I. Introduction

II. Goals & Objectives

III. Description of Organization Applying to Become a Chapter or Training Centre

IV. Description of EMS System

V. Role of the Medical Director & Coordinator
   A. Plan for continuity of operations
   B. Immediate notification of ITLS International of any change in Medical Director or Coordinator

VI. Description of Training & Certification Levels

VII. Student Classification & Course Completion
   A. ITLS Provider courses - Basic
      1. Minimum course entry requirements
      2. Written test passing score
      3. Minimum score on patient assessment skills Testing
      4. Minimum criteria to achieve Instructor Potential status
      5. Course certification period
      6. Course recertification requirements
   
   B. ITLS Provider courses - Advanced
      1. Minimum course entry requirements
      2. Written test passing score
      3. Minimum score on patient assessment skills Testing
      4. Minimum criteria to achieve Instructor Potential status
      5. Course certification period
6. Course recertification requirements

C. ITLS Military courses
1. Minimum course entry requirements
2. Written test passing score
3. Minimum score on patient assessment skills
   Testing
4. Minimum criteria to achieve Instructor
   Potential status
5. 4 Year Course certification period
6. Course recertification requirements

D. ITLS Pediatric courses
1. Minimum course entry requirements
2. Written test passing score
3. Minimum score on patient assessment skills
   Testing
4. Minimum criteria to achieve Instructor
   Potential status
5. Course certification period
6. Course recertification requirements

E. ITLS Access courses
1. Minimum course entry requirements
2. Written test passing score
3. Minimum score on patient assessment skills
   Testing
4. Minimum criteria to achieve Instructor
   Potential status
5. Course certification period
6. Course recertification requirements

F. ITLS Provider Recertification
1. Minimum course entry requirements
2. Written test passing score
3. Minimum score on patient assessment skills testing
4. Minimum criteria to achieve Instructor Potential status
5. Course certification period
6. Course recertification requirements

G. ITLS Instructor courses
   1. Minimum course entry requirements
   2. Time period for Instructor course eligibility
   3. Course teaching requirements
   4. Course certification period

H. ITLS Instructor Recertification
   1. Teaching requirements
   2. Course certification period

I. ITLS Instructor Bridge Course
   1. Minimum course entry requirements
   2. Course passing criteria
   3. Course teaching and monitoring requirements
   4. Course certification period
   5. Course recertification requirements

VIII. Organizational Requirements

A. Course Requirements
   1. Courses taught to latest editions of ITLS manuals
   2. Courses conduct requirements
   4. Student confidentiality requirements
5. Student records retention policy

6. Notice requirements for course requests

7. Designation of course approval authority

8. Course application submission procedure

9. Requirements for faculty:
   a. Course medical director
   b. Course coordinator
   c. Affiliate faculty

10. Requirements for course paperwork:
   a. Timeframe for submission
   b. Use of CMS

IX. Protocol for Conducting an ITLS Course

X. Teaching Eligibility

XI. Appointment Criteria

A. Course Coordinator
   1. Qualifications
   2. Selection and removal process
   3. Course responsibilities
   4. Post course responsibilities

B. Affiliate Faculty
   1. Qualifications
   2. Selection and removal process
   3. Course responsibilities

C. Course Medical Director
   1. Qualifications
   2. Selection and removal process
   3. Course responsibilities

D. Chapter Coordinator
   1. Qualifications
2. Selection and removal process

3. Responsibilities

E. Chapter Medical Director
   1. Qualifications
   2. Selection and removal process
   2. Responsibilities

F. Instructors
   1. Qualifications
   2. Selection and removal process
   3. Responsibilities

XII. Course Fees and Rosters
   1. Designation of how fees are set
   2. Course fee collection and remittance procedures to chapter or training centre and International office
   3. Designation of current course fees by type of course
   4. Description of procedure for printing cards and suspension of card-printing privileges

III. Advisory Committee

A. Membership
   1. Designation of composition of membership the committee
   2. Designation of members’ terms of office
   3. Designation of committee appointment process

B. Designation of committee responsibilities and oversight of courses and activities

C. Designation of selection process for International delegates if applicable
VI. Policy on Non-Discrimination and Harassment

VII. Policy on Dispute Resolution

VIII. Policy on Students with Disabilities

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