



**OKLAHOMA**  
State Department  
of Health

Initial Level I, II, or III EMS Instructor Application

Print Clearly or Type

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_

OK License Number: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Instructor Levels Requested				List all Agencies and training programs instructor affiliations		
Level I		EMR		Agency Type	Cert/License Number	Cert/License Number
Level II		EMT		Training Program		
Level III		Intermediate		EMS Agency		
		AEMT		EMR Agency		
		Paramedic				

Initial Application Supporting Documents\* (complete requirements on page 2)

Level I and II Instructor:

Level III Instructor:

Resume or Letter showing experience		Current OK Licensure (EMT or Higher)	
Instructor training		Resume or Letter showing experience	
Current OK certification or licensure		Current Instructor Approval	
		Minimum 500 hours as lead or primary instructor	

- By September 11, 2025, lead Paramedic instructors at an accredited program must possess a minimum of an Associate's degree
- Once certified, an instructor must have a letter from the agency director, medical director, or the coordinator of an approved training institution or program, documenting affiliation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Application to:**  
OSDH – EMS Division  
123 Robert S. Kerr Avenue - Suite 1702  
Oklahoma City, OK 73102-6460  
Email: [esystems@health.ok.gov](mailto:esystems@health.ok.gov)  
P: 405-426-8480 F: 405-900-7560

### **310:641-7-20. Instructor requirements**

(a) A registry of approved emergency medical services instructors shall be maintained by the Department. Each instructor candidate shall submit to the Department an application for initial instructor certification. The application shall be on forms provided by the Department and accompanied by current documentation of qualification. This application shall constitute authorization for any inspection or investigation by the Department. The initial period for instructor certification will be concurrent with current Oklahoma Emergency Medical Personnel certification or licensure. The initial renewal requirement will be pro-rated based on the remaining time to the expiration date.

(1) Qualifications for a Level 1 and Level II instructor certification include:

(A) A resume or letter documenting two (2) years of direct field experience in emergency medical services within the previous five (5) years which meets or exceeds the level of training being taught;

(B) Successful completion of a Department approved EMS Instructor Training Course or Fire Service Instructor I and/or II, with the EMS Instructor Training Bridge (ITC) Course or equivalent within the previous two (2) years. Applicants with credentials greater than two year old will need to provide documentation of classroom or instructor experience totaling eight (8) hours annually from the date their initial credential(s) was issued, or complete a sixteen (16 hour instructor refresher to update their credential(s);

(C) Current state certification or licensure; and

(D) within three (3) years of the effective date of this regulation, the instructor identified as the lead instructor on a course authorization form of an initial paramedic course at an accredited program must possess a minimum of an associate's degree.

(2) To teach, a qualified instructor must have a letter from the director and medical director of a certified first response agency or ambulance service or the coordinator of an approved training institution, documenting affiliation. Level 1 instructors can teach at training institutions, but will be required to renew as Level 2 instructors.

(b) Emergency Medical Service Lab Instructor.

(1) An individual file for each qualified Lab Instructor shall be maintained by each training program, licensed ambulance service, or certified emergency medical response agency including documentation of qualification.

(2) Qualifications for lab assistants include:

(A) Two (2) years of current experience in medical services which meets or exceeds the level of training being assisted or evaluated; and

(B) Any certification required for the skill being assisted or evaluated.

(c) Emergency Medical Service Level 3 Instructor certification.

(1) Instructor Training Courses (ITC) and Instructor Refresher Courses (IRC) shall be taught by a state certified Level 3 Instructor.

(2) An application for a Level 3 Instructor shall be submitted on forms provided by the Department and accompanied by current documentation of qualification.

(3) Qualifications for a Level 3 Instructor include:

(A) Affiliation with an approved training program

(B) Current Oklahoma licensure as an EMT or higher.

(C) Five (5) years experience as an EMS field provider.

(D) Current approval as an Oklahoma EMS Instructor

(E) Completion of the NHTSA/DOT EMS Instructor Training Course;

(F) Complete a minimum of 500 hours of didactic training as the lead or primary instructor in initial EMT, AEMT, or Paramedic courses; and

(G) Attendance at all mandatory meetings with the Department and other Instructor Educators.

(4) Level 3 instructor must maintain EMS instructor certification(s). A registry of approved emergency medical services instructor educators shall be maintained by the Department.

[Source: Amended at 39 Ok Reg 1338, eff 9-11-22]