COURSE PROCESS FLOWCHART – what happens after a request is submitted?

Employees who've not worked for UNM in the last year may need to reapply, or provide updated paperwork. **If the instructor needs to be hired or re-hired by UNM, a 12 week lead time is required for course to allow for time to hire instructor.** To become a current instructor at UNM, apply at [https://unmjobs.unm.edu](https://unmjobs.unm.edu).

**Minimum 8 weeks prior to course:**
1. Course request form received by EMSA from service (or instructor if course not requested for a specific service)
   ([http://hsc.unm.edu/SOM/emsacad/docs/Course%20Request%20form%20102513.docx](http://hsc.unm.edu/SOM/emsacad/docs/Course%20Request%20form%20102513.docx)).
   For course price information, visit [http://hsc.unm.edu/som/emsacad/InstructorCoordinator/PDF/CoursePriceList.pdf](http://hsc.unm.edu/som/emsacad/InstructorCoordinator/PDF/CoursePriceList.pdf).

**Minimum within 1 week of submission/7 weeks before class**
2. Course instruction opportunity offered by EMSA to instructor(s) closest to the service.
3. Details confirmed w/ instructor.

**Minimum within 2 weeks of submission/6 weeks before class**
4. Course approved by EMSA Manager.
5. Course assigned a course number by EMSA.
6. Instructor contract (if UNM is paying instructor) or Quote (if someone else is paying instructor; generate your quote here: [http://hsc.unm.edu/som/emsacad/InstructorCoordinator/Auto-GenQuotes.xlsx](http://hsc.unm.edu/som/emsacad/InstructorCoordinator/Auto-GenQuotes.xlsx))
sent out from EMSA to instructor for signature.

**Minimum within 3 weeks of submission/5 weeks before class**
7. EMSA driver scheduled (when trailer is required).
8. Contract or Quote signed & returned by Instructor or Service. **This step MUST be completed before anything else can happen**
9. Purchase order(s) received by EMSA from service.
10. Finalized – EMSA has told instructor all is ready.

**Minimum within 5 weeks of submission/3 weeks before class**
12. If long course: EMSA & instructor verify course has enough participants to occur – if not, one week remains in which to meet course minimum.

**Minimum within 6 weeks of submission/2 weeks before class**
13. If long course: EMSA & instructor verify course has enough participants to occur – if not, course will be postponed or cancelled.
14. If short course: EMSA & instructor verify course has enough participants to occur – if not, one week remains in which to meet course minimum.
15. Course packet/Textbooks/DVDs sent/picked up.
16. Trailer delivered.

**Minimum within 7 weeks of submission/1 week before class**
17. If short course: EMSA & instructor verify course has enough participants to occur – if not, course will be postponed or cancelled.

**Minimum within 1 week of class start date**
18. Registration forms rcvd & scanned; Roster sent to Clinical Coordinator (long courses).
19. Needlestick purchased (long courses) – and this is why registration forms needed right away.
20. Registration forms sent to NMEMS.

**MAXimum within 14 days of class start date**
21. UAs & Immunizations given to Clinical Coordinator (long courses) – students not completing this requirement will be dropped from class.
22. CCHSP process completed by students (long courses).
23. Invoices sent (by EMSA to billed parties).

**By 1 week of receipt (by Clinical Coordinator) of verification of clinical requirements completed (background check results received) and students preferred days**
24. FISDAP purchased & Clinical shifts scheduled (refer to “Clinical Information for Instructors” in course paperwork).

**Preferred within 1 week of clinical (or didactic if no clinicals required) end date**
25. Gradesheets & evaluation forms received – gradesheets turned in with passing grades (must have a “Final Grade”) and “Satisfactory” indicates that student has passed all components of program, including clinicals.

**Within 2 weeks of receipt of gradesheets**
26. Confirmed all invoices/students paid.
27. Certificates sent/picked up available for all students paid in full.
28. Student completion verified with NREMT, for all students paid in full.

**Within 3 weeks of receipt of evaluation forms**
29. Evaluation report sent to instructor.