



**NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF HEALTH SERVICE REGULATION OFFICE OF EMERGENCY MEDICAL  
SERVICES**

2707 Mail Service Center | Raleigh, NC 27699-2707 | Phone: (919) 855-3935 | Fax: (919) 733-7021

The Virtual NCOEMS Instructor Workshop will be offered to Initial and Renewing Instructor Applicants. The Virtual Instructor Workshop will consist of (2) two sections, an online component (Assignment Submission and Exam) and a synchronous Instructor Workshop.

Instructions to register for the Virtual NCOEMS Instructor Workshop are listed below:

1. Access the NCOEMS Instructor Workshop Pre-Course, which may be accessed from the NC Training-Exercise-Response Management System (NC TERMS) page or by visiting: <https://terms.ncem.gov/TRS/logon.do>
  - a. Once logged in, look to left of screen and select "Online Training"
  - b. Once in "Online Training", go to "ESF-8 Public Health and Medical Services"
  - c. Once in "ESF-8 Public Health and Medical Services", choose: [NCOEMS Instructor Workshop Pre-Course \(LZ-28556\)](#)
  - d. Complete assignments in Chapters 1-5 and submit same using the instructions in Chapter 6
  - e. Anyone not submitting the assignments will not be granted access to the workshop
2. Take the NCOEMS Instructor Workshop Pre-Course Exam at the end of the course
  - a. Must make an 80% or higher
  - b. Must have issued Certificate
  - c. Anyone not meeting (1)(d) and/or (2)(a) will not be granted access to the workshop
3. Register for Synchronous Instructor Workshop
  - a. Must complete the Pre-Course and submit your assignments via ReadyOp before registering
  - b. Will consist of a 4-5hr workshop presented by NCOEMS Staff
  - c. A maximum of 50 Instructor Applicants will be allowed for each Workshop
  - d. Pre-registration will be required
  - e. Entrance into the synchronous Instructor Workshop will require completion of NCOEMS Instructor Workshop Pre-Course and submission of assignments via ReadyOp
  - f. Anyone not submitting the assignments or completing the of NCOEMS Instructor Workshop Pre-Course will not be granted access to the workshop
  - g. Workshops listed at <https://continuum.emspic.org/auth/education/workshops> and enrollment will lock 7 days prior to the scheduled Workshop
  - h. Once Continuum has locked enrollment on the workshop you are registered for, we will pull the roster and verify all required work has been submitted
  - i. Individuals not meeting the pre-requisites will be removed from the Workshop
  - j. Individuals meeting the requirements will be sent a link. Typically, we will send the Virtual Workshop link 3-5 days prior to the start of the workshop