



First Responder Instructor Course by OHM Medical

Steps to become an authorized instructor of the OHM Medical First Responder course

1. Congratulations on completing the FR Instructor course with OHM Medical / Firemedix. All FR instructors will receive password protected access to the OHM Medical FR Course via our website. This is the property of OHM Medical, not to be distributed.
Jones and Bartlett has authorized OHM Medical Training to reference the 6th Edition EMR Manual and make adjustments as we see fit to form our OHM Medical FR course, this manual is to be used in conjunction with the course. (The Guide is not intended to replace the Jones and Bartlett 6th Edition EMR Manual, purchased copies of the Jones and Bartlett manual are required by all attendees of FR courses)
2. You must discuss terms of how your FR Instructors can become authorized to teach and submit rosters under the OHM Medical First responder course license. **Must be a valid FR Instructor (this is valid for 3 year). If you plan to teach a course under our license your department representative will need to select a licensing agreement that works for your department or region. We offer a variety of options dependant on the volume of FR candidates you plan to teach in a year.**
Please contact Alex Mattes for pricing details. Mattes.alex@ohmmmedical.com
3. All authorized FR Instructors must sign the one page confidentiality agreement and email back to Debbie.wright@ohmmmedical.com.
This agreement states that you are authorized to teach our OHM Medical FR course and submit under the OHM FR license when teaching within your Fire Department or Regional District that has been established in the terms of the agreement. You are not authorized to teach our OHM Medical FR course outside of the agreed upon terms.
4. All rosters are to be submitted to OHM Medical we will review and ensure all is complete and submit to licensing on your behalf, no roster will be submitted direct to licensing.

NOTE: All rosters are being submitted to licensing under the OHM Medical license, by completing the steps above we are providing you access to teach our FR course under the OHM Medical license. Disregard to these steps will require your course approval to be denied.

**To enquire about setting up a department agreement please contacted
Alex Mattes mattes.alex@ohmmmedical.com**

Steps to submit rosters

Step 1: All First Responder course rosters must be filled out in full (as instructed on the sheet attached Form 3737) Please note when accessing Form 3737 Excel s/s the instructions are located within tab 1, click through the various tabs to view the roster and terminology.

Step 2: All rosters are to be submitted direct to OHM Medical Debbie.wright@ohmmmedical.com. We will submit the roster to licensing on your behalf. **Course rosters must be submitted no later than 3 business days after the completion of the course.**

Step 3: **It is the responsibility of each of the First Responder Instructor to teach the course in its entirety as outlined by OHM Medical Training.**