

First Class Paperwork

Published: June 2024

First Class Paperwork

Background

First & Last Class Paperwork has been a staple of initial certification programs in Virginia for several decades. This guidance document and the accompanying official Office of EMS forms serve two distinct purposes:

1. For educators, it provides you a means of ensuring that all your students have been adequately introduced to EMS education practices, policies and requirements in Virginia;
2. For students, this packet ensures that they are educated on state policies and procedures as **well** as your individual requirements for the course.

Based on feedback and recurring questions from students over the years, we have designed the first and last class paperwork. You will now find that we have two distinct paperwork packets:

1. First Class Paperwork – This packet contains many of the forms and documents to which you have become accustomed.
2. Last Class Paperwork – This packet is designed to be handed out and discussed with students on the last day of class and it specifically covers the testing processes required by the National Registry and Pearson VUE.

Each packet is designed to provide you with guidance as to what state documents and forms to incorporate in your course syllabus along with suggestions as what items—unique to your individual program should also be included. This packet is not designed to simply be printed off and handed out to your students.

This guidance document is designed to provide you with the skeletal structure to design a course syllabus and your own First Class Paperwork packet which is unique to your program and its requirements. The state forms and paperwork included in the appendices are MANDATORY and must be included, reviewed verbatim and maintained on file for each student in your program.

First and Last class paperwork has been carefully designed to assist you as an educator to ensure that you are meeting all of your regulatory requirements for initial certifications programs in the Commonwealth.

We hope these documents assist you in the administration of your programs.

Division of Accreditation, Certification & Education Virginia Office of EMS

Introduction

Make sure you 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

Introduce the program's EMS Physician. Note: If at all possible your EMS Physician should be present to introduce him or herself and make any appropriate comments concerning the program.

Distribute and cover orally your course syllabus and the state forms required in order to remain in compliance with Virginia EMS Regulations.

At the conclusion of the “first class”, 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 which can be either paper-based or electronic in nature.

Any and all electronically maintained records shall be backed up to at least one off-site cloud drive to ensure that all course records are maintained, secure and safe from destruction.

Program Prerequisites

1. 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.)
2. Read aloud each section of any additional local or regional prerequisites that are in addition to those described in TR-35. Provide this information to the student.
3. 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 provided to the student. (Note: The physician course director may want to cover these.)
4. Information should include:
 - a. The specific requirements.
 - b. Where to go and who to see about satisfying these requirements.
 - c. When evidence of satisfying the requirements must be produced for the Course Coordinator.

5. When this section is completed, read aloud have each student sign appropriately.
 - a. Provide each student two copies of state form TR-35—Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct.
 - b. Each student should sign one copy and return it to you and keep one copy for themselves.

Course Syllabus

A course syllabus is academic document which serves as a **written contract between you and your students that provides an outline or a summary of the main points of a text, lecture or course of study**. The purpose of a syllabus is to provide information on the course and define the scope of the content.

A course description provides a basic overview of what a class offers. A course description includes a course prefix, course number, course title, lecture and lab contact hours, semester credit hours, description of the class and prerequisites, etc.

A syllabus often contains timelines, calendars, outlines, bullet points and tables or infographics that quickly and concisely relay important information. Educators might include some commentary, such as the purpose or focus of the course, but most of the content is detail-specific.

In addition to course objectives, required texts, assignments and grading criteria, a syllabus might also state the instructor's policies on late work, incomplete assignments, missed classes and make-up work or tests.

Expectations for Successful Completion

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.

A copy should be provided to your students. Information should contain State requirements at a minimum.

Also include any expectations that you require.

Upon completion, read aloud have the student sign appropriately.

Course Fees

Explain any course fees and their purpose.

It is recommended that a copy of the fee structure be included in your course syllabus and each item reviewed and students allowed to have their questions answered.

Upon completion, read aloud the statement on the agreement page of the Student Information Package and have the student sign appropriately.

Functional Position Description

Read aloud and verbatim the Functional Position Description for the appropriate level of EMS certification program you are conducting.

- A copy of the appropriate Functional Position Description must be provided to the student.
- It is critical that all portions of the description be read and explained clearly to every student in the same manner.
- 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.
- For students requesting an accommodation in a BLS program, the student is be provided the NREMT Accommodation Request—TR-15B—for purposes of their cognitive certification examination.
- Upon completion, read aloud the statement have the student sign appropriately.

Americans with Disabilities Act

All ADA Requests are handled by the National Registry. The National Registry complies with the Americans with Disabilities Act (ADA) in regard to requests for examination accommodations consistent with its mission and public protection.

ACCOMMODATIONS POLICY OVERVIEW

The National Registry of Emergency Medical Technicians administers its certification examinations in a manner that does not discriminate against an otherwise qualified applicant. The National Registry offers reasonable and appropriate accommodations for the written and practical components of the registration examination for those persons with documented disabilities, as required by the ADA.

The National Registry urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise. At a minimum, all requests for accommodations must be received by the National Registry no less than thirty (30) days before scheduling the examination.

- <https://www.nremt.org/Policies/Examination-Policies/ADA-Accommodations>

Appendix A

Form: TR-09

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 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 years old
Signature for this item indicates that I was also provided a duplicate copy of this form.

Part III Course Syllabus

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 National Registry Testing

Signature Date Signed

Part VII Americans with Disabilities Act

Signature Date Signed

BLS Student Signatures

Initial Basic Life Support Certification Programs

To enroll in a BLS certification program you must comply with the following:

- A. 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.

- B. 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. (12VAC5-31-1503)
- 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. (12VAC5-31-1503)
- D. Hold current certification in an Office of EMS approved course in cardio-pulmonary resuscitation (CPR) by the end date of the certification program. This certification must also be current at the time of state testing.
- E. 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 a photocopy of your passport to Debbie Akers via e-mail. (deborah.t.akers@vdh.virginia.gov) as soon as possible.
- 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: (12VAC5-31-910)
 1. Any crime involving sexual misconduct.
 2. A crime 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. 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. Any crime involving the use, possession, or distribution of illegal drugs.
 5. 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.

- 6. 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. 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 clinical, while on duty or when responding or assisting in the care of a patient. (12VAC5-31-940)

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. (12VAC5-31-1521)
- B. Hold current certification as an EMT or higher EMS certification level. (12VAC5-31-1521)
- C. Hold, at a minimum, a high school or general equivalency diploma. (12VAC5-31-1521)

Acknowledgement - I have not been convicted or found guilty of any crime(s), offense(s) or regulatory violation(s); 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 criminal conviction(s) 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

Form: TR-07

Dear Parent/Legal Guardian:

Your daughter/son has expressed an interest in being certified as an Emergency Medical Services Provider. The Virginia Department of Health Office of Emergency Medical Services (OEMS) requests that you take a moment to review this letter. If you have any concerns, please discuss them with your daughter/son, Program Director or someone at the OEMS.

The Emergency Medical Services (EMS) Basic Life Support (BLS) Course is a program which trains people to assist injured or ill individuals outside the confines of a hospital. The curriculum used in Virginia is a nationally recognized program developed by the U.S. Department of Transportation.

The curriculum requires a minimum of number of hours of classroom instruction and for Emergency Medical Technician (EMT) programs an additional 10 hours of clinical experience either by hospital emergency department observation, or a ride-a-long on an ambulance. Following successful completion of a State approved course, the student is allowed to take the State Certification Examination. Passing both the written and practical aspects of the State examination certifies the student to perform the duties of an EMS provider.

Because of the responsibilities placed on an EMS provider, the State of Virginia requires that anyone who has not reached the Age of Majority (under 18 years of age) must have permission from their parent or legal guardian to become certified as an EMS provider in Virginia. **The individual must be at least sixteen (16) years of age before the course starts to enroll in an EMS program.**

To participate in the delivery of health care can be a very rewarding experience. However, the responsibilities of an EMS provider are great and at times extremely stressful. The balance of a patient's life may rest with the actions taken by the provider. The consequences of such situations can be positive; but can also be a source of frustration, guilt, and emotional distress. Physical injury is also a very real possibility.

EMS providers are at a greater risk of exposure to infectious diseases, hazardous environments, and violent behaviors. EMS' training programs provide information on how to protect oneself when dealing with these hazards. However, the nature of EMS activities tends to place EMS providers in dangerous situations where the maturity and experience to deal with critical decisions is of the most importance.

APPLICANT/STUDENT INFORMATION

Name	_____	_____	_____
	Last Name	First Name	MI
Mailing Address	_____	_____	_____
	Number, Street, Apt.	City	State Zip
E-mail Address	_____		

(over)

Form: TR-07

PARENTAL ACKNOWLEDGMENT

By signing this document, you agree that your daughter/son has the capabilities of managing these mature matters. The Office of Emergency Medical Services welcomes all interested individuals to participate as an informed member in this very rewarding activity.

I have reviewed this letter and discussed with my daughter/son the activities associated with being an EMS provider. Having no further questions, I consider to possess the necessary maturity to perform the duties of an Emergency Medical Services Provider and authorize their enrollment in this **EMERGENCY MEDICAL RESPONDER** or **EMERGENCY MEDICAL TECHNICIAN** course.

Name _____
Last Name First Name MI

Signature _____ Date _____

Relationship to Applicant _____

This letter must be presented to the EMT Instructor who will keep it on file with the records for the Emergency Medical Services program in which the applicant has enrolled. This letter must be returned to the Program Director within one week of receipt by the student to remain in the course.

Parental Permission Form

Form: TR-11B

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 with the National Registry of EMT’s.
3. Testing for initial certification must be started within 180 days of the course's end date.

Terminal Competency Psychomotor Exam

All students in BLS programs must have successfully completed a terminal competency psychomotor examination which allows the Program Director and Medical Director to validate entry-level psychomotor competency. This exam is to be conducted through competency based critical thinking scenarios as approved by the program’s EMS Physician.

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.
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 30 days prior to the test site.

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.

Form: TR-14B

Introduction

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

To qualify for Virginia certification, the student must at a minimum:

1. minimum Virginia entry requirements.
2. course requirements as outlined by your educator. (i.e. syllabus)
3. successfully complete all Virginia required certification examinations.

Competencies

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.

Description of Tasks

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;

Form: TR-14B

- 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 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

Form: TR-14B

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.

NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

<https://www.nremt.org/Policies/Examination-Policies/ADA-Accommodations>

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