



NAEMT Training Center Requirements

The mission of NAEMT education is to improve patient care through high quality, cost effective, evidence-based education that strengthens and enhances the knowledge and skills of EMS practitioners. NAEMT seeks partnerships with EMS training centers which have the interest, expertise and capacity to establish and promulgate our education programs. An NAEMT Training Center is an organization (public, private for-profit, or private non-profit) that provides initial and/or continuing education to EMS practitioners and other prehospital healthcare providers that has been approved to conduct NAEMT courses.

Becoming a Training Center

- All organizations applying to become an approved NAEMT Training Center should be advised that the review process may take 3–6 months, based on NAEMT's current pipeline.

NAEMT is interested in working with reputable EMS training centers which:

- Possess dedicated facilities used for training EMS, prehospital and/or other medical personnel (*NAEMT does not approve mobile training centers*)
- Employ or contract experienced EMS faculty and a physician medical director
- Are committed to developing and sustaining a quality EMS training program at their center
- Are established training centers, actively conducting EMS courses

Training Center Costs

- There is no cost to submit an application.
- There is no annual fee to be a Training Center once approved.
- The only fee to NAEMT is the per-student administrative fee.
- Additional estimated costs apply for conducting an NAEMT course (equipment, faculty, student materials, and classroom expenses).

Facility Requirements

- Classrooms must be safe for all faculty and participants.
- Classrooms used for all aspects of the course — including lectures, skills stations and scenarios — must be of adequate size relative to class size, with adequate lighting, acoustics, and air quality.

- Classrooms must have appropriate audio-visual equipment, training equipment and supplies as required to facilitate a successful NAEMT education course.
- All equipment must be in good working order.

Personnel Requirements

Approved NAEMT Training Centers are required to have the following key personnel in place:

- **Training Center Representative** – the individual employed or contracted by the training center who is authorized to sign the NAEMT Training Center Agreement and is responsible for ensuring the training center complies with all NAEMT training center requirements. May be the chief operating officer, president, or a designated representative of the organization. Responsible for the oversight of all NAEMT courses conducted by the training center and serves as the day-to-day point of contact for all NAEMT course activities.
- **Training Center Medical Director** – a physician licensed in the country and state/province in which the training center operates, who practices emergency medicine or is board certified in a relevant specialty, and is employed or contracted by the training center to provide medical guidance on its education activities.
- **Training Center Assistant** (*optional*) – an individual who may be employed or contracted by the training center to provide administrative and data support for NAEMT courses. With authorization by the Training Center Representative, may access all training center records and course information in the NAEMT Education Portal, and may provide administrative and data support to course coordinators.

Course Administration Requirements

- Courses shall be conducted using only instructors approved by NAEMT for conducting those courses.
- Course sites are responsible for all course expenses, including course fees, honoraria, travel, lodging, meals and other faculty expenses associated with conducting a course.
- Course sites will identify a qualified Course Coordinator who is responsible for the on-site administration of NAEMT courses and for communicating with NAEMT to ensure all required course information is submitted.
- Course sites are responsible for course administration, including course registration, student registration, registration confirmation, and acquisition of textbooks and student materials.
- Course sites shall ensure students receive course materials in a timely manner, with adequate time to prepare for the course.
- Course sites shall ensure course materials are presented as outlined in the instructor resources.
- Course sites shall ensure course pre- and post-tests are administered in a professional manner with appropriate supervision.
- Course sites will ensure complete, accurate and timely submission of participant information, post-course materials and fees to NAEMT within 30 days of course completion.

- Course sites will ensure copies of all relevant course paperwork, including course evaluations, are kept on file for at least five years and made available to NAEMT upon request.

- Approved NAEMT Training Centers must conduct at least one (1) NAEMT course every two years to maintain active status and remain recognized as an approved NAEMT Training Center.

Ready to Submit a Training Center Application?

You will need the following:

- Medical Director license
- Tax ID number
- Facilities information
- Training center business insurance

- NAEMT reserves the right to approve or deny any Training Center application at its sole discretion. The decision to approve or reject an application will be based on factors deemed relevant by NAEMT, and no reason for denial need be provided.

- If approved, the NAEMT Training Center ID number will belong only to the Training Center, not an individual instructor. The TC ID is assigned to the organization and not to any individual.