



EMERGENCY MEDICAL DISPATCH

FAQ

North Dakota Chapter of APCO

Emergency Medical Dispatch Protocol System 2024

North Dakota Emergency Medical Dispatch Protocol System FAQ

*****ND APCO EMD PROGRAM WILL END **DECEMBER 31ST, 2029**. ALL AGENCIES USING THIS PROGRAM WILL NEED TO HAVE AN ALTERNATIVE EMD PROGRAM ACTIVE AND IN PLACE BY THE END DATE.***

***** THERE WILL BE NO EXCEPTIONS*****

My agency needs to recertify, how do I request a class?

1. To request an EMD Class, you will go to [ND APCO \(northdakota911.com\)](http://NDAPCO(northdakota911.com)), fill out the 2024 EMD Course Request Form, and send completed form to bldahlin@nd.gov.
2. NDAPCO will then forward your request to certified instructors who will then contact you to finalize scheduling of the EMD class.
 - a. NOTE: You MUST send this request **AT LEAST 3 weeks prior** to the date you wish to host the class to ensure ample time to find an instructor and publicize the EMD class.
 - b. There is a box in this form where you can request a certain instructor. All best efforts will be made to have that instructor teach your requested class. ND APCO EMD Instructors are subject to their own availability and willingness to teach a course, required travel may also be a contributing factor.

How do I become an ND APCO EMD Instructor?

1. To Become a North Dakota EMD Instructor, you must have the following:
 - 2 years of being EMD Certified
 - Shadow 1 class of EMD being taught – must be signed off by the instructor.
 - Method of Instruction Class
 - LETA MOI Class, Current CPR Instructor or Current BLS/ALS Instructor qualifies.
 - Other MOI type classes or certifications may qualify – EMD Committee must make final determination.
2. You must send the following to bldahlin@nd.gov :
 - 2024 EMD Instructor Application.Renewal
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 - Proof of Method of Instruction
 - Instructors sign off of EMD class Shadowing
 - Current EMD Certification
 - Current CPR Certification
3. Once certified by the ND Chapter of APCO you will receive access to the course material.
 - ND Chapter of APCO will ensure instructors have the course material and will review the process of hosting a class with instructors.
4. To KEEP certification, you MUST teach at least 1 FULL EMD class every 2 years. Failure to do so will result in revocation of EMD Instructor Certification.



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How do I get my EMD certificate?

1. Once your class has been completed and passed, you will receive an EMD Course Completion Certificate from your instructor.
2. Your instructor will then submit the 2024 EMD Course Student Registration Form, your current CPR Certification, and class roster to ND APCO EMD Committee Chair.
3. The ND APCO Committee Chair will then verify all information and issue the ND APCO EMD Certification number to each student via email listed on their student registration. ****You will NOT be issued your EMD certification without proof of current CPR!****

My agency doesn't have CPR scheduled yet, can I still take a ND APCO EMD class?

- Yes, however you will need to send in your CPR certification to bldahlin@nd.gov and then your ND APCO EMD Certification will be sent to you.

When will my certification expire?

- ND APCO EMD Certification will expire on June 30th every 2 years from the date of last certification. For example, your current certification expired June 30th, 2024. You attend a refresher EMD class in May 2024, so your new expiration date is June 30th, 2026.

Shoot! I am expired! Do I have to retake the full class?

- There is a 6-month grace period from your expiration date on your current EMD Certification. If you do not renew within 6 months of expiration, you will need to retake the full ND APCO EMD Course.

Where do I find the forms I need to fill out?

- All forms you need to request an EMD Class or to apply to be an instructor are located at [ND APCO \(northdakota911.com\)](http://NDAPCO.northdakota911.com)

All Forms and more information can be found at www.northdakota911.com under ND APCO

Questions? Please Email ndapco1@gmail.com