developing class evaluation instruments.
3. Explain the benefits of evaluation findings.
4. Develop a course / instructor evaluation tool

Psychomotor

None

Affective

None

Outline for Lecture Presentation:

1. Introductions
2. Process for evaluating instructors
 - a. Supervisory instructor evaluations
 - b. Supervisory evaluation forms
 - c. Performance evaluation processes
 - d. Three stages of instructor evaluations
 - e. After the evaluation
3. Class Evaluation Instruments
 - a. Class evaluations
 - b. Student evaluation of instructors
 - c. Student class evaluations
 - d. Performance or skills tests



Lesson Plan: Instructor and Course Evaluations

4. Benefits of evaluation findings
 - a. Findings from evaluations
 - b. Instructor strengths
 - c. Instructor weaknesses
5. Develop a course/Instructor evaluation tool
6. Summary and Questions

Student Evaluation Method: No formal evaluation of participants will occur.

Evaluation of Presentation: Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

Rationale for Presentation: The rationale for this presentation is so that instructors understand the responsibility of evaluating the job performance of other instructors. Instructor supervisors must be trained in evaluation techniques, evaluation forms and utilizing information from student evaluations.