

Section 5: Appendix

Course Coordinator Orientation Session Confirmation Letter

This is a sample Course Coordinator Orientation Session confirmation letter to be sent to individuals who are enrolled in a Course Coordinator Orientation Session. It is also available on the GEMS website at www.GEMSite.com. The information in italics needs to be customized for your course.

Date

Name

Title

Institution

Address

City, State, Zip

Dear *name of GEMS provider*:

Thank you for enrolling in the GEMS Course Coordinator Orientation Session to be held at *name of location in city, state on date*.

The enclosed Course Coordinator application lists the requirements for becoming a GEMS Course Coordinator. Please come to the orientation with documentation of:

- Status as a physician, registered nurse, nurse practitioner, advanced practice nurse, physician assistant, paramedic, or EMT
- Successful completion of the GEMS provider course
- Experience coordinating other nationally recognized standardized courses for prehospital personnel

Please bring your GEMS Textbook to the orientation. *Enclose a GEMS Resource Manual or provide information on how they can obtain a GEMS Resource Manual.*

I look forward to meeting you at the GEMS Course Coordinator Orientation Session. Please contact me at *phone and/or e-mail* if you have questions about the orientation.

Sincerely,

Name of Course Coordinator

Title

Enclosures