



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-110	Page: 1	of: 1
Title: Course Coordinator Responsibilities for Initial Student Testing		
Regulatory Authority: 12VAC5-31-1470		
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- A. For BLS programs the Course Coordinator shall review the necessary documentation that students must present for admission to test sites on the last regularly scheduled class. The documentation that must be covered includes:
1. Primary Eligibility Notice issued by the Office of EMS.
 2. Government issued photo identification
 3. Letter of Accommodation or Variance issued from the Office or National Registry (NREMT), if applicable
 4. Virginia EMS Certification Application (blue form)
 - a. To streamline the process at the Consolidated Test Site, the Course Coordinator should provide the Emergency Medical Responder/First Responder or EMT Candidate with a Virginia EMS Certification Application to be completed prior to arrival at the test site.
- B. For ALS programs the Course Coordinator shall review the necessary documentation that students must present for admission to test sites on the last regularly scheduled class. The documentation that must be covered includes:
1. Primary Eligibility Notice issued by the Office of EMS.
 2. Government issued photo identification
 3. Letter of Accommodation or Variance issued from the Office or National Registry (NREMT), if applicable