

**8:40A-6.3 Staffing**

(a) Each program shall be sufficiently staffed so as to provide for the instruction of students in the program materials. Sufficient staffing means:

1. One Program Coordinator;
2. One Primary EMT Instructor; and
3. Enough EMT Instructors to maintain a ratio of one EMT Instructor to every six students in practical skills instruction groups.

i. A training agency may elect to utilize one certified EMT Instructor together with a qualified instructor aide in groups with no more than ten students during practical skills instruction sessions.

(b) A training agency may utilize certified EMTs with at least one year of prehospital EMT experience and paramedics as instructor aides.

**8:40A-6.4 Curriculum**

(a) To the extent permissible by applicable New Jersey State law, the Department hereby adopts and incorporates by reference the "Emergency Medical Technician-Basic: National Standard Curriculum," promulgated under the authority of 23 U.S.C. §§ 401 et seq. by the Secretary of the United States Department of Transportation, published by the Highway Traffic Safety Administration, 400 7th St. SW, Washington, DC 20590, as the curriculum for all EMT basic training programs conducted in the State of New Jersey. (The curriculum is also available on the Internet at WWW.NHTSA.DOT.GOV.)

(b) No EMT basic training program shall provide instruction in material which is beyond the permitted scope of practice for an EMT, as defined by the National Standard Curriculum, New Jersey law and this chapter.

(c) Each lecture portion of the basic training program shall comply with the corresponding lesson plan listed in the program curriculum.

(d) Each practical skills session shall comply with the standard of care as defined in the program curriculum, New Jersey law and this chapter.

(e) Each basic training program shall include a 10-hour clinical experience in an accredited emergency department.

1. The clinical experience shall be limited to observation of procedures and patients, and the application of clinical skills which are taught as part of the program. The clinical experience shall occur under the direct supervision of a preceptor designated by the supervisor of the emergency department staff.

2. No individual shall serve as a preceptor unless that individual is medically qualified to operate at least to the level of an EMT.

3. Students participating in the clinical experience shall not be required or allowed to perform any skill or procedure that is not approved for an EMT, nor shall a student be allowed to replace required emergency department staff.

4. The Program Coordinator or hospital staff may permit the student to spend up to five hours of the required clinical experience as an observer on an approved mobile intensive care unit, subject to the restrictions in 1 and 3, above.

(f) The State EMT Faculty shall assist the Department in the implementation of the basic EMT training program curriculum, and the oversight of the instructional plan.

**8:40A-6.5 Training sites**

(a) Each training agency shall maintain a site with areas for the lecture and practical sessions. These may be, but need not be, separate areas. These areas should be such that the agency can conduct sessions which are educationally conducive to the learning process.

(b) Each agency is responsible for determining that it is in compliance with any applicable Federal, State or local law or regulation.

**8:40A-6.6 Satellite training sites**

(a) A training agency may have one or more satellite training sites.

(b) Each satellite site must meet the requirements for the primary training site set forth at N.J.A.C. 8:40A-6.5.

**8:40A-6.7 Student qualifications**

(a) No individual shall be enrolled in or receive credit for a basic training program unless that individual:

1. Has attained the age of 18 by the first day of the program;

i. Individuals who have reached their 16th birthday by the first day of the program may be enrolled in a basic training program subject to the limitations listed in (b) below;

2. Is physically capable of performing all of the essential tasks defined in the program curriculum, inclusive of the United States Department of Transportation's defined roles and responsibilities of the EMT as listed in that program curriculum;

3. Is certified in cardiopulmonary resuscitation (CPR) to the level of the professional rescuer by either the American Heart Association, American Red Cross, or National Safety Council; and

4. Has not been convicted of a crime, or of any offense contained in Chapter 14 of the Criminal Justice Code (N.J.S.A. 2C:14-1, et seq.) Also, no person shall be

enrolled in a basic EMT program who has been convicted of a non-criminal drug offense within the 24 months prior to the starting date of the program.

i. An individual may apply for a waiver of this requirement. All requests will be considered in compliance with the Reformed Convicted Offenders Act, N.J.S.A. 2A-168A.

(b) Minors may enroll in a basic training program subject to the following conditions:

1. The individual shall produce signed parental consent to participate in the program;
2. The individual shall agree to comply with all applicable labor laws including, but not limited to, N.J.S.A. 34:2-21.17 and all applicable regulations promulgated by the Commissioner of Labor regarding the utilization of hazardous machinery and devices; and
3. The individual shall agree to comply with all applicable rules regarding attendance, performance and program examinations.

(c) Minors shall not be permitted to:

1. Operate power-driven machinery, inclusive of fire apparatus and ambulance or rescue vehicles;
2. Oil, wipe or clean any machinery in motion, inclusive of rescue tools;
3. Utilize any machine which grinds, buffs, or polishes;
4. Operate any hoisting equipment, inclusive of chain and cable come-a-longs;
5. Utilize any torch device utilized to heat, melt or cut metals, including rescue torches;
6. Operate and/or maintain any high pressure hydraulic tool or air bag; or
7. Operate or utilize a defibrillator of any type.

(d) In addition, minors shall not be:

1. Exposed to injurious quantities of any toxic or noxious dust, gases, vapors and/or fumes; or
2. Exposed to, or allowed to participate in, direct fire-fighting operations.

(e) Minors shall receive practical skills instruction and shall be permitted to safely observe any of the skills listed in (c) above.

(f) The training agency shall ensure that the provisions of (c) and (d) above are enforced.

#### 8:40A-6.8 Attendance

(a) Each student shall attend all required program sessions. Attendance shall be recorded on the session roster (Appendix C, incorporated herein by reference). All session rosters shall be sent to OEMS prior to the State Written Certification Examination. No student shall be credited with attendance at a session who:

1. Fails to attend the entire session;
2. Arrives more than 15 minutes late for the session;
3. Has been expelled from the session for disruptive behavior;
4. Leaves prior to the completion of the session;
5. Attends the session, but is unwilling to participate in the required activities and instruction for that session; and
6. Fails to sign the attendance sheet.

(b) Any student missing a session shall make the session up prior to becoming eligible to sit for the State written certification examination. The Program Coordinator shall be responsible for assisting the student with locating a suitable make-up session. The options available to the students are:

1. Attendance at the same session in another training program;
2. Attendance at a special session scheduled by the coordinator which covers the lecture material and practical skills; or
3. Utilization of audio/visual materials in conjunction with the required practical skills session conducted by a Primary EMT Instructor or EMT Instructor as approved by the Program Coordinator.

(c) All required course work, including make-up sessions for absences, and the written certification examination process must be completed within six months from the scheduled end of the basic training program. Make-up sessions shall be documented by the Program Coordinator or Primary EMT Instructor (Appendix D, incorporated herein by reference).

#### 8:40A-6.9 Reporting requirements

Each training agency shall provide the Department with the number of enrolled students (that is, those students attending program sessions on or after the 10th program session) as soon as possible after the 10th session.

### SUBCHAPTER 7. CONTINUING EDUCATION PROGRAMS

#### 8:40A-7.1 Application

(a) Any entity, organization or private agency which seeks to offer a continuing education program shall submit an "Application to Conduct a Continuing Education Program" (Appendix H, incorporated herein by reference) to OEMS for approval prior to offering or conducting any continuing education program. Applications shall be received in OEMS no later than 30 days prior to the scheduled start of the program.