

Initial ALS Training Programs

First Night Paperwork

The following packet contains—at a minimum—the required state and program specific paperwork that must be completed by each student enrolling in an ALS initial certification program in Virginia.



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Course Schedule



Introduction

- A. 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
- B. Introduce the program's Physician Course Director
(Note: If at all possible the medical director should be present to introduce him or herself and make any appropriate comments concerning the program.)
- C. Distribute ***Student Information Package*** for review.
- D. At the conclusion of the "first night", 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.

ALS Course Student Information Package

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

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 Technician-Enhanced, Emergency Medical Technician-Intermediate and/or EMT-Paramedic program has been read to me. Further, my signature indicates that I read the contents of the specific section for the Emergency Medical Technician-Enhanced, Emergency Medical Technician-Intermediate and/or EMT-Paramedic 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 18 YO
Signature for this item indicates that I was also provided a duplicate copy of this form.

- Part III Class Rules**

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 State or National Registry Testing**

Signature Date Signed

- Part VII Americans with Disabilities Act**

Signature Date Signed

- Part VIII Course Schedule**

Signature Date Signed



Program Prerequisites

- A. Read aloud each section state form TR-35—***Prerequisites for EMT-Basic and EMS First Responder 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.)
- B. Read aloud each section of any additional local or regional prerequisites that are in addition to those described in TR-35. (Provide this information in the ***Student Information Package***)
- C. 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 in the ***Student Information Package***. (Note: The physician course director may want to cover these.)
- Information should include:
1. The specific requirements.
 2. Where to go and who to see about satisfying these requirements.
 3. When evidence of satisfying the requirements must be produced for the Course Coordinator.
- D. When this section is completed, read aloud the statement on the agreement page of the ***Student Information Package*** and have each student sign appropriately. (Provide each student two copies of state form TR-35—***Prerequisites for EMT-Basic and EMS First Responder Programs, Criminal History and Standards of Conduct***. Each student should sign one copy and return it to you and keep one copy for themselves.)

Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

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Glen Allen, VA 23059

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Basic Life Support – Emergency Medical Technician and EMS First Responder

To be eligible to attend a EMS First Responder, EMS First Responder Bridge, or Emergency Medical Technician Course in Virginia, you must:

- A. 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.
- B. 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 and present a signed copy of the form at the state test site.)**
- 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.
- D. Hold current certification in an Office of EMS approved course in cardio-pulmonary resuscitation (CPR) at the beginning date of the certification program. This certification must also be current at the time of state testing.
- E. 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:
 1. Have never been convicted or found guilty of any crime involving sexual misconduct where the lack of affirmative consent by the victim is an element of the crime, such as forcible rape.
 2. Have never been convicted of a felony 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. Have never been convicted or found guilty of 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. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation five years after the date of final release if no additional crimes of this type have been committed during that time.
 5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation five years after the date of final release if no additional felonies have been committed during that time.
 6. 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.

Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

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7. 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.
- F. 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.
- G. If you are bridging to the EMT-Basic certification level you must hold current Virginia certification at the EMS First Responder level.
- H. Be clean and neat in appearance.
- I. 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 clinicals, while on duty or when responding or assisting in the care of a patient.

Advanced Life Support – EMT-Enhanced, EMT-Intermediate, EMT-Paramedic and RN to Paramedic Bridge

To enroll in an ALS certification program (EMT-Enhanced, EMT-Intermediate, EMT-Paramedic or RN to Paramedic Bridge) Course in Virginia, you must also comply with the following:

- A. Be a minimum of 18 years of age at the beginning date of the certification program.
- B. Hold current certification as an EMT or higher EMS certification level.
- C. Hold, at a minimum, a high school or general equivalency diploma.
- D. If you are bridging to the EMT-Intermediate certification level you must hold current Virginia certification at the EMT-Enhanced level.
- E. If you are bridging to the EMT-Paramedic certification level you must hold current Virginia certification at the EMT-Intermediate level or current Virginia licensure as a Registered Nurse.

Acknowledgement - I have not been convicted or found guilty of any felony or misdemeanor crime, offense or regulatory violation listed above 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 the listing of criminal convictions 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



Class Rules

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- A. Read aloud each item of the rules established for your class to the students.
 - B. Provide a copy in the ***Student Information Package***.
 1. The class rules should at a minimum include:
 - i. Course attendance requirements.
 - ii. Standards for successful course completion.
 - iii. Class cancellation policy.
 - iv. Time class will begin and end.
 - v. Location of classes.
 - vi. Suggested dress code for class.
 - vii. Special equipment needs if any (i.e. BP Cuff, Stethoscope, etc.)
 2. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.

{Example ONLY}

- 1) No running calls from class.
- 2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)
- 3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.
- 4) Active participation by all class members is expected. (Participate in all aspects of practical sessions)
- 5) No smoking, tobacco products or alcohol in classroom.
- 6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.
- 7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.
- 8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up. Each absence after 15% of the course will result in 1 point being removed from your final grade point average.
- 9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.
- 10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.
- 11) All Classes will be held in the continuing education classroom at _____ unless otherwise noted.
- 12) Class Cancellation Policy: Class will be held except in case of one the following events:
 - 1) Evening classes at _____ high school is canceled.
 - 2) You receive a phone call only from the course coordinator, John Smith.
- 13) Textbooks and course materials: Each student is expected to have a copy of the primary text for this program. Other recommended informational sources are optional.
 - A) The primary text for this program will be:
 - TITLE:
 - AUTHOR:
 - PUBLISHER:
 - EDITION:
 - OBTAINABLE FROM:
 - B) List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.



Expectations for Successful Completion

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- A. Read aloud state form TR-16—***Expectations for Successful Completion***—stopping between each to ask if there are any questions or clarification needed. Provide further explanation if needed.
1. A copy should be provided in the ***Student Information Package***.
 2. Information should contain State requirements at a minimum.
 3. Also include any expectations that you require.
- B. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.

Course Expectations for Successful Completion

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- 1) Comply with all course prerequisites.
- 2) Comply with all class rules.
- 3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.
- 4) Satisfy all current course expectations.
- 5) Demonstrate proficiency in the performance of all practical aspects of the program. (Also includes activities reviewed in the "Functional Position Description" for the appropriate level.)
- 6) Successful completion of 1, 2, and 3 above as evidenced by the submission of a completed "Course Student Disposition Report (CSDR) form as required by the end date of the program.
- 7) The following levels required:
 - a. For First Responders bridging to EMT, they must maintain a valid FR credential as evidenced by a current Virginia certification card issued by the Office of EMS.
 - b. For EMT's bridging to any ALS level, they must maintain a valid EMT credential as evidenced by a current Virginia certification card issued by the Office of EMS.



Course Fees

- A. Explain any course fees and their purpose.
 - 1. It is recommended that a copy of the fee structure be included in the ***Student Information Package*** and each item reviewed and students allowed to have their questions answered.
- B. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.



Requirements for Testing

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- A. Depending on the ALS program you are teaching, read verbatim one of the following state forms, providing an explanation for each and answering any questions the students may have.
1. Enhanced – Form TR-11A
 2. Intermediate – Form TR-12
 3. Paramedic – Form TR-13
- B. A copy of the requirements must be included in the ***Student Information Package***.
- C. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.

Requirements for State Testing - ALS

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1041 Technology Park Drive
Glen Allen, VA 23059

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(This section applies to initial testing for EMT-Enhanced and recertification testing for all state ALS levels. Initial EMT-Intermediate and EMT-Paramedic testing is administered following procedures of the National Registry of EMT's.)

- 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 (CSR) and possession of a valid Test Eligibility letter from the Office of EMS.
 - a. This letter must be obtained from your online EMS Portal which can be accessed via the OEMS website at: www.vdh.virginia.gov/oems
- 3) Hold current Virginia EMT credentials from the Office of EMS
- 4) Testing for initial certification must be begun within 180 days of the course's end date.
- 5) Pass/Fail: Students must demonstrate proficiency on all practical stations.
- 6) Practical Retest Policy:
 - a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical station will constitute failure of the station, requiring a retest.
 - b. Failure of one or more stations on the practical constitutes failure of the practical exam. All practical stations failed must then be retested at an available test site. (Retesting may not be offered at all test sites.)
 - c. Students attending another test site to retest must provide the Program Representative or Certification Examiner with all necessary documents provided by the Office of EMS, explaining which parts of the written or practical need to be retested.
 - d. Failure of any retest will constitute total failure of the practical exam series and will require completion of the retest procedures listed below prior to being permitted to take the written and practical examinations again.
- 7) Written Examinations
 - a. Once the written exam has begun, no student will be allowed to leave and return. (Other than for rest room) Any student who does leave will have their exam scored for only the questions completed prior to departure.
 - b. Exam Scores: The Office's standard for successful completion is that the student must obtain a minimum score of 80 on the final standardized examination.
 - c. Oral testing will not be permitted on written examinations. This excludes the use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type, but does allow the use of normal corrective lenses.
- 8) Students successfully completing all requirements for state certification, will be mailed a certificate with attached pocket card at the conclusion of the training program.
- 9) General Testing and Retesting Policy
 - a. A certification candidate may have up to two series of state certification examinations before being

Requirements for State Testing - ALS

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required to repeat an entire BLS or ALS certification program.

- b. A certification candidate failing the written or practical certification examination of an exam series must retest within 90 days from the date of the initial test in that exam series.
 - c. A certification candidate failing a practical examination but passing the written examination of an exam series must only repeat the practical examination of an exam series. A certification candidate failing the written examination but passing the practical examination must only repeat the written examination for the exam series.
 - d. A certification candidate who has failed the retest of the initial examination series or has not taken the retest within the 90 day retest period, must satisfy the following before an additional certification test may be attempted:
 - i. Completion of the recertification CE hour requirements for the level to be tested.
 - ii. Receipt of a "Second Certification Testing Eligibility Notice" from the Office of EMS.
 - e. A certification candidate who has received a "Second Certification Testing Eligibility Notice" must pass both the written and practical certification examinations for the certification level.
 - f. A certification candidate who fails a retest during the second certification examination series must complete an initial certification program or applicable bridge course in order to be eligible for further certification examination.
 - g. A certification candidate must complete all certification examination series within 12 months from the date of the first certification examination attempt. This 12-month maximum testing period may shorten the time available for retesting specified in subsection B of this section.
- 10) EMT-Enhanced is a unique Virginia training program: Students enrolled in an EMT-Enhanced certification program should be aware that this training program and certification level is unique to Virginia and that it will usually not be recognized by any other state or the National Registry of EMT's for reciprocity purposes. Transfer of certification to another state will usually result in certification only as an EMT-Basic based on the recipient state's law, regulations and certification policies.

Requirements for National Registry of EMT's Intermediate/99 Testing

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1041 Technology Park Drive
Glen Allen, VA 23059

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(This section applies to initial testing for EMT-Intermediate testing and is administered following procedures of the National Registry of EMT's.)

- 1) You must satisfy all items contained in "Course Expectations for Successful Completion."
- 2) A "National Registry of EMT's Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMT's with all required documentation and fees.
- 3) Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMT's Exam Roster".
- 4) Hold current Virginia EMT credentials from the Office of EMS
- 5) Testing for initial National Registry certification must be completed within 2 years of the course's end date.
- 6) Pass/Fail: Students must demonstrate proficiency on all practical stations.
- 7) Practical Retest Policy:
 - a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station.
 - b. Failure of five (5) or less skills (when taking the entire NREMT-Intermediate/99 practical) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced level practical examination site.
 - c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills on another date, provided all other requirements for National Registration are fulfilled.
 - d. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) EMT-Intermediate skills on another date, provided all other requirements for National Registration are fulfilled.
 - e. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT Training Program Director or Physician Medical Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the third

Requirements for National Registry of EMT's Intermediate/99 Testing

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full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Intermediate/99 Training Program.

8) Written Examinations

- a. The National Registry of EMT's has implemented computer based testing (CBT) for it's 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, including:
 - i. More accurate, precise and fair evaluation of candidates' competency
 - ii. Increased EMS professionalism
 - iii. In most cases, next business day exam results
 - iv. Increased scheduling flexibility
 - v. Fortified examination security
- b. Candidates will apply to take the NREMT written exam through the NREMT website.
 - i. Once the candidate has made application, their training program or the state office is responsible for verifying and authorizing the candidate to test.
 - ii. Once the candidate is authorized to test, they will contact Pearson VUE by phone or internet
 1. They will be provided with a variety of testing options to select from to include days, evenings, and weekends.
- c. For intermediate certification, NREMT has chosen to make use of a computer based test (CBT). The candidate is presented with 150 multiple choice questions. In CBT, the computer determines with at least 95% certainty that:
 - i. the candidate's ability is either **above** or **below** the passing standard, OR
 - ii. the candidate runs-out-of-time.

There is no minimum percentage of items correct to pass. 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.

- d. Candidates are allowed three opportunities to pass the written examination provided all other requirements for National Registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed 36 hours of refresher training as outlined in Section 1-A of the re-registration requirements on this site. Should a candidate fail the sixth and final attempt of the written examination, the candidate must complete a new, entire, state-approved EMT-intermediate Education Program.

- 9) 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.

10) Testing period allowed

Requirements for National Registry of EMT's Intermediate/99 Testing

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The passed portion of the examination, either the written or practical, will remain valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

11) 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.

12) Reciprocity for State Certification

Students successfully completing all requirements for NREMT certification, are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.

Requirements for National Registry of EMT's Paramedic Testing

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(This section applies to initial testing for EMT-Paramedic testing and is administered following procedures of the National Registry of EMT's.)

- 1) You must satisfy all items contained in "Course Expectations for Successful Completion."
- 2) A "National Registry of EMT's Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMT's with all required documentation and fees.
- 3) Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMT's Exam Roster".
- 4) Hold current Virginia EMT credentials from the Office of EMS
- 5) Testing for initial National Registry certification must be completed within 2 years of the course's end date.
- 6) Pass/Fail: Students must demonstrate proficiency on all practical stations.
- 7) Practical Retest Policy:
 - a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station, requiring a retest.
 - b. Failure of five (5) or less skills (when taking the entire NREMT-Paramedic practical) entitles the candidate to two (2) retesting opportunities. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site.
 - c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) skills on another date, provided all other requirements for National Registration are fulfilled.
 - d. NREMT-Paramedic candidates who have successfully completed the **entire** NREMT-Intermediate/99 practical examination within the preceding twelve (12) months of his/her first attempt on the NREMT-Paramedic practical examination may apply his/her passed NREMT-Intermediate/99 results to the NREMT-Paramedic practical examination. **Passed NREMT-Intermediate/99 practical examination results may only be applied to the first full attempt of the NREMT-Paramedic examination for the following four (4) skills:**
 1. Intravenous Therapy
 2. Intravenous Bolus Medications
 3. Pediatric Intraosseous Infusion
 4. Random Basic Skills
 - e. Failure of five or less skills when applying passed NREMT-Intermediate/99 practical examination results and testing eight (8) skills as listed (#1, 3a and b, 4a and b, 5a and b, and 7a) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same day retest is offered at the

Requirements for National Registry of EMT's Paramedic Testing

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examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site. Candidates applying passed NREMT-Intermediate/99 results should note that outright failure of the first full attempt or failure of the second retest opportunity of the first attempt on the NREMT-Paramedic practical examination will require re-examination over the entire NREMT-Paramedic practical (all twelve (12) skills) on another date after completing the required remedial training, provided all other requirements for national registration are fulfilled.

- f. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) EMT-Paramedic skills on another date, provided all other requirements for National Registration are fulfilled.
- g. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all twelve (12) skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT-Paramedic Training Program Director or Physician Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the third full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Paramedic Training Program.

8) Written Examinations

- a. 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, including:
 - 1. More accurate, precise and fair evaluation of candidates' competency
 - 2. Increased EMS professionalism
 - 3. In most cases, next business day exam results
 - 4. Increased scheduling flexibility
 - 5. Fortified examination security
- b. Candidates will apply to take the NREMT written exam through the NREMT website.
 - 1. Once the candidate has made application, their training program or the state office is responsible for verifying and authorizing the candidate to test.
 - 2. Once the candidate is authorized to test, they will contact Pearson VUE by phone or internet

Requirements for National Registry of EMT's Paramedic Testing

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1. They will be provided with a variety of testing options to select from to include days, evenings, and weekends.
- c. For paramedic 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 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:
 1. the candidate’s ability is either **above** or **below** the passing standard, OR
 2. the candidate receives a maximum number of items, OR
 3. 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.

- d. Candidates are allowed three (3) opportunities to pass the written examination provided all other requirements for national registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed forty-eight (48) hours of educational review with a recognized instructor that overviews the content of the 1999 EMT-Paramedic National Standard Curriculum as outlined in the re-registration section of this site. This educational review must be completed after the third unsuccessful attempt of the written examination. Should a candidate fail the sixth and final attempt of the written examination, the candidate must complete another complete EMT-Paramedic course. Candidates should allow three to four weeks from the examination date for reporting of examination results. When results are not received or an application is not returned within six (6) weeks, candidates or coordinators are urged to contact the NREMT.
- e. 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.

9) Testing period allowed

The passed portion of the examination, either the written or practical, will remain valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

10) 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.

11) Reciprocity for State Certification

Requirements for National Registry of EMT's Paramedic Testing

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

Students successfully completing all requirements for NREMT certification, are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.



Americans with Disabilities Act

- A. Read aloud and verbatim the functional position description for the appropriate level of EMS certification program you are conducting.
 1. A copy of the appropriate Functional Position Description must be included in the ***Student Information Package***.
- B. It is critical that all portions of the description be read and explained clearly to every student in the same manner!
- C. 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.
 1. For students requesting an accommodation in a First Responder, Emergency Medical Technician or a Virginia Enhanced program, the student is to be provided a copy of the Atlantic EMS Council Accommodation Policy—TR-15A— and be advised to contact the Manager of the Division of Regulation and Compliance of the Office of EMS.
 2. For Intermediate and Paramedic students, accommodation requests must be made directly with the National Registry of EMT's. For students requesting an accommodation at one of these levels, the student is to be provided a copy of form TR-15B.
 3. Be sure to indicate to the student the location of the Office of EMS phone number and address.
- D. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.

Functional Position Description for the Advanced Life Support Provider

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

Introduction

The following is a position description for the Advanced Life Support Provider within Virginia. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the Advanced Life Support Provider.

Qualifications for State Certification

To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.
2. meet course requirements such as attendance and grades.
3. successfully complete all certification/licensure examination(s).

Competencies

The Advanced Life Support Provider must demonstrate competency in handling emergencies utilizing basic and advanced life support equipment and skills in accordance with the objectives in the Virginia Standard Curriculum for the EMT-Enhanced or the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate or EMT-Paramedic 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);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- ability to use good judgment and remain calm in high-stress situations and take on the role of a leader.
- read road maps; drive vehicle, accurately discern street signs and address numbers;
- read medication/prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture;

Functional Position Description for the Advanced Life Support Provider

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- perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care.

Description of Tasks

The Advanced Life Support Provider must:

- be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information;
- have knowledge and skills relevant to position and be able to implement them in stressful situations;
- be cognizant of all legal, ethical, and moral obligations inherent within scope of practice;
- be able to perform mathematical calculations/ratios and apply them in expedient, practical manner;
- have successfully completed an approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines;
- and at any given time, performs any or all tasks performed by a lower level EMT;
- may supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis;
- meet minimum vision requirements to operate a motor vehicle within the state.

Atlantic EMS Council Accommodation Policy

Virginia Office of EMS
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804-888-9120

VIRGINIA DEPARTMENT OF HEALTH

OFFICE OF EMERGENCY MEDICAL SERVICES

Manager of Regulation and Compliance
1041 Technology Park Drive
Glen Allen, VA 23059
(804) 888-9120
(800) 523-6019

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support program believe they need to pursue an accommodation.

I. INTRODUCTION

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skills examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example deals with skills examinations that must be performed within established time frames.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within time frames are essential functions of an EMS Provider.

II. SCOPE

The information provided herein applies to all prehospital EMS personnel.

III. SPECIFIC DIRECTIONS

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of programs or services. There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on a case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frames will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.
2. No accommodation will be made in a training program that is not reasonably available in a prehospital environment. Students may use performance aids which could be readily available and easily accessible to them in the prehospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.
3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.
5. A written examination with a reading level which is lower than the reading level required by the profession to function safely and efficiently should not be administered.

IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be allowed because the individual would be able to perform the essential functions of the position description.

The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. Also the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

V. DISABILITY ACCOMMODATION POLICY

A. Requesting Accommodations

"Accommodation Request" forms are available from the Office of Emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability which would impact your performance on the written examination must include a signed statement on letterhead stationary from a professional who is familiar with your disability. This

statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for preregistration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.

NREMT Accommodation Request

Virginia Office of EMS
Division of Educational Development
1041 Technology Park Drive
Glen Allen, VA 23059

804-888-9120

NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

www.nremt.org

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

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of an Intermediate or Paramedic program believe they need to pursue an accommodation.



Course Schedule

- A. A copy of the course schedule is to be included in the ***Student Information Package***.
- B. Recommended minimal content:
 - 1. class dates
 - 2. class topics
 - 3. identify classes meeting refresher and recert by continuing education criteria.
- C. Upon completion, read aloud the statement on the agreement page of the ***Student Information Package*** and have the student sign appropriately.