

CONTINUING EDUCATION CONSORTIUM INSTRUCTOR AGREEMENT

Please complete and email to ems@kellogg.edu.

		Date _____	
Name	_____	_____	KCC-ID _____
	Last	First	
Email	_____		
Address	_____	_____	_____
	Street	City	State Zip
Phone	Cell _____	May we contact you here?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Work _____	May we contact you here?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Home _____	May we contact you here?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred primary contact	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	<input type="checkbox"/> Home
Preferred secondary contact	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	<input type="checkbox"/> Home
EMT I/C License #	_____		
Are you interested in assisting with the instruction of KCC certification courses or proctoring psychomotor exams? (check all that apply)			
<input type="checkbox"/> KCC Certification Courses <input type="checkbox"/> Psychomotor Exam			
Are you teaching for another facility or group other than KCC? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, who? _____			

This agreement is between Kellogg Community College Continuing Education Consortium (KCC CEC) and the below listed instructor. This agreement is in consideration of the mutual promises set out as follows:

KCC CEC will provide the following support to affiliated instructors:

- Timely updates on any instructional changes approved by the Michigan Department of Health and Human Services (MDHHS).
- The use of instructional audiovisual materials as appropriate and available.
- Access to copies of course rosters, evaluations and instructor pool.
- Access to available handouts and printed material developed by KCC CEC.
- Copies of all state-approved lesson plans
- The processing and issuing of continuing education credits to participants and maintenance of course records.
- Opportunities for instructor continuing education credits.
- Equipment use as needed and available at a rate of \$10 per participant. Two-weeks notice is required for equipment usage, if available.

As an instructor affiliated with KCC, I agree to the following:

- The scheduling of dates, room/locations, manikins, supplies, and AV materials.
- KCC must be notified of all courses two weeks in advance.
- All course rosters and evaluations must be submitted electronically to ems@kellogg.edu within 72 hours of course completion.
- Arranging for additional instructors needed to meet the 6:1 student/instructor practical ratio
- To maintain professional standards of conduct and dress
- To maintain a current EMS Provider license and Instructor/Coordinator license
- To abide by the policies and standards of KCC CEC and MDHHS
- To complete such reports as required by the KCC CEC and MDHHS
- To accept supervision and evaluation of my instructor status with the KCC CEC and MDHHS
- Adherence to all standards including the maintaining of no greater than 6:1 student instructor ratio during practical skills and use of proper manikins and equipment for the specific MDHHS continuing education credits.
- Maintain the confidentiality of all records, reports, tests, and keys that are provided to me
- Provide KCC with the following:
 - Current I/C License
 - Current EMS Provider License
 - Current Resume/CV

Failure to abide by this agreement will terminate membership within KCC CEC and access to instructional materials as set forth by the MDHHS and KCC CEC. Any questions regarding this agreement should be forwarded to the KCC CEC Coordinator. This agreement is valid through the current MDHHS CE Sponsorship approval.

Instructor's Signature _____ Date _____

Printed Name _____

KCC CEC Representative _____ Date _____

Printed Name of KCC CEC Representative _____