



## ALS Course Coordinator Checklist for Endorsement Request Submission, Initial and Extended into the PEMS Region:

Yes No

- State application enclosed.
- State application has signature of sponsoring physician course director.
- Sponsoring physician is an OMD or PCD endorsed in the PEMS region.
- Physician Course Director policy signed by sponsoring physician is enclosed.
- Physician Course Director policies signed by additional sponsoring physicians if appropriate (*i.e.* the candidate intends to coordinate courses with more than one physician course director.)
- Resume or *curriculum vitae* enclosed.
- Letter of intent enclosed.
- Documentation of current certification or licensure at or above the level proposed for instruction enclosed.
- Evidence of some instruction in adult education enclosed (instructor certification card, college transcript)
- Documentation of instructional experience
- Signed copy, without modification, of the regional course content agreement
- Evidence of knowledge, experience, and/or background in EMS enclosed