

3 – Consolidated Test Site (CTS)

Registration and Cancellation

The instructor or Course Coordinator must register all candidates taking initial certification testing with the EMS council. (See various EMS Regional Council Registration Policies by visiting their web sites.) All other candidates (i.e., retest, recert, legal recognition, etc.) are required to pre-register in advance through the EMS Council office in the area where they are planning to test. This does not have to be in the area in which the candidate lives or works.

Instructor Led Programs:

It is recommended that Instructors/Course Coordinators pre-register the course with a rough estimate of student numbers at the time they submit a course approval request. The earlier classes are registered the more time is available to coordinate needed logistics of each site.

A minimum of fifteen (15) candidates taking the written and/or practical examinations must be registered at each Consolidated Test Site (CTS). If there is not the minimum number registered for the site ten (10) days prior to the test date, the site will be cancelled.

The Regional EMS Council is responsible for notifying all candidates, evaluators, patients and their respective OEMS Program Representative when this occurs. The Regional EMS Council will then forward a list of candidates (to include certification numbers with valid mailing addresses), requiring variances as a result of such cancellation to OEMS, Regulation & Compliance Manager.

Setup

- ✓ Reference Section 1 – Facilities
- ✓ The Test Site Coordinator and the OEMS Certification Examiner shall arrive one (1) hour prior to the scheduled time of the test with all required equipment. All practical stations shall be set up and ready by the beginning of the scheduled testing process.
- ✓ OEMS Program Representative, OEMS Certification Examiner and OEMS Certification Examiner Assistant shall check and verify all required paperwork and documentation for all testing candidates. (Regional EMS Council staff may also do this, however an OEMS staff member shall be responsible for verifying all required paperwork and documentation *before* any candidate is turned away. Regional EMS Council staff may also review documentation and paperwork prior to the Consolidated Test Site, however; this information will then be reviewed for accuracy and completion by the OEMS staff member before the testing process begins, at the test site.)
- ✓ Registration requirements of the EMS Councils **DO NOT** replace the requirements for testing candidates.

Photo Identification at the CTS

- ✓ With the increased responsibility of instructors and the implementation of the CSDR, **OEMS will accept "all public and private high school photo identification cards" as valid forms of government issued ID cards**, consistent with the *Virginia EMS Regulations*.
- ✓ **All** test candidates will be **required to show their photo identification at every practical testing station and upon entrance at the CTS**. Evaluators will be required to check the ID's at each station (this will also ensure correct spelling of names on evaluation sheets).

Electronic Communication Devices

Candidates at the CTS are not permitted to have any electronic communication devices during the CTS. Anyone who thinks they may have a personal emergency during the CTS may be directed to call the CTS Coordinator or their designee, at the CTS Coordinators discretion.

Briefing

When the scheduled testing process begins, within the same time frame, the following will be done:

- ✓ The OEMS Program Representative or OEMS Certification Examiner will brief the testing candidates on Policies and Instructions for EMS Certifications (reference – Policies & Instructions for EMS Certification Testing). A copy of the comment/complaint form will be available to all candidates at the test site.
- ✓ All candidates testing, including students taking a retest, will receive the full briefing.
- ✓ The OEMS Program Representative or OEMS Certification Examiner will brief the evaluators and patients about how to complete the skill evaluation forms, what to do when time expires, how to properly document any failures and any other information that could be critical to the Consolidated Test Site (CTS).
- ✓ The patients shall be moulaged according to the scenarios.

Dividing Candidates for Written & Practical Testing

Upon completion of the candidate briefing and instructions, the candidates will be divided into two (2) groups. All completed certification applications will be left in the written testing area. One group will start testing the practicals and the other group will start with the written examination. As candidates complete their practical testing, they will return to the written test site area to begin their written examination. As candidates complete the written portion of the examination, those requiring practical examination will be instructed to move to the practical testing holding area to check in.

- ✓ Each group of candidates may be given a different color name tag to assist in identifying them as the first or second group taking the practical testing. (Example- blue border name tags for the first group taking practicals first, red border name tags for the second group taking practicals.)
- ✓ Any candidates taking a retest of practicals may be given a name tag with the color coding of the first group taking practical examinations.

Procedure for Practical Testing

The Site Coordinator shall be responsible for maintaining a flow of testing candidates through the practical skill stations. This may be accomplished by using a simple index card system and a tracking sheet

- ✓ The index card system should consist of each skill station set up being represented by a 3” x 5” index card with the name and number of the skill testing station listed on it.
- ✓ A Candidate Tracking Form with names listed should also be used to track when and what skills testing station the students are assigned..

The candidates arriving in the practical testing staging area will be listed on the Candidate Tracking Form. When assigned to a practical testing station, the candidate is given the index card representing that station and directed to proceed. Photo Identification will be checked at every practical station by the evaluator prior to the start of that station. Once the practical skill station testing is complete, the candidate shall return the index card and that station is checked-off of the Candidate Tracking Form. The index card can then be reassigned to another candidate.

Candidates shall remain in the staging area until called for testing, thus preventing candidates from wandering around the test site or standing around in the testing areas.

Candidates shall be reminded, that no discussion of the practical or written examination shall occur, including practical skills testing stations. The OEMS Program Representative or OEMS Certification Examiner shall be notified if this occurs during the test site.

Any complaints or disagreements about the actual skills testing shall be immediately brought to the attention of the OEMS Program Representative or the OEMS Certification Examiner on site. A Complaint/Comment Form shall be completed and submitted to OEMS with the testing paperwork addressing such complaints. Complaint/Comment Forms shall be completed while at the test site.

Practical Results

No practical results will be provided at any Consolidated Test Site for safety reasons. Any one found providing practical results to candidates, instructors, evaluators or other personnel at Consolidated Test Sites will be referred to the OEMS Regulation & Compliance Division for investigation. The OEMS staff, OEMS Certification Examiners, OEMS Certification Examiner Assistants, Regional EMS Council staff, Test Site Coordinators, Evaluators and others involved with the testing process will strictly adhere to this policy.

Retest Policy

Any candidate who fails a practical station must retest at another test site. Candidates must contact a Regional EMS Council office to register for another test site and are responsible for any associated costs.

OEMS Program Representatives or OEMS Certification Examiners may allow a retest at a Consolidated Test Site (CTS), but this will only occur when irregularities have occurred during the testing process for equipment malfunction or discrimination by an evaluator. Decisions to retest candidates will only be made by OEMS Program Representatives and/or OEMS Certification Examiners.

Equipment

Each practical station is to be set up with the equipment as listed on the BLS Practical Examination Equipment List and in accordance with the BLS Examination Equipment Policy. Each station shall have **ALL** of the equipment in good working order before the station is opened. In the event of equipment failure or malfunction, the piece of equipment shall be replaced, and the OEMS Program Representative, OEMS Certification Examiner and Test Site Coordinator shall be notified. No other testing candidates shall proceed to that testing station until the matter is resolved. The OEMS Program Representative and/or OEMS Certification Examiner shall determine if the failure or malfunction of equipment affected the testing candidates. In the case of equipment failure or malfunction causing the candidate to fail the station, the candidate shall retake the station (as an initial attempt) in its entirety.

Individual candidates may provide their own stethoscope, penlight and/or gloves. All other equipment shall be provided at the Consolidated Test Site.

Authorized Personnel

During the testing process only authorized test site personnel are allowed in any of the testing stations. Authorized personnel shall include: OEMS Program Representatives, OEMS Certification Examiners, OEMS Assistant Certification Examiners, evaluators, assistants and patients assigned to that station.

Contact with any testing candidate after the candidate has registered is strictly prohibited by an instructor until the candidate has completed the entire testing process. If this occurs, Instructor(s) will be immediately removed from the test site and a Complaint/Comment Form completed and submitted with the OEMS paperwork for the test site.

Written Test Procedures

Examiners shall ensure all candidates are listed on the Consolidated Test Site Roster. Candidates shall be assigned the appropriate test booklet and scratch paper if necessary. The examiner shall enter the test start time for each candidate. Upon completion of the written examination or upon the expired maximum time allowed for the test, the candidate shall return the test booklet, the Certification Application Form and any scratch paper used to the test examiner. The candidate will then sign out on the Consolidated Test Site Roster.

Candidates only taking a written examination are excused from the test site upon completion of their written exam or maximum time allowed for the test has expired. Candidates requiring practical test shall then report to the staging area for practical skills testing assignment.