

# 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

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- 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 12 VAC 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

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## 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

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- 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

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- 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

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- 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

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- 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

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- 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

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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](http://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
3. Watches (analog or digital), 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](http://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.

# Functional Position Description for the Basic Life Support Provider

Virginia Office of EMS  
Division of Educational Development  
1041 Technology Park Drive  
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## Introduction

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The following is a position description for the Emergency Medical Technician (EMT) within Atlantic EMS Council states. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the EMT.

## Qualifications for State Certification

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To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.
2. meet course requirements such as attendance and grades.
3. successfully complete all certification/licensure examination(s).

## Competencies

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The EMT must demonstrate competency in handling emergencies utilizing basic life support equipment and skills in accordance with the objectives in the U.S. Department of Transportation National EMS Education Standards for the EMT to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, and balance up to 125 pounds (250 with assistance) a height of 33 inches, a distance of 10 feet;
- read and comprehend written materials under stressful conditions;
- document, physically in writing, document physically patient information in prescribed format;
- demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;
- bend, stoop, crawl, and walk on uneven surfaces;
- meet minimum vision requirements to operate a motor vehicle within the state.

# Functional Position Description for the Basic Life Support Provider

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## Description of Tasks

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The Basic Life Support Provider must:

- Receives a dispatched call, verbally acknowledges the call, reads road maps, identifies the most expeditious route to the scene, and observes traffic ordinances and regulations.
- Upon arrival at the scene, ensures that the vehicle is parked in a safe location. Safely performs size-up to determine scene safety including the presence of hazardous materials, mechanism of injury or illness, and the total number of patients. Performs triage and requests additional help as necessary.
- In the absence of public safety personnel takes safety precautions to protect the injured and those assisting in the care of the patient(s).
- Using body substance isolation techniques, protects the patient(s) and providers from possible contamination.
- Inspects for medical identification emblems, bracelets or cards that provide patient emergency medical care information.
- Determines nature and extent of illness or injury, checks respirations, auscultates breath sounds, takes pulses, auscultates/palpates blood pressure (including proper placement of the cuff), visually observes changes in skin color, establishes priority for emergency care. Based on assessment findings renders emergency care to adults, infants and children.
- Skills performed include but are not limited to: establishing and maintaining an airway, ventilating patients, cardiac resuscitation, use of automated external defibrillators where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, bandaging wounds, treatment of shock (hypoperfusion), spinal immobilization and splinting of painful swollen or deformed extremities.
- Manages medical patients to include, but are not limited to: assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies and suspected poisonings.
- Performs interventions and assist patients with prescribed medications, including sublingual nitroglycerine, epinephrine auto injectors, and metered dose aerosol inhalers observing safety measures for others and self.
- Responsible for the administration of oxygen, oral glucose and activated charcoal.
- Reassures patients and bystanders by working in a confident, efficient manner.
- Functions in varied environmental conditions such as lighted or darkened work areas, extreme heat, cold and moisture.
- Performs in situations that create stress and tension on a regular basis.
- Where extrication is required, assesses extent of entrapment and provides all possible emergency care and protection to the patient. Uses recognized techniques and equipment for removing patients safely (to include proper strap placement) Communicates verbally for additional help as needed.
- Complies with regulations for the handling of crime scenes and prehospital deaths by notifying the appropriate

# Functional Position Description for the Basic Life Support Provider

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authorities and arranging for the protection of property and evidence at that scene.

- Lifts and moves patients into the ambulance and assures that the patient and stretcher are secured, continues emergency medical care enroute in accordance with local protocols.
- Determines most appropriate facility for patient transport. Reports to the receiving facility, the nature and extent of injuries, and the number of patients being transported.
- Observes patient enroute and administers care as directed by medical control or local protocol. Able to maneuver to all points in the patient compartment while transporting with a stretchered patient. Assists in lifting and carrying patient and appropriate equipment from ambulance and into receiving facility.
- Reports verbally and in writing, observations and emergency care given to the patient at the scene and in transit to the receiving staff for record keeping and diagnostic purposes. Upon request, provides assistance to the receiving facility staff.
- Disposes of contaminated supplies in accordance with established guidelines, decontaminates vehicle interior, sends used supplies for sterilization.
- Maintains ambulance in operable condition which includes cleanliness, orderliness and restocking of equipment and supplies. Determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure.
- Checks all medical equipment for future readiness. Maintains familiarity with all specialized equipment.
- Attends continuing education and or refresher training programs as required by EMS agency, medical direction, and/or certifying agency.
- Meets qualifications within the functional job analysis of the EMT.

# Atlantic EMS Council Accommodation Policy

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## VIRGINIA DEPARTMENT OF HEALTH

### OFFICE OF EMERGENCY MEDICAL SERVICES

Manager of Regulation and Compliance  
1041 Technology Park Drive  
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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.

## 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.

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

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

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## NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

[www.nremt.org/nremt/about/policy\\_accommodations.asp](http://www.nremt.org/nremt/about/policy_accommodations.asp)

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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.



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

**NREMT**  
P.O. Box 29233  
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[www.nremt.org](http://www.nremt.org)

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Accredited by the National Commission  
for Certifying Agencies

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

## 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](http://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

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- 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

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- 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.

# Certification Testing Policy – Basic Life Support Programs

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

804-888-9120

## 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](http://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
3. Watches (digital or analog), 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.

*\*Effective October 1, 2016, all watches are prohibited at Psychomotor Examination sites. Clocks with a second hand will be provided in each skill testing station.*

## 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 stations. This retest must be completed within 90 days of the first attempt or it is forfeited.

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- 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](http://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](http://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-11C.

Student Name  
(printed)

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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](http://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](http://nremt.org).  
Please refer to the NREMT website for the most current policies and procedures.**