



COMMONWEALTH of VIRGINIA
Department of Health

EMR/EMT TESTING INFORMATION SHEET

Program Director (Education Coordinator) Responsibilities:

1) Student Testing Eligibility:

- a. Verify that student demonstrates online access to their EMS portal account
- b. Verify that student demonstrates a National Registry account
- c. Prior to course end date, verify that student has established a National Registry testing application
- d. Mark student status in Virginia OEMS portal
 1. Any student who has not met the course requirements should either be marked as having failed or incomplete. No record should be left without an indication of student status.
 2. Notify students to obtain their test eligibility letter in their OEMS portal
- e. Mark student completion status in National Registry Program Director account
 1. Do **NOT** wait to verify student completion based on their psychomotor testing. This allows a seamless process to occur as student's complete their psychomotor testing and moves forward with National Registry testing.

Virginia psychomotor examination:

2) Initial attempt at psychomotor examination:

- a. Register with Regional EMS Council for psychomotor test examination
- b. Obtain test eligibility letter from OEMS portal
- c. Must begin psychomotor testing within **180 days of course end date**
- d. If candidate does not test within **180 days** of course end date must repeat a full BLS course

3) Fails first attempt at psychomotor examination:

- a. Obtain retest eligibility letter from OEMS Portal
- b. Must retest within **90 calendar days** of initial psychomotor test date

4) Fails retest attempt or does not retest within 90 calendar days

- a. Complete required BLS continuing education requirements
- b. **Hours must be reported to OEMS via CE scan card using letter "B" and their certification number and level is "B"**
- c. Obtain Secondary Eligibility notification from OEMS Portal
- d. Must successfully completed psychomotor testing within **one year** of initial psychomotor test date

National Registry cognitive examination:

1) Initial cognitive examination attempt:

- a. Obtain Authorization to Test (ATT) letter from National Registry account (www.nremt.org)
- b. Log into Pearson Vue using the ATT letter and establish a test date

2) Fails first, second and third attempt at cognitive examination:

- a. Must wait 15 days from test date before requesting a new testing opportunity.
- b. Complete an **EXPRESS** application if over 18 or a new assessment application if under 18
- c. Pay testing fee
- d. Obtain Authorization to Test (ATT) letter from National Registry account
- e. Log Into Pearson Vue using the ATT letter and establish a test date

3) After three (3) failed attempts at the cognitive examination:

- a. Advise testing candidate to contact you so you can review their testing results and create a remediation plan based on their identified areas of weakness
- b. Must complete 24 hours of remedial education
- c. **DO NOT report these hours to OEMS – these CE hours will go into error as the candidate is not certified and is not in need of secondary eligibility for Virginia**
- d. After completion of the 24 hours of remedial education, Program Director will:
 - i. Write a letter to National Registry that must be on letterhead stationary
 - ii. Letter must state that the testing candidate has completed the required remediation and that as Program Director (Education Coordinator) you authorize them to begin the next series of cognitive examinations
 - iii. Send letter to National Registry, Attn: Certification Division
- e. Provide a copy of the letter to the testing candidate
- f. Advise candidate to create another **EXPRESS** application if over 18 or a new assessment application if under 18
- g. Move forward with the testing process with a total of 6 attempts at the cognitive examination
- h. All testing attempts and obtaining National Registry and Virginia certification must be completed within **2 years** of course end date.

4) After six (6) failed attempts at the cognitive examination OR greater than 2 years has passed since course end date:

- a. Must complete an entire new BLS course and successfully complete the entire testing process again.

SPECIAL NOTES:

If any of the information on the initial application changes during the testing attempts (i.e. CPR Card expires, address change, etc.) the candidate will be required to complete a new application. That application will require you as Program Director to verify their course completion and for OEMS to verify their psychomotor testing. Please make sure you change the course end date to the appropriate month and year (it will default to current month and year). Inform your students of this so they know to contact you as Program Director of the new application. After you have approved the application, please contact Debbie Akers at Deborah.T.Akers@vdh.virginia.gov of the need to reverify the psychomotor results.

If greater than one year has passed between the psychomotor test date and the candidate passing their National Registry cognitive examination, the individual must have their psychomotor testing re-verified. This is accomplished by having the individual perform the BLS testing stations under a scenario testing situation with an EMS Education Coordinator or Operational Medical Director in Virginia and the completion of the Psychomotor Verification Form. This form must then be forwarded to National Registry, Attn: Certification Division.

If you have any questions, please contact the Division of Educational Development at 804-888-9120 for assistance.