



Regulatory Licensing Unit

EMS Instructor, EMS Coordinator and EMS Information Operator Instructor Certification

Initial Application



See attached Privacy Notice. All information given on application is considered public record, with exception of social security number* and driver license number.

Electronic application & fee submission is available at:

<http://www.dshs.state.tx.us/emstraumasystems/Txonlinelinks.shtm>

APPLICATION SUBMISSION:

- Expect application processing to take approximately 4-6 weeks.
- Check application status at:
<http://www.dshs.state.tx.us/emstraumasystems/NewCert.shtm>
- Submit completed application with documents (if directed) and fee, if not exempt, to →

<p><u>For DSHS Use Only</u> ZZ100-160 Receipt # _____ Date _____ Amount _____</p>
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TESTING INSTRUCTIONS:

- IF you are required to pass the exam, you are responsible for scheduling exam seat.
- Schedule exam seat after application & course certificate is processed
- To schedule your exam, please contact your local regional office.

<p>Texas Department of State Health Services EMS Certification Section Cash Receipts Branch P.O. Box 149347 Austin, TX. 78714-9347</p>

Section 1- Personnel Data, Please TYPE OR PRINT IN BLACK INK

Last Name	First Name	Middle Name	Social Security number*
Address: Street, Apt Number or PO Box			
(____) _____	(____) _____	City	State
Zip	(____) _____		
Home Phone (area code)	Business Phone (area code)	Date of Birth (MM/DD/YY)	Driver License Number (include state)

* Disclosure of your social security number is mandatory under Family Code, Chapter 232

Current level of active EMS certification/licensure: ECA EMT EMT-I EMT-P LP
 EMS certification is not required for EMS Information Operator Instructor certification or recertification.

Section 2: Initial EMS Instructor

1. Must hold at least Texas EMT Basic certification.
2. Have you achieved a high school diploma or GED? Yes or No
 Texas Education Agency accredited public or private school or out-of-state equivalent is required.
3. Attach DSHS-approved instructor course completion certificate. If you completed a Methods of Teaching or similar non-EMS course, you must attach proof of completing a skills orientation session by a DSHS-approved EMS coordinator.
4. Pass EMS instructor exam. All requirements **MUST** be completed within one-year of course completion date.

Section 3: Initial EMS Information Operator Instructor

1. Have you achieved a high school diploma or GED? Yes or No
 Texas Education Agency accredited public or private school or out-of-state equivalent is required.
2. Attach copy of current EMS Information Operator (dispatch) card.
3. List the sponsoring agency or organization with which you are affiliated: _____
4. Attach copy of DSHS-approved EMS Information Operator Instructor course certification or hold current EMS Instructor certification.
5. Pass EMS Information Operator Instructor written exam.

GRANDFATHER CLAUSE: Persons with current EMS Information Operator Instructor certification from a department-approved training program, attach a copy of current EMS Information Operator Instructor certification. Disregard 1-5 above.

