



# ALS Last Class Paperwork

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# Last 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.

## Introduction

Explain to your students that you will be covering four important areas of the certification testing process.

1. The Virginia and NREMT Accommodation Request Policies
2. The program's required Terminal Competency Psychomotor Exam testing process conducted at a local CTS.
3. The National Registry Cognitive Exam Process
4. The process of registering on Pearson VUE for the NREMT Cognitive Exam

## 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



# ALS Student Signatures

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 Advanced Emergency Medical Technician or Paramedic program has been read to me. Further, my signature indicates that I read the contents of the specific section for program and understand the information contained in that section.

Student Name  
(printed)

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**Part I Introduction**

**Part II Americans with Disability Act**

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Signature

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Date Signed

**Part III ALS Certification Testing Process**

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Signature

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Date Signed

**Part IV Pearson VUE Testing Procedures**

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Signature

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Date Signed

**Virginia Office of Emergency Medical Services**

1041 Technology Park Drive

Glen Allen, VA 23059

804-888-9120

<http://www.vdh.virginia.gov/emergency-medical-services/>

EMS.TR.10-A

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# NREMT Accommodation Request

## NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

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

Rocco V. Morando Building  
6610 Busch Blvd.  
P.O. Box 29233  
Columbus, Ohio 43229  
Phone: (614) 888-4484  
Fax: (614) 888-8920

**Virginia Office of Emergency Medical Services**

1041 Technology Park Drive

Glen Allen, VA 23059

804-888-9120

<http://www.vdh.virginia.gov/emergency-medical-services/>

EMS.TR.15B

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# Certification Testing – ALS Programs

## 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 Education Coordinator marking you as “Pass” on the Course Student Disposition Report (CSDR) or granting early access permission by your Program Medical Director.
3. Testing for initial National Registry certification must be completed within 2 years of the course's end date.
4. Hold current Virginia EMT credentials from the Office of EMS

## Psychomotor Examination Site Admission Requirements

1. Bring with you to the test site:
  - a. National Registry issued Psychomotor Authorization to Test (PATT) letter
  - b. Variance (and/or Accommodation) Letter, if applicable
  - c. Government issued photo identification
2. Cell phones, smart watches and other electronic devices are not permitted at the test site. 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. The psychomotor examination policy will follow the National Registry of EMT's test policy. This policy can be found at [www.nremt.org](http://www.nremt.org).

## 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](http://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 3 weeks prior to the test site.
5. 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.

# Pearson VUE Testing Procedure

## Contact Pearson VUE to Schedule Your Exam

- Follow the instructions on the ATT letter to schedule your exam. Here's a direct link to the [Pearson VUE Website](https://home.pearsonvue.com/nremt)—<https://home.pearsonvue.com/nremt>.
- Or, you can call Pearson VUE at 1-866-673-6896 for assistance (Pearson VUE charges an additional fee for this service).

## Important Reminders:

- If you fail to appear for your exam, you will have to complete a new application and pay another application fee!
- Refunds cannot be issued for no-shows.
- If you arrive late for your exam, you may lose your appointment!
- Review the [Cognitive Exam Information](https://www.nremt.org/rwd/public/document/cognitive-exam):
  - <https://www.nremt.org/rwd/public/document/cognitive-exam>
- Review the [Cognitive Exam Policies](https://www.nremt.org/rwd/public/document/policy-cognitive-exam) before the exam:
  - <https://www.nremt.org/rwd/public/document/policy-cognitive-exam>