

Instruction on how to fill out Initial and Completion EMT/Paramedic Course Rosters

Initial Roster:

Please fill out all areas:

1. BEMS Course Number: This will be given on your approval letter or email when BEMS approves your class.
2. Class Date: Please fill in the **completion date** of your class
3. Teaching Facility: List the hosting facility
4. Course Coordinator: List the Course Coordinator from the Hosting Facility
5. Lead Instructor: List the Lead Instructor
6. Classroom Site: Where was classroom part of class given and mark if College Credit Hrs or Certificate Program
7. College Registrar: Give name of College Registrar
8. Information about students: Please fill in the following information on each students:
 - Last Name
 - First Name
 - Middle Initial
 - Last 4 of SSN#
 - Final Grade

Final Roster:

Please fill out all areas:

9. BEMS Course Number: This will be given on your approval letter or email when BEMS approves your class.
10. Class Date: Please fill in the **completion date** of your class
11. Teaching Facility: List the hosting facility
12. Course Coordinator: List the Course Coordinator from the Hosting Facility
13. Lead Instructor: List the Lead Instructor
14. Classroom Site: Where was classroom part of class given and mark if College Credit Hrs or Certificate Program
15. College Registrar: Give name of College Registrar
16. Information about students: Please fill in the following information on each students:
 - Last Name
 - First Name
 - Middle Initial
 - Last 4 of SSN#
 - Final Grade
17. Statement of Competency in EMT Responder Skills: Please send copies of all NREMT checklist for all skills tested for each student. **Need these on EMT class students only pass or fail.**

All class initial rosters must be submitted the next day after classes have begun and final rosters no later than 5 days after the last class meeting.

The complete form should be mailed to:

Bureau of EMS
MS State Dept. of Health
ATTN: Certification
P.O. Box 1700
Jackson, MS 39215

Or emailed to:

steven.jones@msdh.ms.gov

Questions? Contact 601-576-7377.