



Group Testing Policy

The following documents the current process for group testing. Please note that in order to be eligible for this program; the group must have at least 20 individuals and test at a Pearson VUE professional Center. If your group does not meet these requirements, individuals must follow standard NREMT protocol for scheduling and taking the exam.

Group Testing Procedures:

The following process must be initiated AT LEAST TWO MONTHS in advanced of the desired testing date. Please read all directions carefully as there is a specific timeline that needs to be followed in order to follow Pearson VUE group testing policies.

- 1.) Once you have identified the appropriate date and location for the exam, email PVGroupReservation@Pearson.Com and provide the following:
 - a. Requested location
 - b. Requested date (include 1st, 2nd, and 3rd choice)
 - c. Exam name
 - d. Number of Candidates
 - e. Credit card information for the \$15 PER SEAT nonrefundable blocking Fee. This can be provided in the email containing the request if it is encrypted; otherwise, it can be provided over the phone after submitting the initial request.

Please carbon copy Lindsey Durham from the NREMT at ldurham@nremt.org so that she can ensure that your request is properly fulfilled.

You will receive a confirmation from **Group Scheduling Coordinator** when the request has been fulfilled.

- 2.) AT LEAST TWO WEEKS BEFORE TESTING DATE email the following to PVGroupReservations@Pearson.com.
 - a. Completed roster with individuals taking the exam (see “roster” attachment)
 - b. Credit card information for the \$10 PER INDIVIDUAL scheduling fee. This can be provided in the email containing the request if it is encrypted; otherwise, it can be provided over the phone after submitting the initial request. *At this time, any unused seats will be released for other candidates.*

Please carbon copy Lindsey Durham from the NREMT at ldurham@nremt.org so that she can ensure that your request is properly fulfilled.

PLEASE READ: Selected testing date should be **AT LEAST two weeks after** the program is completed. At that time, candidates will have the ability to fulfill all NREMT requirements to obtain an Authorization to Test (ATT). **Pearson VUE requires that all candidates must have an ATT before fulfilling the group testing seat assignment request (step 2).**

It is the program's responsibility to verify that all individuals have an active ATT before completing step 2. NREMT requires that all of the following conditions are met in order for a candidate to receive an ATT:

- 1.) Application is completed on NREMT website*
- 2.) Application fee is paid*
- 3.) Verification of course completion by Program Director or State EMS Official*

In addition, in the event that an individual is not successful during the blocked exam date, the individual must follow standard NREMT examination retesting procedures. NREMT policy requires that candidates must wait 15 days after taking the exam before applying for a new ATT.

Please refer to www.nremt.org or call our certification department at (614)888-4484 for more information regarding NREMT certification policies.