



EMS Academy PI Course Application

Full Name		Date
Address		Apt
City	State	Zip
Home Phone		Cell Phone
PSID #		D.O.B.
Email Address:		
Emergency Contact Name and Phone Number		
Circle one: EMT EMT-I Paramedic		College (Degrees)
Training Institution Affiliation		Years of EMS Experience
Emergency Service Affiliation		Teaching Experience? Y / N (please list below)
<p>The applicant MUST submit the following BEFORE or on the first day of class:</p> <ul style="list-style-type: none"> ○ Training institution affiliation ○ NREMT written exam ○ IN EMT practical exam ○ \$300 tuition (unless sponsored by FHH) ○ Letter of good standing from both your Medical Director and EMS Agency 		

FOR OFFICE USE ONLY		
Application Checklist		Application Status
○ Application	○ TI Affiliation agreement	○ Received
○ Tuition	○ 1 year EMS Experience	○ Reviewed
○ EMT Written	○ Medical Director Letter	○ Acceptance Letter Sent
○ EMT Practical	○ EMS Agency Letter	○ Declined



PLEASE READ AND FOLLOW THESE APPLICATION INSTRUCTIONS CAREFULLY!

Thank you for your interest in applying for the Franciscan Health Hammond EMS Academy PI Program. Please print out the full application from the Franciscan website. Complete the application **IN FULL** and turn it in to the Human Resource Office located near the main elevators of the hospital. You may also scan and email to matthew.eddy@franciscanalliance.org.

IMPORTANT!!!! Please read the information regarding the full process which can also be found at:

<http://www.in.gov/dhs/3529.htm>

Pre-Requisites (836 IAC 4-5-1)

1. Must have been certified, registered, or licensed as an EMT for no less than one year before being admitted to PI course.
2. Must have at least one year of experience in pre-hospital setting.
3. Before entering a class, student must submit a letter of intent to affiliate from at least one (1) Indiana certified training institution.
4. Must be at least a current Indiana EMT.

Before Course and After Course

1. Before entering a class, potential PI must have a Training Institution who will mentor and affiliate him/her for the internship portion of the course.
 - a. If the Training Institution who is teaching the class will have each student intern at their institution or will be setting up internships, then they must fill out this form on every student.
 - b. All students must have this form turned in upon class starting. This should be submitted to State with initial course roster.
2. Successfully pass the NREMT basic emergency medical services written and Indiana practical skills examinations within one (1) year prior to applying for certification as a primary instructor. The application date for certification as a primary instructor will be the end date of the primary instructor course as stated on the official course report of training.
3. Student must successfully pass the course.
4. Student must successfully pass the primary instructor state exam within one (1) year of completion of the primary instructor course as stated on the official course report of training.

5. After successfully completing the primary instructor cognitive examination and within one (1) year of successful primary instructor course completion, candidate will complete the Standardized Indiana Primary Instructor Mentorship supervised by the affiliated training institution.

6. The Standardized Indiana Primary Instructor Mentorship will consist of the candidate being evaluated on a minimum of five (5) teaching presentations on five (5) different topics and five (5) psychomotor skills teaching five (5) psychomotor skills. Candidates must choose from skills evaluated on the Indiana Practical Skills Certification Examination.

7. Evaluations must be done by an experienced primary instructor chosen by the candidate's affiliated certified training institution official.

8. Upon completion of the Mentorship the training institution will submit a letter to the EMS Training Section of the Indiana Department of Homeland Security verifying that the mentorship of the candidate has been completed successfully.

9. The training institution's letter must state that it affiliates and accepts responsibility for the candidate while the candidate teaches for them.

10. All documentation regarding the candidate must be kept on file by the training institution for a period of seven (7) years.

11. In lieu of the Commission approved Primary Instructor Course a candidate may elect to complete the National Association of EMS Educator's Level 1 Course.

12. In lieu of the EMS Commission approved Primary Instructor Certification Examination, the candidate may elect to complete the National Certified EMS Educator (NCEE) Certification Examination.

13. Individuals electing to become Primary Instructors using alternate methods must still complete the mentorship phase of the certification process.

Full payment is due on or before the first day of class. Payments may be made in cash, money order, cashier's check. No personal checks will be accepted. **Please make money order/cashier's check payable to FHH EMS Academy.**

The applicant may submit the application form to enroll in the class but MUST have the following on or before the first day of class:

- ✓ **Training institution affiliation agreement**
- ✓ **Verification of NREMT written exam**
- ✓ **Verification of IN EMT practical exam**
- ✓ **\$300 tuition**
- ✓ **Letter of good standing and verification of at least a year's EMS experience from both your Medical Director and EMS Agency**

If you have any questions regarding the course or the application process please contact:

Matthew Eddy, Course Coordinator/Primary Instructor

219-805-9564

Matthew.eddy@franciscanalliance.org