

VT EMS Agency Level Training Officer **Guidance Document:**



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Introduction:

The training officer (TO) is an integral part of the State EMS System. The TO is an individual who recognizes the importance of continuing competence as well as continuing education. This document was created to assist the agency level TO in understanding and carrying out their role. In addition to the guidance here, TOs are responsible for knowing the expectations set forth of them by their agency.

Training officer tasks:

TOs are looked to by EMS clinicians in their agency for information and guidance on topics related to national and local continuing competency. The TO should understand the following:

- Registering as a Training Officer in the NREMT
- Acquiring the Training Officer role in LIGHTS
- Delivering and/or facilitating agency level continuing education for recertification.
- State approved Agency level training
- Maintaining records of agency level training
- Verifying agency clinician's CE and skills in the NREMT and/or LIGHTS
- Training Officers on Vector
- Staying connected

Registering as a Training Officer in the NREMT

This link from the NREMT website offers guidance on how to create a TO account with the NREMT:

[Training Officers | National Registry of Emergency Medical Technicians](#)

Registering as the Training Officer in LIGHTS

The Agency Head of Service (HOS) is responsible for updating this information. The [Vermont EMS LIGHTS User Guide](#) guides the HOS on how the agency TO is recorded in LIGHTS.

Delivering and/or facilitating agency level continuing education for recertification:

There are several documents that can be referenced when determining your agency's training needs and approved training and education to qualify for recertification education. When recertifying, there are three components that must be considered- the national, local/state, and individual.

The NREMT has created the National Continued Competency Program 2025 (NCCP 2025). This document provides the topic areas that each clinician must obtain and document CEs on during their two-year recertification process.

- You can find the NCCP 2025 here: [2703086](#)

The Vermont State EMS Office has also published a Local Continued Competency Program (LCCP). EMS clinicians are responsible for completing training in the topics listed within the document in accordance with their licensure level.

- The LCCP is posted on the VT EMS website under education and training. It can also be found in the resource section of this document.

In addition to knowing what topic areas need to be included in a clinician's CE, it is important to understand what training opportunities are expected for recertification CEs by the NREMT.

- A link to the NREMT recertification guide can be found here: [EMS Recertification Guide | National Registry of Emergency Medical Technicians](#)
- A link to the "Accepted Education and Documentation policy" can be found here: [82-07-Accepted-Education-Documentation-Policy.pdf](#)

State approved Agency level training:

The NREMT accepts education from various approved entities, one of which is the State EMS Office. Each state is responsible for creating a process in which agency level training is approved. For agency level training to be approved in VT, the following information must be documented and maintained:

- Name of agency facilitating or delivering the training
- Date
- Length of training
- Individual(s) delivering the training
- Approved number of credits for CE
- Topic area that the CEs can be applied to in either the NCCP or LCCP
- Description of training
- Objectives (1-3)
- Attendance list
- Indication of documentation given to the clinician to be uploaded on their education transcript (i.e. certificate of completion, attestation statement, training content outline, etc.)

If the NREMT audits a clinician's CE and contacts the State EMS Office for further information, all agencies that the clinician is affiliated with will be asked to provide documentation that contains the information above for each training that the clinician reported on their transcript.

Page 8 of this document has a state-approved template that agencies may use to document their agencies training. Agencies may also create their own template as long as it includes the information listed above in this section.

Maintaining records of Agency training:

The TO will maintain supporting documentation for all agency training for a minimum of three years. This can be kept electronically or in paper form.

Verifying agency clinician CE and skills in the NREMT and/or LIGHTS

For guidance on verifying CE and skills on NREMT please refer to the following link:

[Training Officers | National Registry of Emergency Medical Technicians](#)

For guidance on verifying CE and skills in LIGHTS, please refer to the [Vermont EMS LIGHTS User Guide](#).

Training Officer and the Learning Management System (LMS) Vector:-

Clinicians who have been identified as their agency Should have their HOS contact the State EMS Office at vtems@vermont.gov verifying their role as the TO. Personnel from the office will then give the proper permissions to the clinician in Vector.

TOs do the following in Vector:

- Maintain an up-to-date roster
- Assign training that has already been uploaded on Vector
- Run reports to see who has completed assigned training
- Encourage clinicians and guide them on setting up credentials

Staying connected:

There are upwards of 200 TOs in Vermont. Connecting with other TOs in the state is beneficial. Below are a few examples of projects and opportunities that can be communicated when a TO gets and stays connected:

- Create and share one- and two-year training plans that align with VTs LCCP model.

- Share upcoming training opportunities that other agencies may be interested in attending or providing at their own agency.
- Share experiences as a TO that other like-minded individuals will likely be able to connect with.

The State EMS Office offers a statewide TO check-in on the second Tuesday of every other month via Teams. This check-in is facilitated by the State EMS Training Administrator (STA) and is intended to be a time for important updates from the EMS Office when necessary as well as a time for TOs to connect through discussion and collaboration on various projects.

Interested in joining in on these “TO Check-ins”? Email Courtney at courtney.newman@vermont.gov.

Resources links:

NREMT Recertification Guide:	EMS Recertification Guide National Registry of Emergency Medical Technicians
NREMT Accepted Education and Documentation Policy	82-07-Accepted-Education-Documentation-Policy.pdf
NREMT Training Officer Guide:	Training Officers National Registry of Emergency Medical Technicians
NREMT Medical Director Guide:	Information for Agency Medical Directors National Registry of Emergency Medical Technicians
NREMT NCCP 2025:	2703086
VT LCCP 2025:	Found on the VTEMS Webpage under Supplemental and Continuing Education
LIGHTS User Guide:	Vermont EMS LIGHTS User Guide – Section 5: pgs. 40 & 41

Frequently Asked Questions:

Q: Can a TO who is licensed at the BLS level verify ALS clinicians' skills in the NREMT?

A: No. It is the District/ Agency Medical Directors responsibility to verify ALS clinician skills in the NREMT.

Q: When it comes time for recertification, can I verify my own CE as the agency TO?

A: No. An agency TOs CE and skill verification needs to be completed by the district/Agency Medical Director at both the BLS and ALS level. if your agency has two TOs, the other TO may approve your CE.

[Training Officers | National Registry of Emergency Medical Technicians](#)

Q: What if a clinician is looking to recertify but they have not worked on the ambulance more than a handful of times or at all in the two-year recertification cycle?

A: Agencies are encouraged to have a policy in place that specifies requirements needing to be met for clinicians to have their CE and skills verified by the agency.

Q: There is a clinician at my agency who is VT licensed only and does not have a national certification. How do I verify their CE?

A: Clinicians who hold a VT license only will utilize a Continuing Education Tracking Form within their account on LIGHTS. When it comes time for their training to be verified, LIGHTS will send the agency TO an automatic email alerting them to go into the clinician's renewal application and verify their education. The LIGHTS User Guide provides further information on this. ([Vermont EMS LIGHTS User Guide](#))

Q: Who is responsible for a clinician's recertification?

A: It is ultimately the clinician's responsibility to complete, maintain, and apply for recertification during their recertification cycle.

Vermont State EMS Office Agency-level Training Approval Form

Agency name:	Date of Training:
Topic:	Duration:
Name of individual delivering this training:	

Approved number of CE credits:
Approved program(s) that CEs can be applied to: (check all that apply) <ul style="list-style-type: none"><input type="radio"/> NCCP<input type="radio"/> LCCP<input type="radio"/> Individual

Description of training: (i.e delivery of information- lecture, group discussion, psychomotor, online, in person, pre -recorded, etc.)
Objectives: (By the end of this training, clinicians will...) 1. 2. 3. Looking for assistance to write objectives? Check out this information: 5 Steps to Writing Clear and Measurable Learning Objectives

Clinicians who participated and successfully completed this training received the following documentation to upload to their CE transcript: <ul style="list-style-type: none"><input type="radio"/> Certificate of completion created and distributed by the agency TO<input type="radio"/> Certificate of completion created by the individual who delivered the training<input type="radio"/> Certificate of completion via vector<input type="radio"/> Attestation statement from the agency TO acknowledging participation and completion.

Attendance:

[illegible]

Training Officer signature:_____

