



STATE OF IDAHO

EMERGENCY MEDICAL SERVICES BUREAU

EXAMINATION STANDARDS MANUAL

Authority:

Idaho Code § 56-1011 to § 56-1018B

Rules Governing Emergency Medical Services: IDAPA 16.02.03 Sections 200 and 500.05

Effective Date January 1, 2008

3/10/08



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I. Idaho EMS Designated Certification Examinations

A) All candidates for Idaho EMS certification must pass standardized examinations designated by the EMS Bureau after successful completion of an approved training program.

1) All candidates for initial certification are required to pass a computer based written and practical examination.

2) The EMS Bureau has designated the computer based written examinations corresponding to level of certification prepared by the National Registry of EMT's (NREMT) and administered by Pearson Vue testing as the Idaho EMS certification computer based written examination.

3) Examination candidates for EMT-Basic, Advanced EMT-A, or EMT-Paramedic must be eighteen (18) years of age to be eligible for the examination.

a) The EMS Bureau has designated the computer based written examination known as a "Controlled Assessment Examination" for EMT-Basic candidates that are seventeen (17) years of age, prepared by the National Registry of EMT's (NREMT) and administered by Pearson Vue testing as the Idaho EMS certification computer based written examination.

b) First Responder candidates are not subject to an age restriction

4) The EMS Bureau has designated the practical examination format for all candidates corresponding to the level of certification developed by the NREMT for the delivery of the practical certification examination.

5) Candidates for "Reinstatement" or "Reciprocity" use a different procedure for scheduling their written examination and need to contact their closest local EMS Bureau Office (Appendix B) to make proper arrangements.

B) The candidate schedules computer based written examinations through the NREMT vendor, Pearson Vue, at their approved testing centers (Appendix A).

C) The EMS Bureau Standards and Compliance Section, schedules all practical skills examinations statewide (Appendix B).

1) The EMS Bureau schedules practical skills examinations with a goal of candidate access within six (6) weeks of course completion.

2) An examination schedule is available from the EMS Bureau offices or on-line at www.idahoems.org.

3) When fewer than ten (10) candidates register for a practical skill examination, the EMS Bureau may cancel the examination.

4) If the EMS Bureau cancels an examination, the EMS Bureau will attempt to notify candidates by telephone, e-mail, or regular mail within forty-eight (48) hours of the closing date for pre-registration.

D) Successful completion requires passing of the practical and computer based written examination occurring within the same twelve (12) month period and within twenty-four (24) months of the conclusion of their training program and is documented by the Training Program Director on the NREMT EdNet website.

E) Once candidates successfully complete the examination and affiliate with an Idaho licensed EMS agency, they may apply for Idaho EMS certification.

1) Candidates should refer to the *Idaho EMS Certification Standards Manual* for specific information.

2) The manual is available on-line at www.idahoems.org or from the EMS Bureau offices (Appendix B).

II. Candidate Examination Eligibility

A) Candidates trained within Idaho must successfully complete an Idaho EMS Bureau approved initial certification training program, register for the computer based written examination with NREMT (Appendix C), and register for the practical skills examination as described in section VIII of this manual.

B) Candidates trained in other states or U.S. territories must register for the computer based written examination with NREMT (Appendix C) by selecting the state of origin of the original training program and associating with that program and register for the practical skills examination as described in section VIII of this manual.

C) All requests for accommodations at examination sites due to disabilities are the domain of the National Registry of EMT's. Candidates requesting accommodations must contact the NREMT at (614) 888-4484 and follow their guidelines, which can also be viewed at www.nremt.org.

III. Computer Based Written Examinations

A) The candidate must have successfully completed the initial training program before taking the computer based written examination.

B) The candidate may take either the computer based written examination or the practical skills examination first.

- C) Pearson Vue approved testing centers will conduct the computer based written examination (Appendix A).
- D) The Idaho EMS Bureau operates a mobile Pearson Vue approved testing center that provides the computer based written examination for candidates in rural areas.
- E) An Idaho licensed EMS agency or course coordinator may apply for a mobile computer based written examination through the EMS Bureau Standards and Compliance Section (Appendix D).
- F) The applicant for a mobile computer based written examination must submit the application to the EMS Bureau Standards and Compliance Section eight (8) weeks prior to the requested examination date.
- G) The EMS Bureau Standards and Compliance Section will notify the applicant of examination site approval.
- H) Mobile computer based written examinations must meet the following criteria:
- 1) The candidates intend to affiliate with an Idaho licensed EMS agency.
 - 2) The training course must be located in excess of fifty (50) road miles from a Pearson Vue approved testing center (Appendix A).
 - 3) Pearson Vue testing centers can be located on the Pearson Vue website at www.pearsonvue.com.
- I) NREMT establishes the applicable fees for the computer based written examination. Candidates pay these fees directly to NREMT via the on-line registration process.
- J) Candidate results for the computer based written examination are typically available to candidates at the NREMT website (www.nremt.org) within two (2) business days after the examination.
- K) First Responder candidates may take the computer based written examination three (3) times. If unsuccessful on the third attempt, the candidate must complete a new First Responder initial training program.
- L) EMT-Basic candidates may take the computer based written examination six (6) times.
- 1) If the candidate is unsuccessful on the third (3rd) attempt, the candidate must complete a state approved EMT-B refresher course and provide documentation of completion to the NREMT and the EMS Bureau Standards and Compliance office in Twin Falls, before attempting a fourth (4th) examination.

2) If the candidate is unsuccessful on the sixth (6th) attempt, the candidate must repeat a new EMT-B initial training program.

M) Advanced EMT-A (EMT-I/85) candidates may take the computer based written examination six (6) times.

1) If the candidate is unsuccessful on the third (3rd) attempt, the candidate must complete a state approved EMT-B and Advanced EMT-A refresher course and provide documentation of completion to NREMT and the EMS Bureau Standards and Compliance office in Twin Falls, before attempting a fourth (4th) examination.

2) If the candidate is unsuccessful on the sixth (6th) attempt, the candidate must repeat a new AEMT-A initial training program.

N) EMT-Paramedic candidates may take the computer based written examination six (6) times.

1) If the candidate is unsuccessful on the third (3rd) attempt, the candidate must complete forty-eight (48) hours of remedial training approved by the initial training program's medical director and provide documentation of completion to the NREMT and the EMS Bureau Standards and Compliance office in Twin Falls, before attempting a fourth (4th) examination.

2) If the candidate is unsuccessful on the sixth (6th) attempt, the candidate must repeat a new EMT-Paramedic initial training program.

O) Computer based written examination results are valid for one (1) year from the date of the examination.

P) Successful completion for candidates eighteen (18) years of age or older requires passing both the practical and computer based written examination within the same twelve (12) month period and within twenty-four (24) months of the conclusion of their training program as documented by the Training Program Director on the NREMT EdNet website to be eligible for NREMT registration or Idaho EMS certification.

Q) Successful completion for candidates under the age of eighteen (18) requires passing both the practical and EMS Bureau designated computer based written examination within the same twelve (12) month period and within twenty-four (24) months of the conclusion of their training program as documented by the Training Program Director on the NREMT EdNet website to be eligible for Idaho EMS certification.

IV. Mobile Computer Based Written Examination Candidate Registration

A) The candidate completes a *Mobile Candidate Computer Based Written Examination Application* form (Appendix F) available from the EMS Bureau offices or on-line at www.idahoems.org.

B) Candidates download and print an *Authorization to Test* (ATT) letter from the National Registry Website. (The letter is only available after course completion and appropriate documentation to NREMT by the course coordinator.)

C) The candidate attaches a copy of the *Authorization to Test* letter to the *Candidate Mobile Written Examination Registration Form* (Appendix F) and submits them to the EMS Standards and Compliance Section.

D) The EMS Bureau office will complete the registration procedure for the mobile computer based written examination and notify the candidate of registration for the examination.

E) Candidates who register for a mobile computer based written examination and are unable to attend must notify the EMS Bureau Standards and Compliance Section forty-eight (48) hours before the test date to cancel or they will forfeit their examination fee.

F) Candidates who fail to show up for the mobile computer based written examination will forfeit the fee for the examination.

V. Examination Procedures for Mobile Computer Based Written Examinations

A) The EMS Bureau Standards and Compliance Section administers all mobile computer based written examinations for Idaho EMS certification.

B) An authorized representative of the EMS Bureau will be present for the duration of every examination.

C) All mobile computer based written examinations meet the requirements of the National Registry of Emergency Medical Technicians.

D) The EMS Bureau Standards and Compliance Section schedules all mobile computer based written examinations (Appendix B).

E) All mobile computer based written examinations are pre-scheduled.

1) The EMS Bureau makes every attempt to schedule mobile computer based written examinations to allow candidates to access the examination within six (6) weeks of course completion.

2) The mobile computer based written examination schedule is available at www.idahoems.org or from EMS Bureau offices.

- 3) The candidate is responsible for adherence to the registration deadlines identified on the schedule.
- 4) The mobile computer based written examination typically takes a candidate two (2) hours to complete.
- F) Candidates must provide two (2) forms of identification; one must be a state or governmental issued photo identification, for admission to the examination site.
- G) The candidate must leave all cell phones, I-pods, pagers, radios, backpacks, etcetera outside of the examination room.
- H) Candidates, after having their identification verified, must sign in to the examination site.
- I) All candidates must conduct themselves in a professional manner.
 - 1) The EMS Bureau representative may dismiss candidates disrupting the examination process or demonstrating unethical behavior.
 - 2) Candidates dismissed from an examination site will have to repeat the registration process for another scheduled examination at their own expense.
 - 3) Candidates dismissed from an examination site will forfeit any fees paid for the examination.
- J) Upon conclusion of their examination, the candidate must sign out of the examination site.

VI. Hosting Mobile Computer Based Written Examinations

- A) The EMS Bureau administers the mobile computer based written examination through various organizations.
- B) Organizations that wish to host a mobile computer based written examination, must submit an application (Appendix D) to the EMS Bureau Standards and Compliance Section.
- C) The applicant for a mobile computer based written examination must submit the application to the EMS Bureau Standards and Compliance Section eight (8) weeks prior to the requested examination date.
- D) The closest Pearson Vue approved testing center must be in excess of fifty (50) road miles from the location of the training course.

- E) An examination facility must be available that provides the following:
- a) One room for candidate admission and sign-out;
 - b) A separate room for actual administration of the examination;
 - c) There must be sufficient space for eight (8) workstations that may consist of a desk and chair large enough to accommodate an adult.
 - d) There must be at least three feet (1.2 meters) between exam delivery workstations.
 - e) The workstation must allow sufficient room for a candidate to use an erasable notepad (provided by Pearson Vue).
- F) The facility must allow for videotaping of candidates during the examination process as the EMS Bureau videotapes all mobile computer based written examinations.
- G) A minimum of five (5) candidates are required for a host site to schedule a mobile computer based written examination. Candidates desiring retests, that meet the entry requirements, are eligible for a mobile computer based written examination.
- H) The EMS Bureau Standards and Compliance Section will contact the applicant to discuss alternatives when unable to accommodate the specific request.
- I) The EMS Bureau Standards and Compliance Section will inform the applicant when they approve the examination site.

VII. Practical Skill Examinations

- A) The EMS Bureau Standards and Compliance Section administer all practical skill examinations for Idaho EMS certification.
- B) An authorized representative of the EMS Bureau will be present for the duration of every examination.
- C) All practical examinations meet the requirements of the National Registry of Emergency Medical Technicians.
- D) The EMS Bureau Standards and Compliance Section schedule all practical examinations (Appendix B).
- E) All practical skill examinations are pre-scheduled.

1) The EMS Bureau makes every attempt to schedule practical skill examinations to allow candidates to access the examination within six (6) weeks of course completion.

2) The practical skill examination schedule is available at www.idahoems.org or from EMS Bureau offices.

3) The candidate is responsible for adherence to the registration deadlines identified on the schedule.

4) The practical skills examination typically starts and ends within six (6) hours, however unique circumstances may extend the examination.

F) The EMS Bureau classifies practical skill examinations as Basic, Advanced, or Combined.

1) Basic practical skill examinations test First Responder and/or EMT-Basic.

2) Advanced practical skill examinations test Advanced EMT-A and/or EMT-Paramedic.

3) Combined practical skill examinations may test all levels.

G) Reporting of practical skill examination results are Passing, Fail, or Retest for each skill.

1) Basic candidates receive their results on the day of the examination.

2) Advanced candidates may receive unofficial results on the day of the examination; however, NREMT will issue the official results.

3) The candidate receives a “passing” score when the candidate successfully completes all required skills within two (2) attempts at one examination site.

4) The candidate receives a “failing” score when a candidate does not successfully complete at least 50% of the required skills.

a) Candidates that receive a failing score must receive remedial training from their educational institution over the skills of the level tested before repeating the practical examination.

b) Candidates receiving a failing score must repeat all of the required skills at a different examination site and are not eligible for retest.

5) The candidate receives a “retest” score when they do not successfully complete one or more of the required skills but do successfully complete at least 50% of the required skills.

7) The availability of same day retest opportunities are at the discretion of the EMS Bureau representative based on time and available resources.

H) Candidates may take the practical examination for a total of three (3) full attempts.

1) When a candidate is unsuccessful in one or more skill(s), the EMS Bureau representative may provide a retest opportunity for the skill(s) at the examination site.

2) If the candidate is unsuccessful in the retest attempt, they may attempt a second retest on the unsuccessful skill(s) at another examination site.

3) If the candidate is unsuccessful in the second retest attempt, it is a failure of the practical examination and the counted as a full attempt.

4) The EMS Bureau does not permit partial retesting. Should the candidate elect to retest, they must complete all designated retest skills.

5) The candidate must receive remedial training from their educational institution over the skills of the level tested and repeat the practical examination.

6) If the candidate is unsuccessful after three (3) full attempts of the practical examination, the candidate must repeat a new EMS initial training program.

I) Practical skill examination results are valid for one (1) year from the date of the examination.

J) Successful completion requires passage of the practical and computer based written examination within the same twelve (12) month period and within twenty-four (24) months of the conclusion of their training program as documented by the Training Program Director on the NREMT EdNet website to be eligible for NREMT registration or Idaho EMS certification.

VIII. Candidate Registration for Practical Skill Examinations

A) Candidates wishing to secure a seat at a practical skill examination must pre-register for the examination.

B) An examination schedule is available on-line at www.idahoems.org or from the EMS Bureau offices.

C) To be eligible for a practical skill examination, candidates trained in Idaho must meet the following criteria:

- 1) Successfully complete an Idaho EMS Bureau approved initial training course.
- 2) The EMS Bureau database must have the candidate recorded as having completed all training program requirements.

D) Candidates trained outside of Idaho must follow the registration procedure in item E.

E) Registration Procedure:

- 1) Review the practical skill examination schedule.
- 2) Select the desired examination.
- 3) Complete a *Candidate Practical Examination Registration Form* (Appendix G) available on-line at www.idahoems.org or from the EMS Bureau offices.
- 4) Submit the application to EMS Bureau Standards & Compliance, 601 Pole Line Road # 7, Twin Falls, Idaho 83301 or fax to 208-736-3016.
- 5) The staff will verify course completion in the EMS Bureau database for candidates trained in Idaho.
- 6) If the EMS Bureau cannot verify the candidate as having a valid course completion, staff will notify the candidate, by mail, of the need to register for another examination within forty-eight (48) hours after the deadline for registration has passed.
- 7) The staff will notify the candidate of successful registration by mail within forty-eight (48) hours after the deadline for registration has passed.
- 8) If the examination is already at capacity or the deadline for registration has passed, the candidate repeats this process beginning at step 1.

F) The individual candidate is responsible for registration.

G) The EMS Bureau representative may allow candidates that arrive at the examination site without pre-registration to test, depending on time and resources.

- 1) The EMS Bureau does not guarantee the candidate arriving without pre-registration a testing opportunity.

2) The candidates must complete and sign a *Candidate Practical Examination Registration Exemption Form* (Appendix H) before participating in the examination.

IX. Examination Procedures for Practical Skill Examinations

A) The practical skill examinations are comprised of four (4) phases.

- 1) Phase one (1) is an evaluator and helper orientation lasting approximately thirty (30) minutes.
- 2) Phase two (2) is a candidate roll call and orientation lasting approximately 30 minutes.
- 3) Phase three (3) candidates initial effort taking the practical examination.
- 4) Phase four (4) is re-setting skill stations to accommodate retesting, if possible.
- 5) Same day retest availability is resource dependant and at the discretion of the EMS Bureau representative.

B) The EMS Bureau typically cannot admit candidates arriving after completion of the candidate orientation to the examination. However, the EMS Bureau Representative may admit the candidate if available time and resources will allow an additional candidate.

C) All candidates must conduct themselves in a professional manner.

- 1) The EMS Bureau representative may dismiss candidates disrupting the examination process or demonstrating unethical behavior.
- 2) Candidates dismissed from an examination site will have their results voided.
- 3) Candidates dismissed from an examination site will forfeit any fees paid for the examination.
- 4) The candidate will have to repeat the registration process for another scheduled examination.

D) Practical skill examinations may last four (4) to six (6) hours, depending on the number of candidates. The schedule does not allow for breaks or meals and vending machines or food and drink may not be available at the site. Candidates are responsible for bringing sufficient nourishment for the duration of the examination.

E) The examination host site (see item X) may impose a fee for the examination.

1) Any fees charged by the host site are separate from any NREMT or other fees associated with obtaining Idaho EMS certification.

2) Payment of any such fee to the examination host is the responsibility of the individual candidate.

F) When the individual candidate has completed the examination and received their results, they are free to leave the examination site.

X. Hosting Practical Skill Examinations

A) The EMS Bureau administers the practical skill examination through various organizations.

B) Organizations wishing to host a practical skill examination may submit an application (Appendix E) to the EMS Bureau Standards and Compliance Section.

C) The applicant for a practical skill examination must submit the application to the EMS Bureau Standards and Compliance Section eight (8) weeks prior to the requested examination date.

D) The EMS Bureau Standards and Compliance Section will contact the applicant to discuss alternatives when unable to accommodate the specific request.

E) The EMS Bureau Standards and Compliance Section will inform the applicant when they approve the examination site.

F) An organization approved to host a practical skill examination may charge a fee to recover examination costs.

1) The host site organization is responsible for collection of any fees.

2) The EMS Bureau will refer all candidate questions related to such fees to the host site organization.

3) The EMS Bureau will exclude candidates from testing if the host site organization states the individual has not paid their examination fee.

G) An organization approved to host a practical skill examination is responsible for the following:

1) Provide a facility that has:

a) Adequate space to offer a minimum of 100 square feet for each of the skill stations; situated in a manner to prohibit observation by other

candidates and non-involved persons; entrance to and exit from all skills must not disturb other candidates who are testing;

b) Ample gathering space for candidates during the candidate orientation to the practical examination;

c) Adequate and effective heating, cooling, ventilation, lighting, and rest room facilities;

d) A table and chair in each room for skill examiners;

e) A secure room adjacent to the skills with one or several large tables for the EMS Bureau representative to compile practical examination results;

2) Provide a physician, either on-site or available by telephone, at advanced level examination sites to serve as the medical director for the examination.

3) Provide all necessary equipment for the skills being examined (Appendix J).

4) Provide a practical skill examiner for each skill who possesses EMS certification at or above the level of the skill being examined (Appendix I).

a) Skill examiners may not have participated in the instruction of the candidates present for testing.

b) The organization should select skill examiners based on their expertise and understanding that there is more than one acceptable way to perform many skills.

c) The organization should select skill examiners who are without bias and are credible in the field of out-of-hospital care.

d) Advanced level skill examiners will meet any additional requirements for specific skills as established by NREMT (Appendix J).

5) All skill examiners and skill stations must correspond to the qualifications and parameters per station established by the NREMT.

6) First Responder level examinations must have a minimum of four (4) skill examiners. For every five (5) candidates beyond twenty (20) an additional examiner must be present.

7) Basic level examinations must have a minimum of six (6) skill examiners. For every five (5) candidates above twenty (20) an additional examiner must be present.

8) Advanced EMT-A level must have a minimum of four (4) skill examiners. For every five (5) candidates beyond twenty (20) an additional examiner must be present.

9) EMT-Paramedic examinations must have a minimum of nine (9) skill examiners. For every five (5) candidates beyond twenty (20) an additional skill examiner must be present.

10) Provide additional personnel to serve as mock patients and helpers for the candidates during skill examination (Appendix I).

11) Provide an examination site coordinator who is responsible for the following:

- a) Collection of any fees charged by the organization;
- b) Guiding candidate distribution to skill stations;
- c) Monitoring of candidates waiting for skill stations;
- d) Set-up and take down of practical skill stations.
- e) Management of equipment and replacement of broken, used, or disposable items during the examination.

12) The EMS Bureau representative retains the authority to dismiss any candidate, skill examiner, helper, mock patient, or any other personnel from the examination site when their behavior is unethical or disrupts the examination process.

XI. Practical Skills Examined

A) First Responder required practical skills:

- 1) Patient Assessment Trauma
- 2) Cardiac Management/AED
- 3) Airway Adjuncts and Suction
- 4) Bleeding Control/Shock Management

B) EMT-Basic

- 1) Patient Assessment Trauma
- 2) Patient Assessment Medical

- 3) Cardiac Management/AED
- 4) Airway Bag-Valve- Mask
- 5) Spinal Immobilization – one of the following:
 - a) Spinal Immobilization Seated
 - b) Spinal Immobilization Supine
- 6) Random Skill – one of the following:
 - a) Bleeding Control/Shock Management
 - b) Airway Adjuncts and Suction
 - c) Traction Splinting
 - d) Extremity Splinting

C) Advanced EMT-A

- 1) Patient Assessment Trauma
- 2) Advanced Airway Management one of the following:
 - a) Endotracheal intubation
 - b) Multi-lumen or dual-lumen intubation
- 3) Intravenous Therapy
- 4) Random Skill one of the following:
 - a) Spinal Immobilization Seated
 - b) Spinal Immobilization Supine
 - c) Bleeding Control/Shock Management

D) EMT-Paramedic

- 1) Patient Assessment Trauma
- 2) Advanced Ventilatory Management

- a) Adult intubation
- b) Dual or multi-lumen airway device
- 3) Advanced Cardiac Management
 - a) Dynamic Cardiology
 - b) Static Cardiology
- 4) Oral Stations A and B
- 5) Intravenous and Medication Skills
 - a) Intravenous Therapy
 - b) Intravenous Bolus Medication
- 6) Pediatric Skills
 - a) Pediatric intubation
 - b) Pediatric Intraosseous Infusion
- 7) Random Skill one of the following:
 - a) Spinal Immobilization Seated
 - b) Spinal Immobilization Supine
 - c) Bleeding Control/Shock Management

APPENDIX A

Pearson Vue Testing Centers in Idaho

Boise, ID

Spectrum View Business Center
1951 South Saturn Way, Suite 200
Boise, ID 83709

Coeur d'Alene, ID

Nexus Training and Consulting, Inc.
175 W. Dalton Ave.
Coeur d'Alene, ID 83815

Idaho Falls, ID

Eastern Idaho Technical College
1600 South 25 East
Idaho Falls, ID 83404

Twin Falls, ID

College of Southern Idaho
315 Falls Ave, Meyerhoeffler / Library Bldg
Campus Testing Center, Room 230
Twin Falls, ID 83301

Pocatello, ID

Idaho State University, Pocatello, ID
1001 S. 8th Ave, Gravely Hall
South Side Room 351, Campus Box 8027
Pocatello, ID 83209

Lewiston, ID

Lewis- Clark State College
500 8th Ave
Center For New Directions
Reid Centennial Hall Room 23
Lewiston, ID 83501

**New centers may have been approved since publication of this document.
Access the most current information at www.pearsonvue.com.**

IDAHO EMS BUREAU CONTACT INFORMATION

System Development - Lewiston Office

State Office Building

1118 F Street / PO Box Drawer B

Lewiston, ID 83501

(208) 799-4390 - O

(208) 799-3308 - F

System Development and Standards & Compliance - Boise Office

590 W. Washington Street

Boise, ID 83702

(208) 334-4633 - O

(208) 334-4015 - F

System Development - Idaho Falls Office

150 Shoup, #7

Idaho Falls, ID 83402

(208) 525-7047 - O

(208) 525-7049 - F

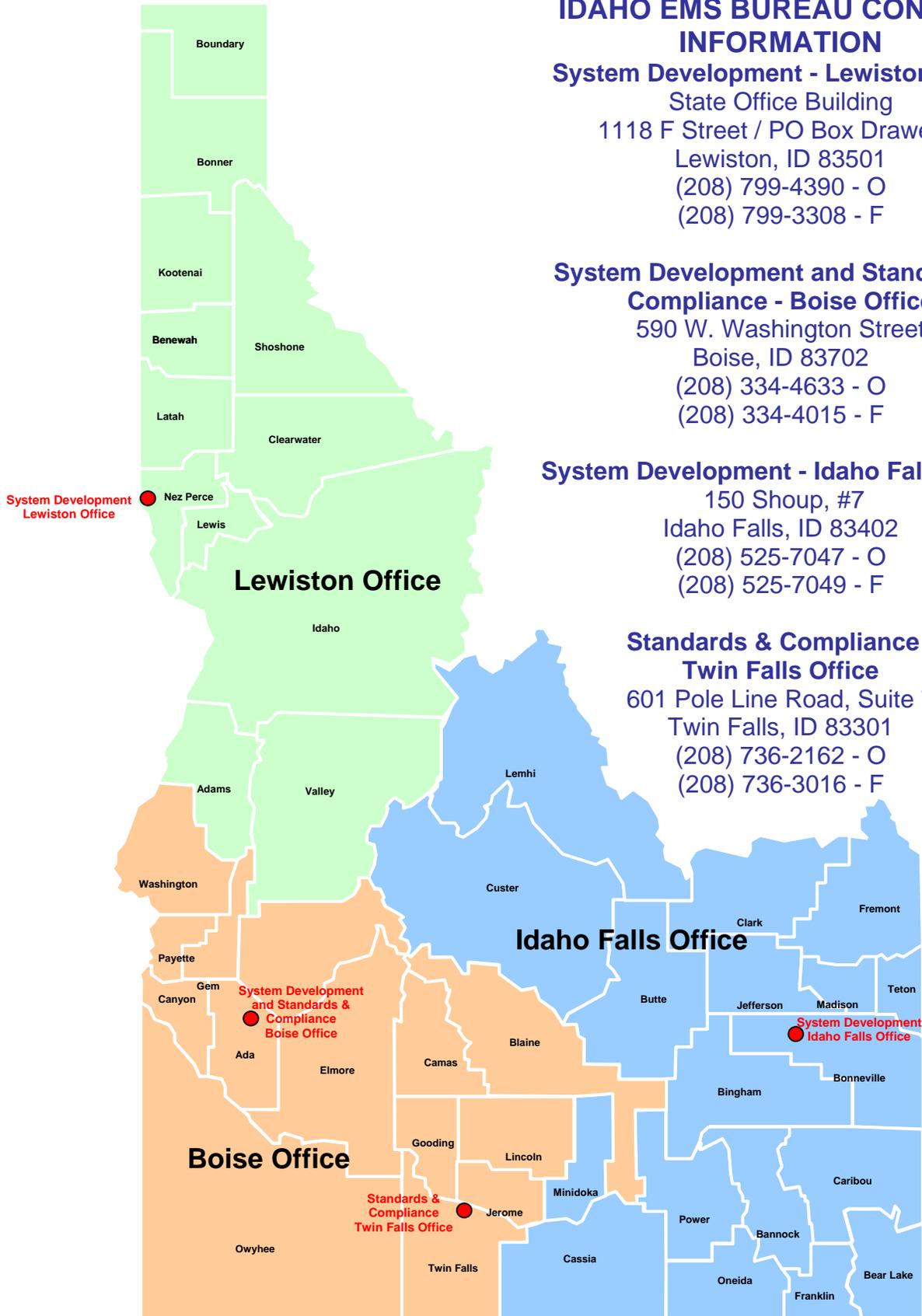
Standards & Compliance - Twin Falls Office

601 Pole Line Road, Suite 7

Twin Falls, ID 83301

(208) 736-2162 - O

(208) 736-3016 - F



APPENDIX C CANDIDATE NREMT REGISTRATION

Student Instructions for NREMT EdNet Registration

1. All students must register with the National Registry of EMT's (NREMT) in order to be eligible for and apply to take the National Registry exam.
2. Students will need the "*Course Tracking Number*" provided by their course coordinator to register. The course tracking number is the same as "Education Program" item on the NREMT web site.

Step 1: Create Your Account

1. Go to www.nremt.org
2. Click on 'Login'. (found in the blue bar at the top of the page)
3. Click on 'Set Up New Account'.
4. Complete all information in this section as prompted.
5. Request user role of 'Registrant or Candidate' (Do not complete any information within the gray box.)
6. Read the submission statement.
7. Click on 'Submit'.
8. Write down your user name and password and keep them in a secure place for future reference.
9. After you have completed these steps, you can follow the link and login with the username and password you created.

Step 2: Manage Your Account Information

1. Complete all information in the Personal Account Information fields as prompted. *Note: This is the name that will appear on your application, National Registry certificate and card upon successful completion of the examination.*
2. When you have completed all fields, click 'Save'. You will receive a message indicating 'Account Saved'.

Step 3: Create a New Application (Apply to Test)

1. Click on ‘Create a New Application’.
2. Review the Personal Information Summary – if any items are incorrect, make corrections by clicking on ‘Manage Account Information’.
3. Select the application level you wish to complete (EMT I/85 is the same as Advanced EMT-A).
4. Review the Entry Requirements; check the acknowledgement to complete the online application.
5. Complete any statements as prompted.
6. Click on ‘Next’ and complete all information in this section as prompted.
7. Read the acknowledgement prior to clicking ‘Submit.’ Clicking ‘Submit’ is your electronic signature and indicates that you have read, reviewed and agree to the acknowledgement.
8. Pay Application Fee
 - a. NREMT recommends that you pay your application fee at the time you complete your online application.
 - b. You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.
9. An Authorization to Test (ATT) will not be issued until payment has been received and all other verifications are complete.
10. Printing your “Authorization to Test” letter
 - a. Once you have paid the fees, go back into check status.
 - b. The status will state, Authorization to Test.
 - c. Click on the button to print the Authorization to Test letter. (Keep the letter secure, you will not be able to print another copy.)

APPENDIX D
Host Application for Mobile Written Examination Site

Mail the completed form to EMS Bureau 601 Pole Line Road #7 Twin Falls, ID 83301
Or Fax the completed form to 208-736-3016 Questions? – call 208-736-2162

Organization Name: _____

Mailing Address: _____
City State Zip

Telephone Number: _____ Fax Number: _____

E-mail: _____

Examination Contact Person: _____ Title: _____

Open or Closed examination

Number of anticipated candidates by level _____ FR _____ EMT

(Minimum number of candidates = 5 for written)

Host Site Facility Name: _____

Physical Address: _____
City State Zip

Number of examination rooms available _____ Requested Date(s) _____

For Bureau Use Only

Date Received



Date Confirmed



APPENDIX E
Host Application for Practical Examination Site

Mail the completed form to EMS Bureau 601 Pole Line Road #7 Twin Falls, ID 83301
Or Fax the completed form to 208-736-3016 Questions? – call 208-736-2162

Organization Name: _____

Mailing Address: _____
City State Zip

Telephone Number: _____ Fax Number: _____

E-mail: _____

Examination Contact Person: _____ Title: _____

Level of Examination (practical only) Basic Advanced Combined
 Open or Closed examination

Number candidates by level _____ FR _____ EMT _____ AEMT _____ EMTP

(Minimum number of candidates = 5 for written - 10 for practical)

Host Site Facility Name: _____

Physical Address: _____
City State Zip

Number of examination rooms available _____ Requested Date(s) _____

Host examination fee (if any) by level _____ FR _____ EMT _____ AEMT _____ EMTP

For Bureau Use Only

Date Received



Date Confirmed



APPENDIX G

Candidate Practical Examination Registration Form

**Mail the completed form to EMS Bureau 601 Pole Line Road #7 Twin Falls, ID 83301
Or Fax the completed form to 208-736-3016 Questions? – call 208-736-2162**

Application Date: _____ Telephone Number: _____

Name: _____

Social Security Number: _____ Date of Birth: _____

Mailing Address: _____
City State Zip

Course Completion Date: _____ Course Number: _____

Selected Examination

Location _____ Date _____

Level of Examination _____

Signature Line _____

For Bureau Use Only

<p>Date Received</p> <p>_____</p> <p>Date Confirmation Notice Sent</p>



<p>Date Confirmed</p> <p>_____</p> <p>Date Denial Notice Sent</p>
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APPENDIX H

Candidate Practical Examination Registration Exemption Form

HIGHLIGHTED INFORMATION IS REQUIRED

Application Information:

Name: _____
Last First Middle Name/Initial

Social Security Number: _____ **Date of Birth:** _____

Drivers License State: _____ Drivers License #: _____

Mailing Address: _____
City State Zip County

Home Phone Number: _____ Work Phone Number: _____

Course Approval Number: _____

Course Instructor: _____

I understand that if the EMS Bureau and/or the NREMT cannot verify any of the information presented on this document, my practical skill examination results will be voided and I will have to repeat the examination at another scheduled examination site.

Candidate Signature Date

EMS Bureau Representative Signature Date

For Bureau Use Only

Skill						
First						
Second						



**APPENDIX I
PERSONNEL & SKILL MATRIX**

NREMT LEVEL					SKILL STATIONS	EXAM STAFF		
First Responder	EMT-Basic	EMT-I85	EMT-199	EMT-P		Skill Examiners	EMT Assistant	Simulated Patients
✓	✓	✓	✓	✓	Patient Assessment – Trauma	1		1
	✓		✓		Patient Assessment – Medical	1		1
		✓			Advanced Ventilatory Management	1		
			✓	✓	a) Adult intubation			
			✓	✓	b) Dual or Multilumen airway device			
					Basic Ventilatory Management			
	✓				a) BVM for EMT-Basic	1		
✓					b) Airway adjuncts and suction for FR	1		
					Advanced Cardiac Management			
			✓	✓	a) Dynamic Cardiology	1		
			✓	✓	b) Static Cardiology	1		
✓	✓				Basic Cardiac Management – EMT & FR	1	1	
					Oral Station			
			✓	✓	a) Case A	1		
			✓	✓	b) Case B	1		
					IV and Medication Skills	1		
		✓	✓	✓	a) Intravenous Therapy			
			✓	✓	b) Intravenous Bolus Medication			
					Pediatric Skills	1		
			✓	✓	a) Ventilatory Management			
			✓	✓	b) Intraosseous Infusion			
		Advanced level candidates only one random skill			Random Skills			
	✓				Spinal immobilization – seated patient	1	1	1
					Spinal immobilization – supine patient	1	1	1
✓	✓				Bleeding Control/Shock Management	1		1
Maximum # of skills failed for retest						Total Staff Required		
2	3	2	5	5				
<p>You are eligible for retesting just the skill(s) failed as long as you do not fail more than the number of skills noted to the left and you meet all other requirements. Failing more than this number of skills will require remedial training and repeating the entire practical examination on another date</p>								

APPENDIX J

Equipment and Personnel Requirements for Practical Skill Examinations

Patient Assessment Trauma

Personnel:

A skills examiner certified at or above the level of the candidate examined

A Simulated patient – adult or adolescent at least sixteen (16) years old of average adult height and weight dressed in appropriate undergarments (shorts or swimsuit) to allow removal of clothing.

Equipment:

Examination Gloves
Penlight
Blood Pressure Cuff
Stethoscope
Scissors
Blanket
Tape (to secure outer garments)

Patient Assessment Medical

Personnel:

A skills examiner certified at or above the level of the candidate examined

A Simulated patient – adult or adolescent at least sixteen (16) years old of average adult height and weight.

Equipment:

Examination Gloves
Penlight
Blood Pressure Cuff
Stethoscope
Scissors
Blanket

Cardiac Management/AED

Personnel:

A skills examiner certified at or above the level of the candidate examined

A helper to provide CPR during the examination

Equipment:

A CPR manikin able to accept an oral airway

AED Trainer

Oral airways

BVM w/mask

Airway Management – Basic

Personnel:

A skills examiner certified at or above the level of the candidate examined

Equipment:

Examination gloves

Adult Airway manikin

Bag-valve-mask device w/reservoir and masks

Oral airways

Nasal airways

Suction device w/rigid catheter

Oxygen cylinder w/regulator

Oxygen connecting tubing

Airway Management – Advanced

Personnel:

A skills examiner certified at or above the level of the candidate examined and licensed to perform bag-valve-mask ventilation, operate various oxygen adjuncts and equipment, insert dual lumen airways (Combitube or PTL), and perform endotracheal intubation in adults and pediatric patients

Equipment:

Examination gloves

Adult Airway manikin

Bag-valve-mask device w/reservoir and masks

- Oral airways
- Nasal airways
- Oxygen cylinder w/regulator
- Oxygen connecting tubing
- Suction device w/rigid & flexible catheter
- Laryngoscope handle and blades (straight and curved of various sizes)
- End-tidal CO2 detector
- Endotracheal tubes (6.0 – 8.5 mm)
- Sterile water or saline
- Combitube and/or PTL
- Stethoscope
- Lubricant (silicone spray)
- Spare batteries
- Tongue blade

Cardiac Management Skills - Paramedic

Personnel (Dynamic):

A skills examiner certified at or above the level of the candidate examined that possess current credentialing as an American Heart Association ACLS Instructor

Equipment:

- Examination gloves
- Monitor/defibrillator (not automated or semi-automated) with freshly charged batteries and spares
- Arrhythmia generator compatible with manikin and monitor/defibrillator
- Defibrillation manikin
- Conductive medium (gel, pads, etc)
- ECG Paper

Personnel (Static):

A skills examiner certified at or above the level of the candidate examined that possess current credentialing as an American Heart Association ACLS Instructor

Equipment:

A quiet, isolated room with a desk or table and two comfortable chairs

Oral Stations A & B - Paramedic

Personnel:

A skills examiner certified at or above the level of the candidate examined

Equipment:

- A quiet, isolated room with a desk or table and two comfortable chairs
- A tablet or notepaper for the candidate
- A pen or pencil for the candidate
- A Watch or visible clock with a second hand

IV and Medication (Advanced)

Personnel:

A skills examiner certified at or above the level of the candidate examined and licensed to establish peripheral IVs. Additionally, paramedic level examiners must be licensed to administer intravenous bolus medications

Equipment:

- Examination gloves
- IV infusion arm
- IV solutions (bottles o bags)
- A selection of IV administration sets (must include a micro drip (60 gtt/cc) tubing
- A selection of IV catheters
- IV push medications including epinephrine 1:10,000, atropine, and dextrose 50% plus others (paramedic only)
- Tape
- Gauze pads
- Syringes (various sizes)
- IV Tourniquet
- Alcohol preps or similar substitute
- Approved sharps container

Pediatric Skills - Paramedic

Personnel:

A skills examiner certified at or above the level of the candidate examined and licensed to perform bag-valve-mask ventilation, operate various oxygen adjuncts and equipment, perform endotracheal intubation in pediatric patients, and establish intraosseous lines in pediatric patients

Pediatric Airway Equipment:

- Examination gloves

- Infant intubation manikin
- Syringes (10 ml, 20 ml)
- Laryngoscope handle and blades (straight and curved of appropriate sized)
- Endotracheal tubes (3.0 – 5.0 mm)
- Bag-valve-mask device with reservoir
- Oxygen connecting tubing
- Oxygen cylinder with regulator
- Selection of Oropharyngeal airways
- Selection of nasopharyngeal airways
- Towel or other appropriate padding
- Various supplemental oxygen devices
- Stethoscope
- ½” tape
- Spare batteries
- Stylette
- Tongue blade
- Lubricant (silicone spray)

Pediatric Intraosseous Equipment:

- Examination gloves
- Infant intraosseous infusion manikin
- IV solutions (bottles or bags)
- A selection of IV administration sets (must include a micro drip (60 gtt/cc) tubing)
- IV extension tubing or stopcock
- Syringes of various sizes
- Tape
- Gauze pads
- Alcohol preps or similar substitute
- Bulky dressing
- Approved sharps container

Spinal Immobilization Seated

Personnel:

A skills examiner certified at or above the level of the candidate examined

A Simulated patient – adult or adolescent at least sixteen (16) years old of average adult height and weight

An EMT to provide assistance during the examination

Equipment:

Examination gloves

- Half-spine immobilization device
- Vest-type immobilization device
- Padding materials (pads or towels)
- Armless chair
- A selection of cervical collars
- Long immobilization straps (6 of any type)
- Cravats (6) Kling, Kerlex, etc
- Tape (2" or 3" adhesive)
- Blankets (2)

Spinal Immobilization Supine

Personnel:

A skills examiner certified at or above the level of the candidate examined

A Simulated patient – adult or adolescent at least sixteen (16) years old of average adult height and weight

An EMT to provide assistance during the examination

Equipment:

- Examination gloves
- Long spine immobilization device
- Head immobilizer (commercial or improvised)
- Padding materials (pads or towels)
- A selection of cervical collars
- Patient securing straps (6 to 8 with compatible buckles/fasteners of any type)
- Tape (2" or 3" adhesive)
- Blankets (2)

Bleeding Control/Shock Management

Personnel:

A skills examiner certified at or above the level of the candidate examined

A Simulated patient – adult or adolescent at least sixteen (16) years old of average adult height and weight

Equipment:

- Examination gloves
- Field dressings (various sizes)
- Bandages (various sizes)

Oxygen cylinder with regulator
Oxygen delivery devices (nasal cannula, simple facemask, non-rebreather)
Gauze pads
Kling, Kerlex, etc
Blankets