



Health & Human Services Division
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Emergency Medical Services (EMS) Instructor-Coordinator 2024-2025 Advising Guide

Admission for Fall and Spring semesters

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GENERAL PROGRAM INFO

The Emergency Medical Services (EMS) Instructor-Coordinator (IC) curriculum is intended for licensed EMS practitioners who have interest in teaching initial EMS education courses and/or conducting EMS continuing education sessions. The LCC Instructor-Coordinator (IC) courses meet all State of Michigan curriculum and content requirements. The curriculum provides the opportunity for building and developing teaching skills that will lead to instructional and administrative expertise in accordance with applicable state requirements for EMS educators. Students who successfully complete this course are eligible to sit for the State of Michigan EMS Instructor-Coordinator licensure exam.

IC classes start each Fall and Spring. Department approval is needed to register. See the application process and admission requirements section for more details. For more information on this program and career, visit the LCC [program website \(www.lcc.edu/academics/health-and-human-service-careers/ems/instructor-coordinator.html\)](http://www.lcc.edu/academics/health-and-human-service-careers/ems/instructor-coordinator.html).

APPLICATION PROCESS

You must be an LCC student to be eligible for these courses. With limited seats available in each cohort, enrollment is on a first-come-first-serve basis. Follow these steps to get started:

1. **APPLY TO LCC:** If you are not currently and have never been an LCC student, apply to the college (www.lcc.edu/get-started/). Applying is FREE! Then follow the steps on the [Get Started at LCC site \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/).
2. **GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Levels site \(www.lcc.edu/services/testing/placement/\)](http://www.lcc.edu/services/testing/placement/) for more information.
 - a. **Current LCC students** can find their placement levels by logging into their [MyLCC account \(https://my.lcc.edu/\)](https://my.lcc.edu/) and looking in the "Profile" tab.
 - b. **First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html).
*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website \(www.lcc.edu/admissions/first-time.html\)](http://www.lcc.edu/admissions/first-time.html).
 - c. **Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your transcript(s) to the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrar's Office for transfer credit to be awarded.
3. **SUBMIT EMS INSTRUCTOR-COORDINATOR APPLICATION:** Applications are accepted year-round. The online application is available in the IC section on the [EMS Advising Guide site \(www.lcc.edu/academics/health-and-human-service-careers/ems/advising-guides.html\)](http://www.lcc.edu/academics/health-and-human-service-careers/ems/advising-guides.html). Applicants are encouraged to apply early each semester as enrollment is on a first-come-first-serve basis.

ACADEMIC ADVISORS are available in the Gannon building StarZone. To schedule an appointment visit the [advising website \(www.lcc.edu/services/advising/\)](http://www.lcc.edu/services/advising/).

****Check out LCC's Academic Calendars for important dates (www.lcc.edu/academics/calendars/)***

ADMISSION REQUIREMENTS

*Applicants must meet all of the following criteria to be eligible to enroll in EMS's Instructor-Coordinator (IC).

| ADMISSION REQUIREMENTS *Needed to be eligible to apply | SEE NOTE |
|--|-----------------------------------|
| Three + Years of EMS field experience providing direct patient care at a licensed Life Support Agency at the applicable license level prior to completion of the program. | 1 |
| Currently licensed as an EMS provider in Michigan at or above the applicable IC level. | 2 |
| Reading Level 5 | <i>See page 2</i> |
| Writing Level 6 | <i>See page 2</i> |

ADMISSION REQUIREMENT NOTES:

1. Applicants are required to submit proof of work experience at the time of application to be eligible.
2. Applicants must upload a valid State of Michigan EMS provider license at the time of application to be eligible. Acceptable licenses include: EMT, Paramedic (EMT-P), Medical First Responder (MFR), Advanced Emergency Medical Technician (AEMT). Visit the [State of Michigan's IC website \(http://michigan.gov/mdhhs/0,5885,7-339-73970_5093_28508-47472--,00.html\)](http://michigan.gov/mdhhs/0,5885,7-339-73970_5093_28508-47472--,00.html) for more details.



PROGRAM LAYOUT

The EMS' Instructor-Coordinator (IC) program is only 2 classes long and can be completed in 5-8 months. Lectures are offered 100% online. The first course of EMS's IC program is approximately 144 lecture hours including 3 days of online-real-time instruction. During the 2nd half of the program, participants perform in-person student teaching experiences. There are approximately 32 hours of student teaching. Opportunities to complete student teaching hours are available at multiple agencies across the state. **Participants can choose to complete the program in one or two semesters:**

| Program Layout Option | Number of Semesters & Courses | Duration | Course Format |
|---|--|---|---|
| OPTION 1: One-Semester (Spring-Full Program) | <u>Semester 1:</u> EMTA 222 EMTA 224 | <u>Semester 1 - Spring</u> (16 weeks; January-May) | <u>EMTA 222</u> = Online + 3 virtual meetings |
| OPTION 2: Two-Semester (Fall-didactic/ Spring-student teaching) | <u>Semester 1:</u> EMTA 222 <u>Semester 2:</u> EMTA 224 | <u>Semester 1 - Fall</u> (16 weeks; August-December) <u>Semester 2 - Spring</u> (8 weeks; January-March) | <u>EMTA 224</u> = In-person student teaching |

Upon successful completion of the program students are eligible to take the State of Michigan EMS Instructor-Coordinator licensure exam. The State of Michigan requires that licensure candidates provide proof of a minimum of three years of service with a life support agency prior to sitting for the exam. Passing this exam allows graduates to apply for IC licensure in Michigan. Students will also earn an **EMS Instructor-Coordinator, Certificate of Completion** from LCC. All classes in the program must be passed with a grade of 3.0 or higher to earn the certificate of completion. A complete program pathway, including a list of all of the required courses and sequence, is available on the college's [Degree & Certificate site \(www.lcc.edu/academics/catalog/degree-certificate-programs/\)](http://www.lcc.edu/academics/catalog/degree-certificate-programs/).

Please be advised that all verbal, written, and patient care are delivered in English.



PROGRAM COST

The approximate cost in 2024-2025 for an EMS Instructor-Coordinator (IC) student who receives in-district tuition rates is \$1,764. The approximate cost for out-of-district (In-State) tuition rates is \$3,084. These prices include tuition, course fees, and College fees.

Use the [tuition cost estimator \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html) for detailed look at course costs. Below are additional out-of-pocket costs that will **not** be reflected in the tuition cost estimator or the approximate program cost listed above:

| Additional Program Costs - Estimated (out-of-pocket expenses) | Cost |
|---|-------------|
| Textbooks | \$150 |

Be advised some in-program classes have a portion of the course fee that is non-refundable. Any student who registers for the class and then drops, withdraws, or is otherwise ineligible for the program will not be refunded the non-refundable portion. The non-refundable amount and the items included in course fees vary by class. More information will be provided at the program orientation that occurs after admission decisions are made.

ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in this program and profession will be exposed to weather changes, blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in this program and career path are at risk for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient.

ALLERGIES:

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in the program.

INSURANCE:

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for

injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

CHOSEN/PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.** More information is available on LCC's [Chosen Name and Pronoun Initiative site \(www.lcc.edu/diversity/chosen-name.html\)](http://www.lcc.edu/diversity/chosen-name.html).

NON-DISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

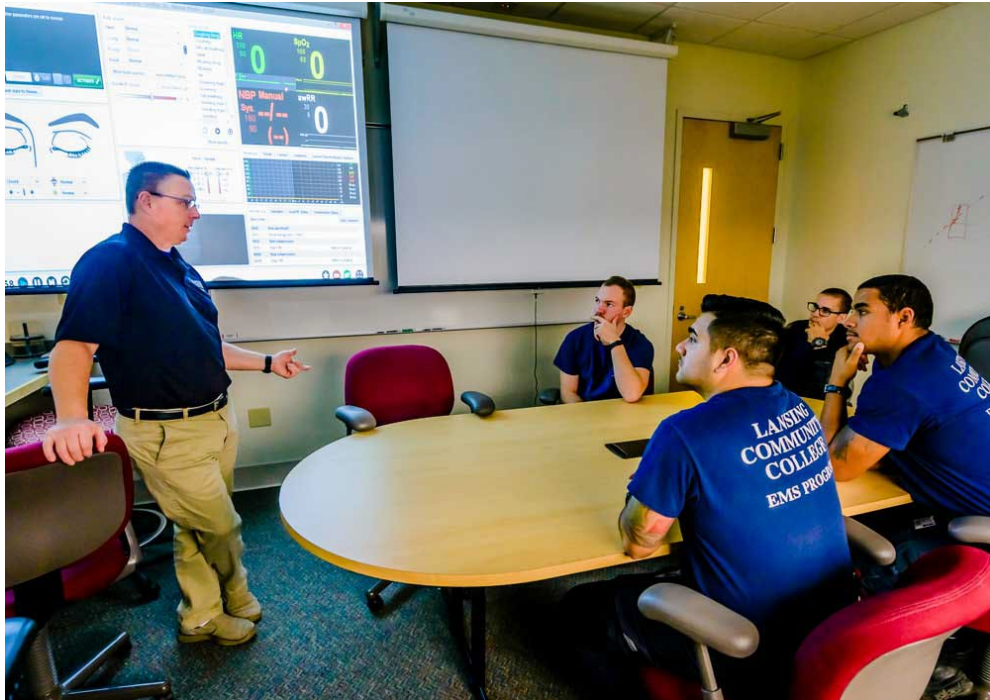
The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies \(www.lcc.edu/about/board-of-trustees/policies.html\)](http://www.lcc.edu/about/board-of-trustees/policies.html) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources \(www.lcc.edu/consumer-information/sexual-misconduct.html\)](http://www.lcc.edu/consumer-information/sexual-misconduct.html) website.

CONTACT INFORMATION

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Check out all of the Health Career [Advising Guides](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html)