

Certification Testing Policy – Basic Life Support Programs

Virginia Office of EMS
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
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.
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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.**