



High School Based Emergency Medical Technician (EMT) Educational Programs

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Preface

Meeting the increasing emergency medical demands of an aging population is a challenge for many communities. One of the mechanisms for meeting this demand is to introduce emergency medical programs to students during high school. This document was developed through a joint effort of the Virginia Office of Emergency Medical Services and the Virginia Department of Education to provide guidance to local school divisions in establishing consistent standards for Emergency Medical Technician (EMT) programs.

These recommendations are derived from the vast experience of instructors currently teaching the EMT program in diverse environments and current regulations.

Purpose

The purpose of this document is to establish guidelines to ensure quality and consistency in EMT programs offered in high schools and technical centers throughout the Commonwealth of Virginia.

Scope

This document provides the foundation for establishing and conducting an EMT program within the secondary setting in accordance with the regulations of the Virginia Office of Emergency Medical Services and the Virginia Department of Education. All EMT courses must be conducted in accordance with [Virginia Emergency Medical Services Regulations](#) (12 VAC 5-31) and the [Virginia Office of Emergency Medical Services Training Program Administration Manual](#). This manual outlines the requirements for course length, medical direction, instructor/coordinator selection criteria, student selection criteria, student/parent information, textbook selection, clinical requirements, testing requirements, and equipment requirements.

Course Length

The Virginia Department of Education requires that the EMT courses offered by local public school divisions in the secondary setting have a course length of 280 hours (36 weeks).

The course should ensure student/instructor contact in a didactic and lab setting taught in a minimum of two-hour blocks by an Office of Emergency Medical Services-certified Education Coordinator.

The Education Coordinator and Physician Course Director shall provide sufficient instruction and lab time, covering all required areas in the Virginia EMS Education Standards and should ensure the student EMT candidate is competent and possesses the necessary knowledge, skills and clinical experience to be successful at the cognitive and psychomotor exams required to obtain certification. Ultimately Virginia EMT classes are based on student competency, not a minimum number of hours.

The ratio for practical labs must be maintained at a 6:1 student-to-instructor ratio in a direct lab setting. Students may rotate from the classroom to laboratory to meet the 6:1 ratio guidelines. This could also increase the time required to complete the course of study if sufficient additional instructors are not available.

Medical Direction

All EMT courses must be endorsed by a physician course director. The physician course director must hold current endorsement as an Emergency Medical Services physician issued by the Virginia Office of Emergency Services in accordance with the Virginia Emergency Medical Services Regulations (12 VAC 5-31).

Instructor/Coordinator Selection Criteria

The instructor/coordinator for the EMT program must possess and maintain a current Virginia Education Coordinator certification in accordance with the Virginia Emergency Medical Services Regulations (12 VAC 5-31). If the instructor/coordinator is employed by the school division, he or she must obtain and maintain a valid Virginia teaching license through the process prescribed by the Virginia Department of Education.

Student Selection Criteria

Due to the nature of emergency medicine and the stresses to which the student will be exposed, it is imperative that students and parents be aware of the course requirements, including clinical experience. All students enrolled in EMT courses must be 16 years of age at the start date of the EMT curriculum and meet all basic life support student requirements as specified in the Virginia Emergency Medical Services Regulations (12 VAC 5-31) (See Appendix A). Note: Some Virginia school divisions open their school year in August and others in September; therefore, the start date of a school division's EMT courses may vary.

All students between 16 and 18 years old at the start of the course must have a signed Virginia Office of Emergency Medical Services Parental Permission Form on file before the start of the course.

Students enrolled in the EMT course will be required to complete clinical training rotations and will be exposed to physical and mental stresses above those experienced in a typical school setting. These rotations may require after-school or weekend hours to complete. To ensure that prospective students and parents are informed and understand the nature of this course, an information packet outlining the course requirements should be given to each prospective student/parent for review before being enrolled. The information packet should include at a minimum the following:

1. Letter from the school
2. Letter from the course instructor/coordinator
3. Parental notification form from the course instructor/coordinator
4. Parental approval form from the school
5. Atlantic Emergency Medical Services Council functional position description for the EMT
6. Allowed accommodations to the functional position
7. Prerequisites for emergency medical services training
8. Virginia Office of Emergency Medical Services Student Permission Form
9. Immunization requirements and checklist
10. Hepatitis-B non-participation form
11. Course syllabus
12. Checklist of required forms needing signature

A sample information packet is included as Appendix B.

It is imperative that school counselors understand the requirements and nature of the course before assigning students. It is highly recommended that a test of each student's reading comprehension be conducted and that the instructor/coordinator and school division establish acceptable reading levels for the course. Students with disabilities who are admitted to the program shall have an Individualized Education Program (IEP). The EMT course instructor/coordinator must meet with the special education committee to develop the IEP.

Curriculum

EMT courses are to be taught in accordance with the U.S. Department of Transportation's National Emergency Medical Services Education Standards and the Virginia Emergency Medical Services Education Standards.

There are many EMT textbooks available, written to different reading levels. It is important that the textbook to be used in the course be of a reading level comparable with the student's level.

Clinical Requirements

The Virginia Office of Emergency Medical Services establishes the clinical requirements for certification at the EMT level. A minimum of ten patient contacts is required, with at least five clinical or field contacts in a hospital emergency department or as ride-along tours with local emergency medical service agencies. No more than five clinical or field contacts may be done by simulation. The coordination of rotations may require completion outside normal school hours. The school division is responsible for determining transportation requirements for these rotations.

The school division is required to ensure that contractual agreements with a local healthcare facility or emergency medical service agency are in place before the start of the EMT program to permit students to complete the clinical component.

The school division is responsible for ensuring that all required medical and liability insurance for the student is in effect before the start of EMT classes.

Testing Requirements

The students' testing requirements for the completion of the course of study to receive school credit are established by the school division and the course instructor/coordinator. It is highly recommended that a comprehensive written and practical examination be administered at the end of each module of the course. Though not required, it is highly recommended that students qualify for and take the examination for certification as an EMT in the Commonwealth of Virginia.

In order for a student to receive student-selected verified credit for the course, it is recommended that students successfully complete the Virginia EMT psychomotor and National Registry assessment/cognitive certification exams. Other credentialing options for students to earn the student-selected verified credits are identified within the [EMT course description in the Administrative Planning Guide](#).

Equipment Requirements

The minimum required equipment has been set by the Virginia Office of Emergency Medical Services to facilitate the practical lab sections of the course. A minimum set of equipment should be available for each student group while maintaining a 6:1 student-to-instructor ratio in the lab setting. The minimum equipment requirements are included as Appendix C.

The Virginia Office of Emergency Medical Services has prepared an interactive spreadsheet that will ensure sufficient equipment is available for classes of differing sizes. By placing the number of students in the specified section of the spreadsheet, the number of sets of equipment is automatically calculated. This chart is available by contacting the Virginia Office of Emergency Medical Services.

General Recommendations

It is recommended that each school division with an EMT program establish a dual enrollment or articulation agreement with a local community college. These agreements allow students to obtain college-level credit for successful completion of the course. Several programs in the Commonwealth are currently operating under this system, with positive outcomes for both the institutions and the students.

Additionally, it is strongly recommended that the course instructor/coordinator meet with each prospective student and their parent/guardian before enrollment in the EMT course. During this meeting, the instructor/coordinator can ensure that the parent/guardian, and the student, fully understand the physical and mental requirements of the EMT courses.

Appendix A



Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

Basic Life Support – Emergency Medical Technician and EMS First Responder

To be eligible to attend a EMS First Responder, EMS First Responder Bridge, or Emergency Medical Technician Course in Virginia, you must:

- A. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of injury or to assess signs and symptoms.
- B. Be a minimum of 16 years of age at the beginning date of this certification program. If less than 18 years of age, you must provide the course coordinator with a completed parental permission form with the signature of a parent or guardian verifying approval for enrollment in the course. If you are less than 18 years of age and are affiliated with an EMS or other public safety agency you must also provide the Course Coordinator with documentation from an Officer of the agency stating that you will be covered by agency insurance while attending the course. **(Students less than 18 years of age must obtain and complete a copy of the Student Permission Form from the course coordinator of the training program and present a signed copy of the form at the state test site.)**
- C. Have no physical or mental impairment that would render him unable to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments and treatments without the need for an assistant.
- D. Hold current certification in an Office of EMS approved course in cardio-pulmonary resuscitation (CPR) at the beginning date of the certification program. This certification must also be current at the time of state testing.
- E. Not have been convicted or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows:
 1. Have never been convicted or found guilty of any crime involving sexual misconduct where the lack of affirmative consent by the victim is an element of the crime, such as forcible rape.
 2. Have never been convicted of a felony involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, assault on an elderly or infirm person.
 3. Have never been convicted or found guilty of any crime (including abuse, neglect, theft from, or financial exploitation) of a person entrusted to his care or protection in which the victim is a patient or is a resident of a health care facility.
 4. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation five years after the date of final release if no additional crimes of this type have been committed during that time.
 5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation five years after the date of final release if no additional felonies have been committed during that time.
 6. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.

Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

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7. Have never been subject to a permanent revocation of license or certification by another state EMS office or other recognized state or national healthcare provider licensing or certifying body.
- F. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.
- G. If you are bridging to the EMT-Basic certification level you must hold current Virginia certification at the EMS First Responder level.
- H. Be clean and neat in appearance.
- I. May not be under the influence of any drugs or intoxicating substances that impairs your ability to provide patient care or operate a motor vehicle while in class, or clinicals, while on duty or when responding or assisting in the care of a patient.

Advanced Life Support – EMT-Enhanced, EMT-Intermediate, EMT-Paramedic and RN to Paramedic Bridge

To enroll in an ALS certification program (EMT-Enhanced, EMT-Intermediate, EMT-Paramedic or RN to Paramedic Bridge) Course in Virginia, you must also comply with the following:

- A. Be a minimum of 18 years of age at the beginning date of the certification program.
- B. Hold current certification as an EMT or higher EMS certification level.
- C. Hold, at a minimum, a high school or general equivalency diploma.
- D. If you are bridging to the EMT-Intermediate certification level you must hold current Virginia certification at the EMT-Enhanced level.
- E. If you are bridging to the EMT-Paramedic certification level you must hold current Virginia certification at the EMT-Intermediate level or current Virginia licensure as a Registered Nurse.

Acknowledgement - I have not been convicted or found guilty of any felony or misdemeanor crime, offense or regulatory violation listed above nor participated in any other conduct which prohibits EMS course enrollment or certification. My signature below acknowledges that I have read and understand the prerequisites for course enrollment, and the listing of criminal convictions and/or misconduct that preclude individuals from EMS Certification in Virginia and verify that I am eligible for certification based upon the "Standards of Conduct" required by the Office of EMS.

Signed: _____ Date: _____

Print Name: _____ Date of Birth: ____/____/____

THE MINIMUM AGE FOR BLS PROGRAMS IS 16 YEARS OF AGE AND THE MINIMUM AGE FOR ALS PROGRAMS IS 18 YEARS OF AGE AT THE START DATE OF COURSE

Appendix B



{To be placed on school letterhead}

Dear Parent of Students Enrolled in Emergency Medical Technician:

Your son/daughter ____ (student name) is enrolled in the Emergency Medical Technician program at [insert your school]. This program is an elective course of study that your son/daughter has chosen. As with many courses dealing with emergency medical services, there are certain risks associated with participation in this course. Enclosed you will find information concerning the curriculum and numerous documents which require your signature. Please review the material with your child and sign your name, where appropriate. Please be aware that students enrolled in the EMT class will be required to show proof of current immunizations to include [insert your requirements] and a negative drug screen. These tests may be obtained through your private physician or through [insert your location]. Any and all costs incurred for the immunizations and drug screen are the sole responsibility of the student or their parents.

The EMT program is challenging, both physically and mentally. Regular attendance is necessary for your child to succeed. Equally important is that your child comes to class prepared. Please discuss these issues with your child to insure they are prepared to undertake the responsibility of fulfilling the requirements necessary for successful completion of this course.

Ideally, all require documentation should be received no later than [insert your date] in the office located at [insert your location]

Should you need assistance or have any questions, please contact [insert your point of contact]

Sincerely,

{signature block}

{To be placed on school letterhead}

PARENTAL NOTIFICATION FORM

Dear Parent/Legal Guardian:

Your daughter/son has enrolled in the Emergency Medical Technician (EMT) program at [insert your school]. [insert your coordinator] will serve as the coordinator of the EMT Program with a cadre of instructors. If you have any problems or concerns in reference to the program at any time, I would encourage you to contact [insert your coordinator with contact information].

You should be aware that emergency response work is an inherently dangerous activity. Although individual safety of response personnel is paramount and occupies a considerable portion of our training effort, there are risks: specifically, accidents, traumatic injury, exposure to communicable disease and emotional stress. I strongly encourage you to pay close attention to your child's behavior during the semester and to note any negative indications of stress to the instructional staff.

If we can provide further information, answer any questions or be of any benefit to you or to your child, please do not hesitate to contact me.

Sincerely,
{Course Coordinator
Signature block}

Please sign this document and have your daughter/son return it to [course coordinator]. I acknowledge that I have reviewed this document with my child.

Signature of Student/Date

Signature of Parent/Legal Guardian/Date

{To be placed on school letterhead}

Parental Approval for Students to Enroll in Emergency Medical Technician

My son/daughter, _____ (student name) has my permission to enroll in the Emergency Medical Technician program. I have read information from [insert name] Public Schools about the program and fully understand the scope and intent of the program. These forms have been signed and returned to the appropriate personnel.

I further understand that I will not hold the supervising school personnel, the school administration, or [insert name] Public Schools liable for any accidents and/or injury to either person or property incurred during participation in this program.

Signature of Parent/Guardian

Date

{To be placed on school letterhead}

Student Immunization Checklist

Student Name: _____

Student Address: _____

Affiliating School/Agency: [Insert your agency]

The student or healthcare provider will maintain all original paperwork related to this documentation*. Copies of immunizations and negative urine drug screen will be submitted along with this form either prior to the start of the course or on the first day of class.

*Healthcare provider is defined as physician or other licensed healthcare professional.

Date Obtained

Required Elements

Rebeola/rubella/varicella titer indicating immunity or documentation of two (2) MMR's.

HBV immunizations or signed letter of decline of hepatitis immunizations.

TB test.

Negative urine drug screen (to include amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates and PCP). This can be obtained through Medical Laboratory's of Virginia or your own personal physician.

(To be placed on school letterhead)

**HEPATITIS B VACCINE PROGRAM
NON-PARTICIPATION FORM**

I understand that due to my occupational exposure to blood or other potentially infectious materials. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis-B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis-B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to vaccinated with the Hepatitis-B vaccine, I can receive the vaccination series at no cost to me.

Parent/Guardian Name

Date

Parent/Guardian Signature

Reason: (optional)

Have already completed the Hepatitis-B vaccination series

Other:

Initial BLS Training Programs

First Night Paperwork

The following packet contains—at a minimum—the required state and program specific paperwork that must be completed by each student enrolling in a Virginia EMS Education Standards based initial BLS certification program.



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Introduction

-
- A. Introduce yourself and provide the following information to all students:
 - 1. Your name
 - 2. Your training credentials and affiliation
 - 3. Your contact phone number(s), e-mail address etc.
 - 4. A brief description of the type and level of program being taught
 - B. Introduce the program's Physician Course Director
(Note: If at all possible the medical director should be present to introduce him or herself and make any appropriate comments concerning the program.)
 - C. Distribute *Student Information Package* for review.
 - D. At the conclusion of the "first night", the course coordinator should collect state forms TR-35 and TR-09 with the student's original signature for inclusion in the student's file.

BLS Course Student Information Package

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

Enclosed are documents containing information about the EMS program you are about to attend. You will be asked to verify that you have reviewed the information with the Course Coordinator, have had your questions answered and understand the information contained herein by signing this cover form and individual documents enclosed.

My signature below indicates that the specific section listed below for the Emergency Medical Responder/First Responder or Emergency Medical Technician program has been read to me. Further, my signature indicates that I read the contents of the specific section for the Emergency Medical Responder/First Responder or Emergency Medical Technician program and understand the information contained in that section.

Student Name
(printed)

Part I Introduction

Part II Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

Signature

Date Signed

Date of Birth – Minimum 16 YO

Signature for this item indicates that I was also provided a duplicate copy of this form.

Part III Class Rules

Signature

Date Signed

Part IV Expectations for Successful Completion of the Program

Signature

Date Signed

Part V Course Fees

Signature

Date Signed

Part VI Requirements for State and/or National Registry Testing

Signature

Date Signed

Part VII Americans with Disabilities Act

Signature

Date Signed

Part VIII Course Schedule

Signature

Date Signed



Program Prerequisites

- A. Read aloud each section of state form TR-35— *Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct*—stopping between each item to explain the statement and asking if there are any questions about its meaning. (This information is provided by the Office per 12VAC5-31-910 through 12VAC5-31-940 and 12VAC 5-31-1450 of state EMS regulations.)
- B. Read aloud each section of any additional local or regional prerequisites that are in addition to those described in TR-35. (Provide this information in the *Student Information Package*)
- C. Explain any medical requirement (vaccinations, etc.) for entry into the program or for class completion. A copy of these requirements and other pertinent information should be included in the *Student Information Package*. (Note: The physician course director may want to cover these.)
- Information should include:
1. The specific requirements.
 2. Where to go and who to see about satisfying these requirements.
 3. When evidence of satisfying the requirements must be produced for the Course Coordinator.
- D. When this section is completed, read aloud the statement on the agreement page of the *Student Information Package* and have each student sign appropriately. (Provide each student two copies of state form TR-35—*Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct*.) Each student should sign one copy and return it to you and keep one copy for themselves.

Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

Initial Basic Life Support Certification Programs

To enroll in a BLS certification program you must comply with the following:

- A. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of injury or to assess signs and symptoms.
- B. Be clean and neat in appearance. Be a minimum of 16 years of age at the beginning date of this certification program. If less than 18 years of age, you must provide the course coordinator with a completed parental permission form with the signature of a parent or guardian verifying approval for enrollment in the course. If you are less than 18 years of age and are affiliated with an EMS or other public safety agency you must also provide the Course Coordinator with documentation from an Officer of the agency stating that you will be covered by agency insurance while attending the course. **(Students less than 18 years of age must obtain and complete a copy of the Student Permission Form from the course coordinator of the training program.)**
- C. Have no physical or mental impairment that would render him unable to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments and treatments without the need for an assistant.
- D. If you are a foreign national, you must have secured a U.S. Government Student Visa.
 1. If you have not been issued a US Social Security Administration number (SSN), you must submit copies of your U.S. Government Student Visa together with your enrollment form.
- E. Hold current certification in an Office of EMS approved course in cardio-pulmonary resuscitation (CPR) at the beginning date of the certification program. This certification must also be current at the time of state testing.
- F. Not have been convicted or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows:
 1. Have never been convicted or found guilty of any crime involving sexual misconduct where the lack of affirmative consent by the victim is an element of the crime, such as forcible rape.
 2. Have never been convicted of a felony involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, assault on an elderly or infirm person.
 3. Have never been convicted or found guilty of any crime (including abuse, neglect, theft from, or financial exploitation) of a person entrusted to his care or protection in which the victim is a patient or is a resident of a health care facility.
 4. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation five years after the date of final release if no additional crimes of this type have been committed during that time.
 5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation five years after the date of final release if no additional felonies have been committed during that time.
 6. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.

Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

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7. Have never been subject to a permanent revocation of license or certification by another state EMS office or other recognized state or national healthcare provider licensing or certifying body.
- G. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.
- H. If you are enrolled in a BLS bridge program, you shall hold current Virginia certification at the prerequisite level.
- I. May not be under the influence of any drugs or intoxicating substances that impairs your ability to provide patient care or operate a motor vehicle while in class, or clinicals, while on duty or when responding or assisting in the care of a patient.

Initial Advanced Life Support Certification Programs

To enroll in an ALS certification program you must comply with the following:

- A. Be a minimum of 18 years of age at the beginning date of the certification program.
- B. Hold current certification as an EMT or higher EMS certification level.
- C. Hold, at a minimum, a high school or general equivalency diploma.
- D. If in an ALS bridge certification program between certification levels, have completed the eligibility requirements for certification at the prerequisite lower ALS level at the beginning date of the ALS bridge certification program. The provider shall also become certified at the lower ALS certification level before certification testing for the higher level of the ALS bridge certification program.

Acknowledgement - I have not been convicted or found guilty of any felony or misdemeanor crime, offense or regulatory violation listed above nor participated in any other conduct which prohibits EMS course enrollment or certification. My signature below acknowledges that I have read and understand the prerequisites for course enrollment, and the listing of criminal convictions and/or misconduct that preclude individuals from EMS Certification in Virginia and verify that I am eligible for certification based upon the "Standards of Conduct" required by the Office of EMS.

Signed: _____ Date: _____

Print Name: _____ Date of Birth: ____/____/____

THE MINIMUM AGE FOR BLS PROGRAMS IS 16 YEARS OF AGE AND THE MINIMUM AGE FOR ALS PROGRAMS IS 18 YEARS OF AGE AT THE START DATE OF COURSE



Class Rules

-
- A. Read aloud each item of the rules established for your class to the students.
 - B. Provide a copy in the *Student Information Package*.
 1. The class rules should at a minimum include:
 - i. Course attendance requirements.
 - ii. Standards for successful course completion.
 - iii. Class cancellation policy.
 - iv. Time class will begin and end.
 - v. Location of classes.
 - vi. Suggested dress code for class.
 - vii. Special equipment needs if any (i.e. BP Cuff, Stethoscope, etc.)
 2. Upon completion, read aloud the statement on the agreement page of the *Student Information Package* and have the student sign appropriately.

{Example ONLY}

- 1) No running calls from class.
- 2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)
- 3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.
- 4) Active participation by all class members is expected. (Participate in all aspects of psychomotor sessions)
- 5) No smoking, tobacco products or alcohol in classroom.
- 6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.
- 7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.
- 8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up.
- 9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.
- 10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.
- 11) All Classes will be held in the continuing education classroom at _____ unless otherwise noted.
- 12) Class Cancellation Policy: Class will be held except in case of one the following events:
 - 1) Evening classes at _____ high school is canceled.
 - 2) You receive a phone call only from the course coordinator, John Smith.
- 13) Textbooks and course materials: Each student is expected to have a copy of the primary text for this program. Other recommended informational sources are optional.
 - A) The primary text for this program will be:
 - TITLE:
 - AUTHOR:
 - PUBLISHER:
 - EDITION:
 - OBTAINABLE FROM:
 - B) List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.



Expectations for Successful Completion

-
- A. Read aloud state form TR-16—***Course Expectations for Successful Completion***—stopping between each to ask if there are any questions or clarification needed. Provide further explanation if needed.
1. A copy should be provided in the ***Student Information Package***.
 2. Information should contain State requirements at a minimum.
 3. Also include any expectations that you require.
- B. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.

Course Expectations for Successful Completion

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

- 1) Comply with all course prerequisites.
- 2) Comply with all class rules.
- 3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding program.
- 4) Satisfy all current course expectations.
- 5) Demonstrate proficiency in the performance of all practical aspects of the program. (Also includes activities reviewed in the "Functional Position Description" for the appropriate level.)
- 6) Hold current CPR credentials from an Office of EMS approved course as evidenced by a current card or copy of the roster submitted by the respective agency.
- 7) If in a bridge certification program, you must be certified at the prerequisite certification level before certification testing at the higher level.
- 8) Successful completion of all of the above is evidenced by receipt of a Test Eligibility Letter in the students EMS Portal.



Course Fees

- A. Explain any course fees and their purpose.
 - 1. It is recommended that a copy of the fee structure be included in the ***Student Information Package*** and each item reviewed and students allowed to have their questions answered.
- B. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.



Certification Testing

- A. Read each item verbatim on state form TR-11B—*Certification Testing - BLS*, providing an explanation for each and answering any questions the students may have.
- B. A copy of the requirements must be included in the *Student Information Package*.
- C. Upon completion, read aloud the statement on the agreement page of the *Student Information Package* and have the student sign appropriately.

Certification Testing – Basic Life Support

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

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Eligibility for Certification Examination

1. You must satisfy all items contained in state form TR-16—Course Expectations for Successful Completion.
2. Successful completion of #1 above as evidenced by your Course Coordinator marking you as “Pass” on the Course Student Disposition Report (CSDR) and possession of a valid Test Eligibility letter from the Office of EMS available through the EMS Portal which can be accessed via the OEMS website at: www.vdh.virginia.gov/oems
3. Testing for initial certification must be started within 180 days of the course's end date.

Psychomotor Examination Site Admission Requirements

1. You must have registered for your test site through the Virginia Regional EMS Councils Consolidated Test Site Registration System at: <https://testing.vaems.org/>
2. Bring with you to the test site:
 - a. State issued Eligibility Letter from the EMS Portal
 - b. Variance (and/or Accommodation) Letter, if applicable
 - c. Government issued photo identification or a public/private high school photo identification
 - d. A watch
3. Cell phones and other electronic devices are not permitted at the test site. All such devices must be secured in your vehicle. Any use whatsoever of these devices will be cause for immediate dismissal from the test site.

Psychomotor Examination

1. All students must successfully complete the state psychomotor exam PRIOR to being issued a National Registry of EMT's (NREMT) Authorization to Test Letter (ATT).
2. The psychomotor examination policy will follow the Virginia Office of EMS Rules and Regulations 12VAC5-31. This policy can be found at: <http://www.vdh.virginia.gov/OEMS/Agency/RegCompliance/index.htm>

Cognitive Examination

1. The cognitive examination policy will follow the National Registry of EMT's test policy. This policy can be found at www.nremt.org.
2. The National Registry of EMT's has implemented computer based testing (CBT) for its written tests. CBT strengthens the NREMT's commitment to serving the EMS community and providing a valid and reliable exam process. It also provides numerous benefits to candidates, educators, and others in the EMS community as well as the public.
3. Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.
4. Testing Accommodations - Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMT's at least 3 weeks prior to the test site.
5. Reciprocity for State Certification - For students enrolled in a Virginia EMS program, reciprocity will be automatically processed in Virginia and a Virginia certification card will be issued and mailed to the student.



Americans with Disabilities Act

- A. Read aloud and verbatim the functional position description for the appropriate level of EMS certification program you are conducting.
 1. A copy of the appropriate Functional Position Description must be included in the *Student Information Package*.
- B. It is critical that all portions of the description be read and explained clearly to every student in the same manner!
- C. After reviewing the appropriate Functional Position Description, advise the class if anyone feels they may not be able to perform all the tasks and expectations just described, they should see you after class.
 1. For students requesting an accommodation in a BLS program, the student is to be provided a copy of the Atlantic EMS Council Accommodation Policy—TR-15A and be advised to contact the Manager of the Division of Regulation and Compliance of the Office of EMS.
 2. Students should also be provided NREMT Accommodation Request—TR-15B— for purposes of the cognitive examination.
 3. Be sure to indicate to the student the location of the Office of EMS phone number and address.

Upon completion, read aloud the statement on the agreement page of the *Student Information Package* and have the student sign appropriately.

Atlantic EMS Council Accommodation Policy

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
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VIRGINIA DEPARTMENT OF HEALTH

OFFICE OF EMERGENCY MEDICAL SERVICES

Manager of Regulation and Compliance
1041 Technology Park Drive
Glen Allen, VA 23059
(804) 888-9120
(800) 523-6019

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support program believe they need to pursue an accommodation.

Atlantic EMS Council Accommodation Policy

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
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I. INTRODUCTION

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skills examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example deals with skills examinations that must be performed within established time frames.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within time frames are essential functions of an EMS Provider.

II. SCOPE

The information provided herein applies to all prehospital EMS personnel.

III. SPECIFIC DIRECTIONS

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of programs or services. There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on a case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

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Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frames will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.
2. No accommodation will be made in a training program that is not reasonably available in a prehospital environment. Students may use performance aids which could be readily available and easily accessible to them in the prehospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.
3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.
5. A written examination with a reading level which is lower than the reading level required by the profession to function safely and efficiently should not be administered.

IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be allowed because the individual would be able to perform the essential functions of the position description.

The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. Also the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

V. DISABILITY ACCOMMODATION POLICY

A. Requesting Accommodations

"Accommodation Request" forms are available from the Office of Emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability which would impact your performance on the written examination must include a signed statement on letterhead stationary from a professional who is familiar with your disability. This

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statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for preregistration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.

NREMT Accommodation Request

Virginia Office of EMS
Division of Educational Development
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Glen Allen, VA 23059

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NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

www.nremt.org/nremt/about/policy_accommodations.asp

Rocco V. Morando Building
6610 Busch Blvd.
P.O. Box 29233
Columbus, Ohio 43229
Phone: (614) 888-4484
Fax: (614) 888-8920

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a program believe they need to pursue an accommodation for the written examination following application to The National Registry.

The NREMT is dedicated to its mission of providing a valid, uniform process to assess the knowledge and skills for competent practice required by EMS professionals.

To accomplish this mission the NREMT focuses on public protection by providing a meaningful certification through a secure and valid examination process. Policies of the NREMT are approved by the NREMT Board of Directors in conjunction with legal counsel and are based upon research and widespread national review.

The NREMT complies with the Americans with Disabilities Act (ADA) in regards to requests for examination accommodations consistent with its mission and public protection.

This brochure is designed to:

- help candidates and educators understand how the ADA affects national EMS certification
- describe how NREMT has responded to meet ADA requirements and what role the NREMT has regarding accommodations
- explain how to apply for an accommodation on an NREMT examination
- provide some advice for educators who have students requesting accommodations

ABOUT THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is designed to eliminate unnecessary barriers to people with disabilities in the areas of employment, transportation, public accommodations, public services, and telecommunications. This comprehensive federal act has many sections that affect builders, state and local governments and employers. Title III of the ADA specifically assures that certification test sponsors must provide appropriate accommodations to otherwise qualified candidates so as to permit candidates to be tested on their true abilities.

The NREMTs Americans with Disabilities Accommodations Policy Guidelines for Educators and Students



National Registry of
Emergency Medical Technicians®
THE NATION'S EMS CERTIFICATION

NREMT
P.O. Box 29233
Columbus, OH 43229
614-888-4484
www.nremt.org

12-1000 2/19



National Registry of
Emergency Medical Technicians®
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Accredited by the National Commission
for Certifying Agencies

NREMT's Response and Role Regarding Disabilities

The NREMT took a lead role in responding to the ADA in 1991 to assess its impact upon testing, licensing and certification of Emergency Medical Technicians. The NREMT has worked with psycho-educational consultants, occupational rehabilitation specialists, reading specialists and legal counsel to develop its current accommodation policies. These disability and educational specialists reviewed job descriptions, functional job analysis, tasks within the NREMT Practice Analysis, and observed EMS providers in the field. The NREMT also worked in conjunction with state EMS licensing agencies to develop the current policies.

The NREMT is committed to the provision of reasonable accommodations which do not compromise the ability of its certification tests to evaluate a candidate's ability to safely and effectively perform the critical tasks in the provision of EMS care. NREMT certification attests to a standard of care in the interest of public protection. Accordingly, this standard guides the accommodations that can be made for candidates taking the National Registry examination. The NREMT also recognizes that each disability is unique to the individual and all NREMT decisions regarding reasonable accommodation are evaluated on a case-by-case basis.

The NREMT is the national EMS certification agency and does not issue a state license or permit to work. Not all aspects of an EMT's job are covered in the NREMT cognitive or psychomotor examinations. Accordingly, the state licensing agencies will continue to have the responsibility and authority to determine an applicant's ability to safely and effectively provide EMS services with respect to those physical and mental skills not tested on NREMT certification examinations.

Requesting an Accommodation

The NREMT National EMS Certification has two components: a computer based cognitive examination and a practical examination, where candidates must perform competently some psychomotor aspects of the job of an EMT.

Specific steps to follow to request an accommodation can be found on the NREMT website (www.nremt.org), under General Policies, ADA policy. Candidates requesting accommodations should print out and follow the "How to request an accommodation." Following these steps, including the timely submission of appropriate documentation, will facilitate the NREMT's review regarding appropriate accommodations.

Although each accommodation request is analyzed separately, some general principles guide NREMT

decisions. Documentation must be provided by a qualified professional and completed within the past five years. Documents will be reviewed by NREMT psychoeducational consultants and approval of accommodations must be obtained by the NREMT.

The practical examination evaluates necessary skills and simulations of skills required of an EMT. Use of assistive devices on the practical examination to assist disabled persons to demonstrate psychomotor competency may be permitted provided these same assistive devices can be used safely and effectively on the job. Prior approval of use of any of these devices on an NREMT practical examination must be obtained. Decisions can not be made at the examination site. Documentation of a physical disability must be submitted in accordance with information found on the NREMT website.

EMS Education and the ADA

The NREMT does not set policy for educational institutions regarding appropriate accommodations in the classroom. However, in the interests of public protection and appropriate counseling of prospective EMS students, coordination of NREMT and educational accommodation policies is critical. EMS educators should seek guidance from the Disabilities support services connected with their educational institution. Independent education courses that are not sponsored by institutions with disability support should contact their State EMS Office for advice. Furthermore, educators and state offices should familiarize themselves with these guidelines for standard use:

- No discussion or screening for disabilities, or other addressing of potential disabilities should be performed prior to a student's admission to a training program. No inquiry may be made of a prospective student about any disability. Aptitude or diagnostic testing may only be required prior to admission if it is required of all students.
- The EMT job description, which is included in EMT curricula, should be provided for each student at the beginning of their training.

- At the beginning of a course (but never before the course begins), instructors should inquire if there are students who may request accommodations for disabilities. If students request accommodations, the instructor should refer or advise the individual to contact the state EMS office directly to assure a consistent approach to the application of appropriate accommodations in the classroom.

Educators should request documentation of the disability before providing accommodations in the classroom. This documentation should be reviewed by the school's disability coordinator. Understanding psychological reports requires expertise that almost every EMS educator does not possess. Accommodations in the classroom setting should be approved by an expert assigned to the school.

Students who have stated they have a disability and are seeking an accommodation on the NREMT examination should be directed to the NREMT website and follow the instructions provided. The NREMT recommends that all applicants complete an online profile and apply to take an NREMT National EMS Certification examination 4-6 weeks prior to the desired date of examination.



Course Schedule

- A. A copy of the course schedule is to be included in the *Student Information Package*.
- B. Recommended minimal content:
 - 1. class dates
 - 2. class topics
 - 3. identify classes meeting refresher and recert by continuing education criteria.
- C. Upon completion, read aloud the statement on the agreement page of the *Student Information Package* and have the student sign appropriately.

Initial BLS Training Programs

Last Night Paperwork

The following packet contains—at a minimum—the required state and program specific paperwork that must be completed on the last night of each initial BLS certification program.





Certification Testing

- A. Provide two (2) copies of this policy to each enrolled student on the **LAST night** of class.
- B. Read each item verbatim on state form TR-11C—***Certification Testing Policy – Basic Life Support Programs***, providing an explanation for each and answering any questions the students may have.
- C. After you have read the policy to student and answered any questions, have the student sign both copies of this policy. The instructor should maintain one (1) copy for their records and the student should maintain the other copy for their personal records.

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Directions:

1. Distribute two (2) copies of this form to each student.
2. This form must be covered with your entire class on the last night of regularly scheduled class.
3. Instructors are required read this entire policy to all students verbatim.
4. Students are required to sign one (1) copy of this form and return it to the instructor keeping the second copy for themselves.

Eligibility for Certification Examination

1. You must satisfy all items contained in state form TR-16—Course Expectations for Successful Completion.
2. Successful completion of #1 above as evidenced by your Course Coordinator marking you as “Pass” on the Course Student Disposition Report (CSDR) and possession of a valid Test Eligibility letter from the Office of EMS available through the EMS Portal which can be accessed via the OEMS website at: www.vdh.virginia.gov/oems
3. The psychomotor examination (practical) for initial certification must be started within 180 days of the course's end date.

Psychomotor Examination Site Admission Requirements

1. You must have registered for your test site through the Virginia Regional EMS Councils Consolidated Test Site Registration System at: <https://testing.vaems.org/>
2. Bring with you to the test site:
 - a. State issued Eligibility Letter from the EMS Portal
 - b. Variance (and/or Accommodation) Letter, if applicable
 - c. Government issued photo identification
 - d. A watch (digital or analog only)
3. Cell phones and other electronic devices (e.g. PDA's, smart phones, tablets computers, or Tricorders) are not permitted at the test site. If these devices are brought with you, all such devices must be secured in your vehicle. Any use whatsoever of these devices will be cause for immediate dismissal from the test site.

Psychomotor Examination

1. All students must successfully complete the state psychomotor exam PRIOR to being issued a National Registry of EMT's (NREMT) Authorization to Test Letter (ATT).
2. In order to be successful, students must demonstrate proficiency by passing all required psychomotor stations.
3. Psychomotor testing is divided into two (2) parts: Primary and Secondary.
 - a. Primary Attempt allows for an initial attempt and one retest.
 - i. First attempt involves testing all psychomotor skill stations.
 - ii. If any stations are failed during the first attempt, then a primary retest is allowed for the failed

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- stations. This retest must be completed within 90 days of the first attempt or it is forfeited.
- iii. Failure or forfeiture of the primary retest requires satisfaction of all requirements as set forth in the minimum continuing education requirements for the corresponding recertification CE program for the level being tested.
- b. Secondary Attempt allows for a second full attempt and one retest.
 - i. First attempt involves testing all psychomotor skill stations.
 - ii. If any stations are failed during the second full attempt, then a secondary retest is allowed for the failed stations. This retest must be completed within 90 days of the first attempt or it is forfeited.
 - iii. Failure or forfeiture of the secondary retest constitutes a full failure of the practical exam and requires completion of a full initial certification program to regain eligibility.
 - c. If **ALL** psychomotor stations are failed, the student is not allowed a same-day retest.
 - d. If two (2) or less stations are failed, the student MAY retest at the same site, if same-day retesting is offered.
 - e. Student choosing to retest, must retest **ALL** failed stations.
 - f. A certification candidate has a maximum of 12 months from the date of the primary psychomotor certification examination attempt to pass all stations and receive their NREMT ATT letter. This test period may be shortened based upon when you initiate your Secondary Eligibility attempts.

Cognitive Examinations

1. Cognitive examinations are administered by the National Registry of EMT's. In order to sit for the cognitive exam, a student must successfully complete the state psychomotor exam PRIOR to being issued a National Registry of EMT's (NREMT) Authorization to Test Letter (ATT).
2. The National Registry of EMT's has implemented computer based testing (CBT) for its cognitive tests. CBT strengthens the NREMT's commitment to serving the EMS community and providing a valid and reliable exam process. It also provides numerous benefits to candidates, educators, and others in the EMS community as well as the public, including:
 - a. More accurate, precise and fair evaluation of candidates' competency
 - b. Increased EMS professionalism
 - c. In most cases, next business day exam results
 - d. Increased scheduling flexibility
 - e. Fortified examination security
3. Candidates will apply to take the NREMT cognitive exam through the NREMT website.
 - a. Once the candidate has made application, the state office is responsible for verifying and authorizing the candidate to test.
 - b. Once the candidate is authorized to test, they will contact Pearson VUE by phone or internet
 - i. They will be provided with a variety of testing options.
 - ii. A map of Pearson Vue Test Sites can be found on the OEMS web page.
4. For BLS certification, NREMT has chosen to make use of a computer adaptive test (CAT). An "adaptive test" presents the candidate with items that will be most informative for measuring ability. Each testing experience is unique to the

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individual being tested and the exam is tailored to the ability of the candidate. In CAT, the computer determines with at least 95% certainty that:

- a. the candidate's ability is either **above** or **below** the passing standard, OR
- b. the candidate receives a maximum number of items, OR
- c. the candidate runs out of time.

Every time the candidate answers a question, the computer estimates the candidate's ability. With every additional answer, the ability estimate gets more precise. Based upon the most recent, revised ability estimate, the computer selects the next item to be presented, such that the candidate will find it challenging. There is no minimum percentage of items correct to pass. Every candidate will be challenged to the limit of his/her ability. Candidates will not receive exam results at the test center. In most cases, exam results will be available the next business day on the NREMT website.

5. Emergency Medical Responder Candidates

- a. EMR candidates are allowed three (3) opportunities to pass the cognitive examination provided all other requirements for national registration are met. Should a candidate fail the third and final attempt of the cognitive examination, the candidate must complete another complete First Responder/Emergency Medical Responder course.
- b. Oral testing will not be permitted on cognitive examinations. The use of any electronic or mechanical device which translates the cognitive exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

6. Emergency Medical Technician Candidates

- a. EMT candidates are allowed three (3) opportunities to pass the cognitive examination provided all other requirements for national registration are met. Candidates applying for the fourth attempt of the cognitive examination must submit official documentation verifying he/she has successfully completed twenty-four (24) hours of educational review with a recognized instructor that overviews the content of the Virginia EMS Education Standards (VEMSES) as outlined on the OEMS web site.
 - i. This educational review must be completed after the third unsuccessful attempt of the cognitive examination.
 - ii. Should a candidate fail the sixth and final attempt of the cognitive examination, the candidate must complete another complete EMT course. When results are not received or an application is not returned within three (3) weeks, candidates or coordinators are urged to contact the NREMT.
- b. Oral testing will not be permitted on cognitive examinations. The use of any electronic or mechanical device which translates the cognitive exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

7. Testing period allowed

The psychomotor examination will remain valid for a twelve (12) month period from the date of the examination. If the candidate does not complete the cognitive portion and a year has passed since the psychomotor exam, the student's Education Program Director must complete and submit the NREMT EMT Psychomotor Examination Verification re-verification form prior to continued cognitive testing. This form is available from the NREMT.

8. Testing Accommodations

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Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMT's at least 3 weeks prior to the test site. The NREMT accommodation policy can be found at: www.nremt.org/nremt/about/policy_accommodations.asp

9. Reciprocity for State Certification

- a. For students enrolled in a Virginia EMS program, reciprocity will be automatically processed in Virginia and a Virginia certification card will be issued and mailed to the student.

10. Follow These Steps to Take The NREMT Exam

<http://nremt.org/nremt/downloads/NREMT%20EMSStudent%209.23.pdf>

- **Step 1: Create Your Account**
 - Go to nremt.org and click on 'Create New Account'.
- **Step 2: Login**
 - After you have completed Step 1, you can return to the home page and log in with the username and password you created.
- **Step 3: Manage Your Account Information**
 - Complete all the information in the Personal Account Information fields as prompted. The first and last name you include in this area should be the same as what appears on your drivers license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate, and card upon successful completion of the examination.
- **Step 4: Create a New Application**
 - Click on 'Create Initial Entry Application' to apply to take your exam.
 - Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
 - Select the application level you wish to complete.
- **Step 5: Pay Application Fee**
 - First exam attempt:
 - The cost for first attempt at the NREMT exam will be paid for by the Virginia Office of EMS.
 - *Schedule your exam carefully! Rescheduling fees apply!*
 - *Refunds cannot be issued for no-shows.*
 - *If you arrive late for your exam, you may lose your appointment!*
 - *If you are a no-show for your NREMT examination, the Office of EMS will bill you for the no show attempt. The Office will not pay for any subsequent attempts at the NREMT exam.*
 - Second and subsequent attempts:
 - The candidate will assume the cost for all subsequent attempts at the NREMT exam.
- **Step 6: Check to See if You Are Approved to Take Your Exam**
 - *You will only see 'Print ATT Letter' when you have been verified to test! This link will not appear if the verification process is not yet complete!*

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- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on 'Check Initial Entry Application Status'.
- If you see 'Submitted' next to 'Course Completion Verification', this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the education program director indicating that you have completed the course.
- If you see 'Not Submitted' next to the 'Application Payment', you must pay the fee prior to receiving an ATT Letter.
- When successful course completion has been verified by your education program director and payment has been made, you will see the following link: 'Print ATT Letter'.
- **Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE**
 - Scroll down to see if the 'Print ATT Letter' appears.
 - *Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.*
 - Your ATT Letter will contain instructions on how to schedule your examination through the Pearson VUE website.
 - Your ATT Letter will also include other important information you should read carefully!
- **Please note!**
 - *Schedule your exam carefully! Rescheduling fees apply!*
 - *Refunds cannot be issued for no-shows.*
 - *If you arrive late for your exam, you may lose your appointment!*

My signature below indicates that I have read and understand the contents of the Certification Testing Policy for Basic Life Support Programs Form TR-11B.

Student Name
(printed)

Signature

Date Signed

EMS Students!

Follow These Steps to Take The NREMT Exam



National Registry of
Emergency Medical Technicians®
THE NATION'S EMS CERTIFICATION

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484. We're ready to help!

Step 1: Create Your Account

- Go to nremt.org and click on 'Create New Account'.

Step 2: Login

- After you have completed Step 1, you can return to the home page and log in with the username and password you created.

Step 3: Manage Your Account Information

- Complete all the information in the Personal Account Information fields as prompted. The first and last name you include in this area should be the same as what appears on your drivers license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate, and card upon successful completion of the examination.

Read this to avoid delay! Make sure the first and last name you use to set up your Account matches the name on your drivers license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!

Step 4: Create a New Application

- Click on 'Create Initial Entry Application' to apply to take your exam.
- Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

Step 5: Pay Application Fee

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date.
- To pay at a later date, go to 'Check Initial Entry Application Status' and choose 'Application Payment'.

Read this to avoid delay! An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and successful course completion verification has been completed

- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

Step 6: Check to See if You Are Approved to Take Your Exam

Read this to avoid delay! You will only see 'Print ATT Letter' when you have been verified to test! This link will not appear if the verification process is not yet complete!

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on 'Check Initial Entry Application Status'.
- If you see 'Submitted' next to 'Course Completion Verification', this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the education program director indicating that you have completed the course.
- If you see 'Not Submitted' next to the 'Application Payment', you must pay the fee prior to receiving an ATT Letter.
- When successful course completion has been verified by your education program director and payment has been made, you will see the following link: 'Print ATT Letter'.

Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE

- Scroll down to see if the 'Print ATT Letter' appears.

Read this to avoid delay! Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.

- Your ATT Letter will contain instructions on how to schedule your examination through the Pearson VUE website.
- Your ATT Letter will also include other important information you should read carefully!

Read this to avoid delay!

- Schedule your exam carefully! Rescheduling fees apply!
- Refunds cannot be issued for no-shows.
- If you arrive late for your exam, you may lose your appointment!

**Information on computer based testing is on the NREMT website at nremt.org.
Please refer to the NREMT website for the most current policies and procedures.**

Appendix C



EMT Equipment Requirements for EMT class of six (6) students

Objective	Equipment	Durable	Cost \$14,863.00	Durable Cost \$ 14,971.00	Disposable	Cost \$286.50	Disposable Cost \$ 354.00	Total Cost \$ 15,325.00
1-2.12	BSI Package		\$0.00	\$ -	*	\$10.00	\$ 60.00	
1-2.13 - 1-6.14	Stretcher	*	\$2,300.00	\$ 2,300.00		\$ -	\$ -	
	Unit	*	\$0.00	\$ -		\$ -	\$ -	
1-4.2	Skeleton	*	\$700.00	\$ 700.00		\$ -	\$ -	
	Torso Model	*	\$2,500.00	\$ 2,500.00		\$ -	\$ -	
	Pen Lights		\$0.00	\$ -	*	\$1.50	\$ 1.50	
1-5.36	BP Cuff Adult	*	\$17.00	\$ 17.00		\$ -	\$ -	
	BP Cuff Child	*	\$17.00	\$ 17.00		\$ -	\$ -	
1-5.36	Stethoscope Adult	*	\$7.00	\$ 7.00		\$ -	\$ -	
	Stethoscope Child	*	\$25.00	\$ 25.00		\$ -	\$ -	
	Teaching Stethoscope	*	\$25.00	\$ 25.00		\$ -	\$ -	
1-6.14	Star Chair	*	\$800.00	\$ 800.00		\$ -	\$ -	
1-6.14 - 5-4.38	Long Spine Board	*	\$135.00	\$ 135.00		\$ -	\$ -	
2-1.25	Airway Manikin	*	\$2,200.00	\$ 2,200.00		\$ -	\$ -	
2-1.27	Suction Equipment	*	\$450.00	\$ 450.00		\$ -	\$ -	
2-1.28	M to M Barrier Device (PM)	*	\$8.00	\$ 8.00		\$ -	\$ -	
	One Way Valves		\$0.00	\$ -	*	\$3.50	\$ 21.00	
2-1.30	BVM + Accessories	*	\$110.00	\$ 110.00		\$ -	\$ -	
2-1.33	FROP vent. Device	*	\$400.00	\$ 400.00		\$ -	\$ -	
2-1.35	Oral Airway set	*	\$40.00	\$ 40.00		\$ -	\$ -	
2-1.36	NasoPharyngeal set	*	\$40.00	\$ 40.00		\$ -	\$ -	
2-1.37	O2 tank + Regulators	*	\$200.00	\$ 200.00		\$ -	\$ -	
2-1.38	NRM		\$ -	\$ -	*	\$2.00	\$ 2.00	
2-1.39	NC		\$ -	\$ -	*	\$0.50	\$ 0.50	
2-1.40	Infant Airway Manikin	*	\$400.00	\$ 400.00		\$ -	\$ -	
	Child Airway Manikin	*	\$450.00	\$ 450.00		\$ -	\$ -	
	Adult Airway Manikin		\$675.00	\$ 675.00		\$ -	\$ -	
	Infant BVM	*	\$140.00	\$ 140.00		\$ -	\$ -	
	Child BVM	*	\$100.00	\$ 100.00		\$ -	\$ -	
3-7.11	2 way Communication Set	*	\$50.00	\$ 50.00		\$ -	\$ -	
3-8.11	PPCR		\$ -	\$ -	*	\$ -	\$ -	
4-1.7	NTG props		\$ -	\$ -	*	\$ -	\$ -	
	Epi-pens Trainers	*	\$15.00	\$ 15.00		\$ -	\$ -	
	MDI Trainers	*	\$6.00	\$ 6.00		\$ -	\$ -	
	MDI Trainers Actuators		\$ -	\$ -	*	\$ -	\$ -	
4-3.48	AED Trainers	*	\$325.00	\$ 325.00		\$ -	\$ -	
	CPR Manikins (A-C-I)	*	\$350.00	\$350.00		\$ -	\$ -	
4-4.8	Oral Glucose		\$0.00	\$ -	*	\$8.00	\$ 8.00	
4-6.10	Activated Charcoal		\$0.00	\$ -	*	\$5.00	\$ 5.00	
4-7.9	Thermal Blankets	*	\$3.00	\$ 3.00		\$ -	\$ -	
4-9.20	OB Manikins	*	\$900.00	\$900.00		\$ -	\$ -	
	OB Kits		\$ -	\$ -	*	\$10.00	\$ 10.00	
5-1.12	Roller Gauze		\$ -	\$ -	*	\$50.00	\$ 50.00	
	Dressings		\$ -	\$ -	*	\$50.00	\$ 50.00	
	Cravets		\$ -	\$ -	*	\$21.00	\$ 21.00	
	tape		\$ -	\$ -	*	\$30.00	\$ 30.00	
5-1.14	Tourniquets		\$0.00	\$ -	*	\$15.00	\$ 15.00	
5-2.29	Ice Packs		\$ -	\$ -	*	\$40.00	\$ 40.00	
5-2.31 - 5-2.32	Occlusive Dressings		\$ -	\$ -	*	\$5.00	\$ 5.00	
5-3.11	Set of Padded Splints	*	\$50.00	\$ 50.00		\$ -	\$ -	
	Traction Splints	*	\$175.00	\$ 175.00		\$ -	\$ -	
	Blankets	*	\$13.00	\$ 13.00		\$ -	\$ -	
	Pillows	*	\$0.00	\$ -		\$ -	\$ -	
	PASG	*	\$600.00	\$ 600.00		\$ -	\$ -	
5-1.38	Spider Strap Set	*	\$90.00	\$ 90.00		\$ -	\$ -	
	CID set	*	\$120.00	\$ 120.00		\$ -	\$ -	
	Cervical Collar Set	*	\$45.00	\$ 45.00		\$ -	\$ -	
5-1.39	Short Spinal Immobilization	*	\$150.00	\$ 150.00		\$ -	\$ -	
5-4.41	Bike Helmets	*	\$30.00	\$ 30.00		\$ -	\$ -	
	Motor Cycle Helmets	*	\$200.00	\$ 200.00		\$ -	\$ -	
7-3.16	Triage Tag Sets		\$0.00	\$ -	*	\$0.00	\$ -	
Other Items	Gloves		\$0.00	\$ -	*	\$15.00	\$ 15.00	
	Tongue Blades		\$0.00	\$ -	*	\$10.00	\$ 10.00	
	Lubricant		\$0.00	\$ -	*	\$10.00	\$ 10.00	
	Sterile Solutions	*	\$2.00	\$ 2.00		\$ -	\$ -	
	Jump Bag	*	\$60.00	\$ 60.00		\$ -	\$ -	

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