



Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE EMERGENCY MEDICAL TECHNICIAN

(Alternate Title: AMBULANCE ATTENDANT (EMT))

O*NET-SOC CODE: 53-3011.00 RAPIDS CODE : 0724CB

This schedule is attached to and a part of these Standards for the above-identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

As per USDOL Office of Apprenticeship [Circular NO. 2026-01](#) The time-based approach (29 CFR 29.5(b)(2)(i)) measures skill acquisition through the apprentice's completion of the industry standard for on-the-job learning (at least 2,000 hours), as described in a work process schedule. The work process schedule for a time-based program must also include an outline of the specific work processes in which the apprentice will receive supervised work experience. 3 The minimum of 2,000 hours of on-the-job learning required in the time-based approach applies to the entire term of the apprenticeship program and is not a minimum number of hours per calendar year. A program can distribute the required hours of on-the-job learning across multiple years based on the nature of the occupation and the needs of the employer and apprentices.

The term of an EMERGENCY MEDICAL TECHNICIAN (**EMT**) apprenticeship shall be **2000 hours**. The term of the apprenticeship is **1 year** with an OJL attainment of **2000**, supplemented by the minimum required 144 hours of related instruction per 2000 hours of on-the-job training.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice-to-journey worker ratio is: 1 Apprentice to 1 Journey worker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker wage rate, which is: **\$24.00**.

Period	Hours	Minimum Wage	Percent of Wages
1	0-1000 Hours	20.00	83%
2	1000-2000 Hours	22.00	92%
3	2000 Hours	24.00	100%



5. PROBATIONARY PERIOD

Every applicant selected for an apprenticeship will serve a probationary period of **90 days**.

6. SELECTION PROCEDURES

Please see page **A-9**.



Appendix A

ON-THE-JOB LEARNING OUTLINE EMERGENCY MEDICAL TECHNICIAN

(Alternate Title: AMBULANCE ATTENDANT (EMT))

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REQUIREMENTS:

Apprentice Orientation Checklist and Apprenticeship Agreement Form 671

Per 29 CFR 29.5, prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor's Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor's written rules and policies, the apprenticeship agreement, and the sections of any collective bargaining agreement (CBA) that pertain to apprenticeship. After selection of an applicant for apprenticeship, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement, which must be submitted to the Office of Apprenticeship.

It is the responsibility of the sponsor to submit the following proof of apprentice consent by uploading the following documents signed by the apprentice to the apprentice's RAPIDS profile:

1. Signed Form 671 (apprentice agreement)
2. Apprentice Orientation Checklist

Visit the Idaho Sponsor Success Guide – Onboarding Apprentices to download required document templates.

To enter the Apprenticeship Program:

An apprentice must be at least **18 years** of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

☒ There is an educational requirement of:

- Completed high school diploma or GED

☒ There is a physical requirement of:

- Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

ON-THE-JOB LEARNING:

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety.



Clean vehicles or vehicle components.	Approximate Hours
A. Clean and wash rigs, ambulances, or equipment.	
B. Remove and replace soiled linens or equipment to maintain sanitary conditions.	
Total Hours	

Drive passenger vehicles.	Approximate Hours
C. Drive ambulances or assist ambulance drivers in transporting sick, injured, or convalescent persons.	
Total Hours	

Notify others of emergencies, problems, or hazards.	Approximate Hours
D. Report facts concerning accidents or emergencies to hospital personnel or law enforcement officials.	
Total Hours	

Provide first aid or rescue assistance in emergencies.	Approximate Hours
E. Place patients on stretchers and load stretchers into ambulances, usually with assistance from other attendants.	
F. Accompany and assist emergency medical technicians on calls.	
G. Administer first aid, such as bandaging, splinting, or administering oxygen.	
Total Hours	

Stock medical or patient care supplies.	Approximate Hours
Total Hours	

Maintain vehicles in good working condition.	Approximate Hours
H. Perform minor maintenance on emergency medical services vehicles, such as ambulances.	



Total Hours	
Maintain professional knowledge or certifications.	Approximate Hours
I. Earn and maintain appropriate certifications.	
Total Hours	
Hold patients to ensure proper positioning or safety.	Approximate Hours
Total Hours	
TOTAL HOURS	2000



Appendix A

RELATED INSTRUCTION OUTLINE EMERGENCY MEDICAL TECHNICIAN

(Alternate Title: AMBULANCE ATTENDANT (EMT))

O*NET-SOC CODE: 53-3011.00 RAPIDS CODE : 0724CB

RELATED INSTRUCTION

The Sponsor recognizes relevant course completions earned in several ways, including college coursework in high school, transferred credits from other institutions, standardized subject tests, and various industry and agency training and certifications.

Related instruction - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education is tightly integrated with real work product. The curriculum is defined as a variety of courses and course topics, around which the exams and projects are based. By defining the RTI in this way, all competencies required of the students are met, through project work.

RELATED INSTRUCTION PROVIDER



Coding Clarified Medical Coding

6848 N Government Way Ste. 114

Dalton Gardens, Idaho 83815

<https://codingclarified.com/>

Janine Mothershed CPC, CPC-I, CADS, CAC

Janine@CodingClarified.com / (833) Med-Code

RELATED INSTRUCTION OUTLINE

USDOL Anti-Harassment Video:

<https://www.dol.gov/agencies/eta/apprenticeship/eo/harassment/video>

Informational video from the USDOL regarding Anti-Harassment created specifically for apprenticeship programs.



Core Curriculum

*CIP Code	Course Title	Contact Hours
51.0810	USDOL Anti-Harassment (workplace conduct)	1
51.0810	Agency Protocol Updates & Clinical Standards Review	6
51.0810	Agency Operations, Safety & Crew Resource Management	4
51.0810	Skill Validations & Sim Lab (agency-conducted)	8
51.0810	Continuing Education for Certified EMTs (agency)	5
51.0810	Medical Necessity & Level of Service — QA/QI live coaching (Coding Clarified)	30
51.0810	PCR Documentation Standards & Resolution of Conflicting Information — QA/QI live coaching (Coding Clarified)	50
51.0810	Documentation Compliance, Accuracy & Audit Response — QA/QI live coaching (Coding Clarified)	40
Total		144



SELECTION PROCEDURES:

The process for finding and selecting the best talent possible for an apprenticeship opening position includes the following:

The sponsor may post open positions on career sites or the company's internal career board to solicit applications.

Applications will be pre-screened to eliminate candidates who do not meet the basic qualifications requirements of the position.

Those applicants that meet basic qualifications will be processed through an assessment to screen out those who lack the desire and interest for the apprenticeship. Screening applicants will be performed through interviews and job simulations to select candidates with the highest potential for apprenticeship success.

The Apprentice(s) will be selected based on the most qualified candidate.

Applicants that have accepted the position will be registered within 45 days.

The apprenticeship selection process and procedures will be uniformly and consistently applied to all applicants.

Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal the decision using the applicant appeals procedure described in Section J of the Standards.

Maintenance of Applications and Selection Records

The sponsor and participating employer will keep adequate records according to their own internal systems, policies, and procedures. There will be no undue burden placed on the company in regarding to hiring the applicant as their apprentice. The items and records maintained, including qualifications of each applicant; the basis for evaluation for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants selected will be maintained in such manner as to permit the identification of race, gender, or ethnicity.

Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.



SPONSOR OBLIGATION TO PREVENT HARASSMENT AND INTIMIDATION OF APPRENTICES:

Under the National Apprenticeship Act of 1937, OA is conferred the responsibility to protect the safety and welfare of apprentices. Pursuant to this authority, OA has issued regulations designed to ensure that apprentices participating in the National Apprenticeship System are free from unlawful discrimination, harassment, intimidation, and workplace violence. In all states under 29 CFR 30.3(b)(4), sponsors are obligated to develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by §30.17.

Harassment and intimidation of any apprentices is intolerable and unacceptable. Program sponsors are obligated under 29 CFR Part 30 to design and implement internal procedures and adopt practical measures for effectively addressing and mitigating harassment risks to apprentices, as well as for promptly handling and resolving apprentice complaints about harassment and intimidation. Additionally, sponsors are responsible for ensuring affiliated and contracted employers do not ignore, tolerate, or encourage any conduct that suggests acceptance of such behaviors.

Incidents of harassment and intimidation of apprentices warrant swift and decisive action from sponsors to prevent reoccurrences and promote environments of tolerance and equity in the workplace so that all apprentices feel safe, welcomed, and treated fairly.

Examples of practical measures sponsors may employ to combat incidents of harassment, discrimination, and intimidation include, but are not limited to:

- designating an individual or office within the employing organization to handle harassment complaints and effectively address harassment risks;
- establishing disciplinary guidelines and procedures for holding offending persons accountable for their actions;
- adopting a process for immediately referring incidents of workplace harassment that involve assault or other crimes to law enforcement agencies; and
- providing supportive services (such as counseling) to apprentices who have experienced harassment and intimidation in the workplace.

OA prohibits, and sponsors must be vigilant in preventing, retaliation against any apprentice for making a good-faith report of harassing conduct, opposing any harassing behavior or other form of discrimination, cooperating with or participating in any investigation of alleged harassing conduct, or otherwise engaging in protected activity.

Harmful and malicious conduct must never be ignored, tolerated, or abetted by program sponsors or participating employers. Apprentices of all racial, ethnic, sexual, religious, and disability backgrounds are entitled to a workplace that is safe, welcoming, and free of both physical and emotional abuse. When made aware of such conduct, the failure of RAP sponsors or an SAA to take immediate action to address and eradicate said conduct could result in the initiation of enforcement proceedings by the Office of Apprenticeship, as well as other governmental agencies, against those parties. Regulatory compliance dictates all reasonable measures be put forth to avoid such an outcome.



Employer Approval Acknowledgment

*This document serves as confirmation that **CODING CLARIFIED** has requested, reviewed, and approved the Registered Apprenticeship Standards for the occupation of **EMT**. CODING CLARIFIED affirms that the standards accurately reflect the skills, knowledge, and competencies required for the role and agrees to implement and support the program as described.*

Authorized Signature: JANINE MOTHERSHED

Printed Name & Title: Janine Mothershed Owner

Date: 06/09/2026

EMT Appendix A -Coding Clarified - 06-08-2026.pdf

Final Audit Report

2026-06-09

Created:	2026-06-08
By:	Morgan Galway (morgan.galway@labor.idaho.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAayd1egHsiKvKLMekCZIS2qwK2az9EUJg

"EMT Appendix A -Coding Clarified - 06-08-2026.pdf" History

-  Document created by Morgan Galway (morgan.galway@labor.idaho.gov)
2026-06-08 - 5:10:26 PM GMT- IP address: 204.144.104.75
-  Document emailed to Janine Mothershed (janine@codingclarified.com) for signature
2026-06-08 - 5:11:09 PM GMT
-  Email viewed by Janine Mothershed (janine@codingclarified.com)
2026-06-08 - 5:11:15 PM GMT- IP address: 74.125.210.33
-  Document e-signed by Janine Mothershed (janine@codingclarified.com)
Signature Date: 2026-06-09 - 6:00:00 PM GMT - Time Source: server- IP address: 47.193.87.49 - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-06-09 - 6:00:00 PM GMT