



Vermont Emergency Medical Services District No. 3  
Fletcher Allen Health Care  
Medical Center Campus  
Medical and Health Care Information Center  
Burlington, VT 05401

## Process for Application of District Sponsorship to EMS Instructor Course

The following steps should be taken when applying for sponsorship to Vermont EMS District #3 towards the participation in a Vermont Department of EMS approved Instructor Course leading towards the attainment of a Vermont approved Instructor Coordinator status. Please note that approval will focus on candidates who can show a strong intent to support future district level education and NOT those specific to individual services (such as becoming a service training officer).

1. **Letter of Intent:** Submit a formal letter requesting approval by the VTEMSD#3 District Training Committee and District Board. This letter should include how the applicant will support VTEMSD#3 training initiatives in the future if becoming a Vermont Instructor Coordinator.
2. **Resume:** Submit a resume including:
  - Biographical information (name, address, phone, e-mail if applicable)
  - Past and present EMS experience
  - Past and present experience with EMS related education (such as service training officer, training committee representative, assistance with district approved courses or exams), prior education related to EMS (such as completion of CPR or Outdoor Emergency Care instructor programs)
  - Other pertinent education related experiences not directly linked to EMS (such as a degree in education or trainer with a business or organization).
3. **Letter of Support:** Submit at least one letter of support from an EMS official (such as a service training officer, head of service, or medical advisor). More than one reference is acceptable, a minimum of one is requested.

The Letter of Intent, Resume, and Letter(s) of Support should be submitted together (not piece-meal) and should be submitted to the VTEMSD#3 Training Committee Chair.