



Recognition Application Procedures (RAP) for Senior EMS Instructor (SEI)

Name	First	Middle	Last
SEI Certification/Credential Number SEI.ES.		Issued	

This packet is to be issued only by Office of Community Health Systems, EMS and Trauma Section when an SEI application and proof of all prerequisites, as identified in [WAC 246-976-032](#) have been received by the Department.

Note: This RAP is a component of the SEI renewal application process and must be submitted with a SEI renewal application.

To renew your SEI certification:

- Complete an SEI application. The application can be downloaded from the DOH website: www.doh.wa.gov
- Successfully complete the Recognition Application Procedures (RAP) for Senior EMS Instructor.
- Hold a current Washington State SEI certification.
- Be currently recognized as a health care provider level CPR Instructor from a nationally recognized training program for CPR.
- Hold a current Washington State Certification at the EMT level or higher and have completed at least one three year certification cycle.
- Current EMS Evaluator

Do Not Write Below - State Use Only

Approved
 Disapproved
 Date _____

Senior EMS Instructor (SEI) renewal steps

Instructions:

An SEI must complete each of the following objectives:

- Objective One - Coordinate and performs as the lead SEI for one initial EMR or EMT course including supervision of all the practical skills evaluations. SEI must be listed as the lead SEI on the course application.
- Objectives Two - Three - Receive performance evaluations from a currently recognized SEI, on two candidate instructed EMR or EMT course lessons.
 - Each performance evaluation must be completed on the Senior EMS Instructor evaluation form. **(Copy as needed)**
- Objectives Four - Five - Perform two performance evaluations on a currently recognized SEI, on two instructed EMR or EMT course lessons.
 - Each performance evaluation must be completed on the Senior EMS Instructor evaluation form. **(Copy as needed)**
- Objective Six - Attend a Department of Health-approved SEI workshop. Please provide a workshop completion certificate or copy of the attendance record.

Evaluation Forms (must be completed by the evaluating SEI during or after each lesson):

SEIs must be conscientious and provide consistent, objective evaluations. All entries and comments must be legible.

Page One—Circle the appropriate rating: (See “provide the details” below)

- Needs improvement (Identify in comment area what improvement is needed)
- Satisfactory (Make suggestions or positive comments that will benefit the candidate abilities.)
- Excellent. (Identify in comment area what makes the candidate superior)

Note: An * identifies critical elements of the evaluation you are conducting.

Page Two—Provide constructive feedback for reinforcement and development.

Provide the details of your rating in the comment areas for the following:

- If one or more evaluation elements are marked as “Needs Improvement” – identify the improvement needed for each element in the appropriate comment area.
 - If any critical elements (“*Needs Improvement”) have been marked– identify the improvement needed for each element so marked in the appropriate comment area and circle the “Yes” statement at the bottom on the reverse of the evaluation form.
 - If no critical elements (“*Needs Improvement”) have been marked– circle the “No” statement at the bottom on the reverse of the evaluation form.
- Also, provide details in the “comments” area, for any performance marked as “Excellent” by documenting the reason you believe this candidate should receive a superior rating.

Remediation: The SEI evaluator is responsible to document and initiate necessary remediation:

- A individual receiving a “Needs Improvement” rating on a critical element (* item) must be reevaluated while completing a different lesson topic.
 - A **Senior EMS Instructor QI and Remediation Record** form must be used to document re-evaluations.
- Completed **SEI Instructor QI and Remediation Record** forms **must be included** with the RAP packet when submitted to the county MPD and when received by the department.
- RAP packets determined to be **missing remedial documents** will be returned to the applicant.

SEI renewal objective completion record for: _____

Objective	Instructor Objective	
1	Coordinate and perform as the lead SEI for one initial EMR or EMT course including supervision of all the practical skills evaluations. SEI must be listed as the lead SEI on the course application.	
	Department of Health course approval number	
	Completion date	
Receive two performance evaluations Receive performance evaluations from a currently recognized SEI, on two candidate instructed EMR or EMT course lessons. Must fill out an evaluation form for each evaluation with appropriate signatures filled out on the evaluation form.		
2	First Performance evaluation received:	
	Department of Health course approval number	
Completion date		
3	Second Performance evaluation received:	
	Department of Health course approval number	
Completion date		
Perform two performance evaluations on a currently recognized SEI, on two instructed EMR or EMT course lessons. Must fill out evaluation form for each lesson with appropriate signatures filled out on the evaluation form.		
4	First Performance evaluation received:	
	Department of Health course approval number	
Completion date		
5	Second Performance evaluation received:	
	Department of Health course approval number	
Completion date		
Attend a Department of Health-approved SEI workshop: Provide course completion certificate or letter of attendance.		
6	Department of Health course approval number	
	Completion date	
Additional WAC 246-976-032 requirements and items to provide with application:		
1	Current or previous recognition as Washington State SEI.	
2	Current Washington state certification at the EMT or higher EMS Certification level.	
3	Current recognition as a healthcare provider level CPR instructor (provide copy of card).	
4	Pass the Department of Health exam on current EMS training/certification statues, WAC, UDA, and course administration.	
5	Current Washington state ESE.	

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Senior EMS Instructor renewal evaluation - Objective two through five SEI renewal objective completion record

Make copies as needed. * Identifies critical elements

Topic Objective Number: _____	Topic Name: _____
Date completed: _____	EMS course number: _____
SEI renewal applicant: _____	Renewal applicant signature (reviewed): _____
SEI evaluator: _____	SEI evaluator signature: _____

Information and signature must be legible

The Instructor	Needs Improvement	Satisfactory	Excellent
1. Clearly stated the objectives for the lecture/practical lab*	1	2	3
2. Met the stated objectives for the lecture/practical lab*	1	2	3
3. Summarized key points at end of lecture/practical lab	1	2	3
4. Was knowledgeable in the lecture topic/practical skill(s)*	1	2	3
5. Clearly presented material in logical progression*	1	2	3
6. Was prepared and made good use of class time*	1	2	3
7. Used appropriate and easy to follow audio-visual aids	1	2	3
8. Made the lecture/practical skill lab correlate to actual field application	1	2	3
9. Presented information in various ways to accommodate information retention and different types of learners; i.e., charts, pictures, videos, handouts, interactive exercises?	1	2	3
10. Had good attitude	1	2	3
11. Controlled distractions appropriately/adequately	1	2	3
12. Projected professional demeanor	1	2	3
13. Punctual and appropriate appearance	1	2	3
14. Articulates and projected information clearly	1	2	3
15. Encouraged class participation/questions*	1	2	3
16. Answered students' questions appropriately*	1	2	3
17. Demonstrated skill(s) clearly and correctly*	1	2	3
18. Provided sufficient equipment in good working order during practical labs	1	2	3
19. Provided at least one instructor or assistant instructor for every six students during practical skills lab	1	2	3
20. Worked closely with evaluators to monitor each student's skill performance and provided feedback*	1	2	3
21. Counsel, remediate, and treat all students fairly and equally*	1	2	3

Explain how the SEI succeeded or can improve (both provide valuable feedback):

The following items should be documented completely prior to this objective being signed by an evaluating SEI.

Provide feedback on how well the candidate demonstrated the skills associated with this lesson:

Provide feedback on how the candidate coordinated a practical skills lab:

Provide feedback on how the candidate remediated students during the practical skills lab:

Provide feedback on how well the candidate was able to expand on material in response to students questions:

Was remediation necessary for any of the above items? Yes No

If remediation was conducted, circle "yes" above and document your rationale on a remediation form (provided in this packet).

Senior EMS Instructor QI and Remediation Record

If the evaluation question does not apply, draw a line through it. Make copies as needed. * Identifies critical elements

Remediation topic number: _____ Topic Name: _____

Date completed: _____ EMS course number: _____

SEI renewal applicant: _____ SEI renewal applicant signature (reviewed): _____

SEI evaluator: _____ SEI evaluator signature: _____

Information and signature must be legible

The Instructor	Needs Improvement	Satisfactory	Excellent
1. Clearly stated the objectives for the lecture/practical lab*	1	2	3
2. Met the stated objectives for the lecture/practical lab*	1	2	3
3. Summarized key points at end of lecture/practical lab	1	2	3
4. Was knowledgeable in the lecture topic/practical skill(s)*	1	2	3
5. Clearly presented material in logical progression*	1	2	3
6. Was prepared and made good use of class time*	1	2	3
7. Used appropriate and easy to follow audio-visual aids	1	2	3
8. Made the lecture/practical skill lab interesting and correlated to actual field application	1	2	3
9. Presented information in various ways to accommodate information retention and different types of learners; i.e., charts, pictures, videos, handouts, interactive exercises?	1	2	3
10. Had good attitude	1	2	3
11. Controlled distractions appropriately/adequately	1	2	3
12. Projected professional demeanor	1	2	3
13. Was punctual and had an appropriate appearance	1	2	3
14. Articulates and projected information clearly	1	2	3
15. Encouraged class participation/questions*	1	2	3
16. Answered students' questions appropriately*	1	2	3
17. Demonstrated skill(s) clearly and correctly*	1	2	3
18. Provided sufficient equipment during practical labs that was in good working order	1	2	3
19. Provided at least one instructor or assistant instructor for every six students during practical skills lab	1	2	3
20. Worked closely with evaluators to monitor each student's skill performance and provided feedback*	1	2	3
21. Counseled, remediate, and treated all students fairly and equally*	1	2	3

Explain how the SEI succeeded or can improve (both provide valuable feedback):

The following items should be documented completely prior to this objective being signed by an evaluating SEI.

Provide detailed information on what aspects of the SEI skills are being remediated and what method you are using to provide remediation:

Explain how the SEI was able to demonstrate that remediation was successful:

If SEI was unable to successfully demonstrate the skills necessary, list your recommendations to the SEI for further remediation:

Was remediation necessary for any of the above items? Yes No

If this remediation was not successful, candidate should seek additional training and complete a new remediation form. (Make additional copies of this page as needed.) **The SEI must include this evaluation as part of the RAP packet when it is submitted for review by the MPD and the Department. RAP packets determined to be missing remedial documents will be returned to the applicant.**