



THE NATIONAL REGISTRY OF EMT (NREMT) EMT CANDIDATE MANUAL

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INTRODUCTION

This manual is intended to help you prepare for the State of Wisconsin Emergency Medical Technician (EMT) cognitive and psychomotor licensing examinations. It details these examinations and answers some of the most frequently asked questions regarding the National Registry of Emergency Medical Technician (NREMT) testing.

The NREMT uses Computer Based Testing (CBT) as their cognitive examination format. This examination is administered by Pearson VUE (www.vue.com/nremt/).

The Wisconsin Department of Health Services EMS Unit (DHS-EMS), which is the agency responsible for licensing EMS personnel in the State of Wisconsin, recognizes this examination process for EMT licensure. Wisconsin does accept licensure from other states through reciprocal agreements. These agreements vary from state to state, so questions regarding reciprocity should be directed to the DHS-EMS for clarification at <http://dhs.wisconsin.gov/EMS>.

The NREMT psychomotor examination was developed by representatives of state EMS Training Centers, DHS-EMS, Wisconsin Technical College System office (WTCS) and the NREMT. This examination complies with NREMT guidelines and is approved for persons seeking NREMT certification.

The psychomotor examination is designed to provide a fair, valid and reliable evaluation of your ability to function as an EMT. This examination is intended to assure that candidates who successfully complete this examination are competent to provide patient care.

DISABILITY ACCOMMODATION POLICY (ADA)

WTCS, DHS-EMS and the NREMT offer reasonable and appropriate accommodations for those with disabilities.

The Americans with Disabilities Act also prohibits discrimination against individuals with disabilities. However, any candidate for EMT licensing must be able to perform all the duties of an EMT regardless of the nature of his/her disability. Accommodations for individuals with disabilities may include the use of adjunct devices designed to assist the individual in performing specific skills which s/he would otherwise not be able to perform and/or additional time in those circumstances in which time is not a critical factor in appropriate patient care. Accommodations for practical examinations will not exempt candidates from performing any skill required for successful completion by other examination candidates.

Prospective Candidate Information

Each EMS Training Center should, in cooperation with its Disabilities Coordinator, develop an orientation process by which every prospective NREMT candidate is made aware of the functional job description of an EMT prior to his/her entering the program. The EMS Program Coordinator should understand the information concerning candidates and the Americans with Disabilities Act as well as the policies and procedures of his/her EMS Training Center and be able to provide the NREMT candidate with proper information on disability accommodation requests.

NREMT candidates who may have received an accommodation during the EMS Training Program must understand that there is a separate process for requesting an accommodation for the NREMT examination. Previous accommodations (during training course, etc.) do not guarantee or imply that an accommodation will be provided for the NREMT examination.

Requesting an Accommodation

Requests for accommodation are to be made to WTCS according to their current policies and procedures. Requests for accommodation should describe in detail the reason for the accommodation and what specifically can be done to make this accommodation. Requests are to be sent to the Timothy L. Weir, EMT-P, Education Director-EMS and Protective Services at the WTCS – 4622 University Avenue, PO Box 7874, Madison, WI 53707-7874 or via email to timothy.weir@wtcsystem.edu.

Requests for accommodation will be evaluated on a case-by-case basis. Applicants with disabilities have the same responsibility to meet the deadlines for application and submission of documentation established for pre-registration as that of non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory application timelines for applicants with disabilities.

Those receiving an ADA accommodation must complete the following prior to the exam date:

- notify EMS Training Center where registering to take the practical exam
- confirm with WTCS that an accommodation has been approved
- present letter of approval to the Examiner Designee at the exam site on day of testing

Legislation and Code Requirements

- Chapter 256-Miscellaneous Health Provisions and Wisconsin Administrative Code
- DHS 110-minimum qualifications for the licensing of an EMT in Wisconsin
- EMS rules require successful completion of department-approved psychomotor examination

NREMT TESTING

- the NREMT allows either the psychomotor or cognitive examination to be taken first
- registration with NREMT is required **PRIOR** to taking either the psychomotor or cognitive examination
- registration with an approved training center and payment of the required fee to the training center must be completed to participate in an NREMT psychomotor examination
- registration and payment of the required fees to NREMT must be completed to participate in the NREMT cognitive examination administered by Pearson VUE (www.vue.com/nremt/)
- registration, payment of the required fees to NREMT and course completion verification must be completed for psychomotor examination results to be verified
- entry into either examination requires pre-registration and payment of fees without exception

Eligibility

- you have two (2) years of eligibility to pass both the cognitive and the psychomotor examination and is measured from the date of completion of EMT course
- both your cognitive and your psychomotor must be passed within 12 months of each other and within the two (2) years of eligibility
- a candidate has one (1) year from the date they first attempt the psychomotor to complete all retests

NREMT EMT COGNITIVE EXAMINATION

- State of Wisconsin utilizes the NREMT examination process for cognitive and psychomotor testing
- cognitive examination is administered through Pearson VUE (www.vue.com/nremt/)
- eligibility is verified by:
 - successful course completion (course completion certificate or transcript)
 - training center verifies successful course completion with the NREMT
 - examination fees (training center and NREMT) have been paid in full

- eligibility is for two (2) years after successful completion of EMT course
- three (3) attempts are allowed before an EMT refresher course is required
- three (3) additional attempts are allowed with successful completion of refresher training
- failure of all six (6) attempts will require the completion of a new EMT course

NREMT PSYCHOMOTOR EXAMINATION

- psychomotor examination is administered by training centers (for a current schedule see <http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems> then click on “NREMT EMT Psychomotor Exam Schedule (PDF File)”))
- psychomotor examination consists of six (6) stations (A-F)
- evaluation is done individually at each station with an EMT assistant as necessary
- voice treatment is the expectation while testing in stations A and D
- performance of the skill is the expectation while testing in stations B, C, E and F
- specific instructions will be provided to the candidate
- standards of performance are governed by State of WI Standards and Procedures of Psychomotor Skills Manual
- turn-off/silence all electronic devices during the examination
- the use of electronic devices during the examination process is limited to emergencies
- EMT candidates are allowed three (3) full attempts to pass the psychomotor examination (one "full attempt" is defined as completing all six (6) stations and two retesting opportunities if necessary)
- EMT candidates that leave an NREMT psychomotor examination unexcused and/or before completion of all six (6) stations will be scored as one (1) failed attempt at all six (6) stations regardless of performance

OUT OF STATE NREMT PSYCHOMOTOR TESTING

Candidates are eligible to take their NREMT psychomotor examination at any NREMT-approved testing center. Candidates are responsible for making all arrangements to participate in an examination, to include, but not limited to contacting the exam host to gain permission, registration and payment of all testing fees and related expenses, familiarization with the testing site-most notably standards for successful examination (i.e. station grid standards and scoring) and specific EMS equipment used for testing at that site. The training center where a candidate’s initial EMT didactic/lab/clinical was completed is only responsible for the verification of the candidate’s successful course completion through NREMT.

NREMT COGNITIVE / PSYCHOMOTOR EXAMINATIONS – MINOR (17 YEAR-OLD) CANDIDATES

- if you are 17 years-old you are eligible to participate in both the cognitive and psychomotor examinations
- taking the psychomotor examination will follow the same procedure as all other candidates

- after successful completion of the psychomotor examination, your results are held by WTCS Office until you are 18 years old (maximum of one (1) year)
- to take the cognitive examination - register for an Assessment exam (“**Assessment-EMT**”) and pay the NREMT application and examination fee
- after successful completion of the cognitive examination, you will receive an Assessment score until you are 18 years old (maximum of one (1) year)
- after turning 18 years old, you can convert the NREMT Assessment to NREMT Certification by:
 - send letter requesting conversion to:
 - National Registry of EMT’s
Rocco V. Morando Building
6610 Busch Boulevard
PO Box 29233
Columbus, OH 43229
 - letter must contain candidate’s Social Security Number (SSN) or NREMT number or NREMT application identification (ID) number
 - check or Money Order payable to NREMT for the processing fee
- you will complete a “new application”
- you must then request:
 - your training center to verify successful course completion
 - WTCS Office to verify successful completion of the NREMT psychomotor examination
- once all information has been received and verified, it will take approximately 7-10 business days to process and mail NREMT Certification packet

PSYCHOMOTOR EXAMINATION PREPARATION

- complete a Psychomotor Exam Report Summary (PERS)
- ensure this form is filled-out completely, as incomplete forms will delay processing
- fees for the psychomotor examination are handled by the training center
 - payment instructions vary between different training centers
 - payment is established by the training center

PSYCHOMOTOR EXAMINATION INFORMATION

Overview

- be present at the designated time
- no open-toed shoes are allowed
- bring only the items specified by your course instructor

Psychomotor Examination Results

- preliminary psychomotor examination results will be provided by Examiner on the day of exam
- information received will be a simple pass/fail with no further information given

- official results will be electronically sent from WTCS Office to NREMT **within 30 days of the exam, with the exception of during peak testing periods and holidays, where there may be an additional delay in examination processing**
- **if after 30 days** you haven't received your NREMT results **AND** you have not received:
 - an email regarding your results (need to retest or verification failed) **OR**
 - a letter stating that you need to retest (purple paper) **OR**
 - a letter regarding the inability to verify your results (gold paper)
 - then contact the WTCS Office at:
 - Arleen Case, 608-264-8524 or arleen.case@wtcsystem.edu **OR**
 - Tim Weir, 608-266-0995 or timothy.weir@wtcsystem.edu

Psychomotor Retesting Options/Instructions/Information

- a candidate failing one (1) or two (2) psychomotor stations is eligible for a same day retest as follows:
 - if same day retesting is available at training center
 - if approved by Examiner
 - if you desire to participate in the same day retest

Psychomotor Retesting at an Alternate Location

- a list of all upcoming psychomotor exams is available at <http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems> then click on "NREMT EMT Psychomotor Exam Schedule (PDF File)"
- you must obtain advance permission from the host training center to participate
- you are responsible for all payment of fees associated with psychomotor retesting
- you are responsible for bringing a copy of your Psychomotor Exam Report Summary (PERS)
- there is waiting period of ten (10) working days before a retest attempt is allowed
- you are responsible for obtaining a copy of your PERS from WTCS Office prior to retesting
 - PERS forms are emailed to the candidate within 30 days of the examination (candidates who do not provide an email address will receive their PERS form by USPS)
 - candidates needing a copy of their PERS must forward the following information to WTCS Office (arleen.case@wtcsystem.edu):
 - email is preferred
 - if leaving a voicemail: full name (spell last name) and speak slowly and clearly
 - last 4 digits of their social security number
 - date of birth
 - date/location you last tested
- if you have moved since you last tested, include your new contact information -- home address, email address and phone number
- without the proper documentation (copy of the PERS issued by the WTCS Office) you will not be allowed to test

Written Appeal of Psychomotor Examination Results

- candidates have the right to appeal psychomotor examination results with demonstrable cause
- appeal must be submitted in writing within six (6) months of the examination date to WTCS Office
- appeal letter must include the following:
 - date/location of the psychomotor examination
 - detailed explanation of the reason for the appeal
- appeal must be accompanied by the following:
 - copy of the EMT course completion certificate
 - copy of Psychomotor Examination Report Summary (PERS)
- Chief Examiner will evaluate the appeal and issue a written decision
- decision will be made within fifteen (15) working days of receiving the appeal and attachments
- decisions made by Chief Examiner are final.

WI EMT License Application

- once you have successfully completed both the psychomotor exam and the cognitive (CBT) exam at a Pearson VUE testing center (within 12 months of each other), you must apply to the DHS-EMS Unit for a Wisconsin EMT license should you wish to practice in Wisconsin

PLEASE NOTE:

Certificates you receive from your training center and/or from NREMT are not licenses and do not entitle you to practice as an EMT in Wisconsin. You will not receive a license automatically. Website to apply for State of WI EMT licensure: http://www.dhs.wisconsin.gov/ems/License_certification/elicensing/index.htm

Additionally, you must be affiliated with an EMS Service to practice as an EMT in the State of Wisconsin. Once you have applied for and received your EMT license, you must complete the Local Credential Agreement (LCA) found on the Wisconsin e-licensing website: <https://www.wi-emss.org/public/wisconsin>

NREMT PSYCHOMOTOR TESTING GUIDELINES

Information for each station can be found on the grids. The grids are located at <http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems>

FREQUENTLY ASKED QUESTIONS

- Q. Now that I've completed EMT training program, do I have to take the NREMT examination?
- A. No. But you will need to take this exam if you plan on working as a licensed EMT engaged in pre-hospital care or if you want to be nationally-registered which will allow you to be licensed as an EMT in the future. As long as your National Registry certification is current, DHS-EMS will accept this certification for licensing as an EMT. If you allow your certification to expire you will have to complete additional training and complete the examination process again. Specific requirements are contained in Wisconsin Administrative Code-Chapter DHS 110.
- Q. Do the terms "certification" and "licensure" mean the same thing?
- A. No. Your training center certified that you completed a state-approved EMT course and the NREMT certifies you as completing their examination process. The Wisconsin Department of Health Services is the sole entity that is allowed to license an individual as an EMT in the State of Wisconsin. Furthermore, the State of Wisconsin accepts the certification from the NREMT to gain licensure in Wisconsin. PLEASE NOTE: you must gain licensure to perform the duties of an EMT in the State of Wisconsin and be affiliated with an EMS service.
- Q. What does it cost to take the EMT license examination?
- A. Cognitive: NREMT charges a cognitive examination fee payable when registering online for the examination. Registration can be completed by going to www.nremt.org. The NREMT uses Pearson VUE for their cognitive (CBT) testing and Pearson VUE charges a fee for scheduling exams, other than online.

Psychomotor: The training center delivering the psychomotor examination sets its own price. If the training center offers a same-day retest option, there is normally no charge for a same-day retest. Retests delivered on another day and/or at another examination location will require an additional fee based on the amount of retesting you need. Payment of fees for the psychomotor examination are handled directly through the training center offering the examination and the process varies from site to site.

Licensing: The State of Wisconsin does not charge a fee for the initial EMT license.

Q. Will I be allowed to leave the examination site at any time during the examination process?

A. Only with the permission of the Examiner. It is important that you move quickly through the exam process. While you may want to take a short break, do not leave the exam site unless instructed otherwise. If you are concerned about missing a meal, check with the host training center about rules regarding food at the examination site.

Q. Is there more than one kind of emergency medical technician license?

A. The State of Wisconsin issues temporary training permits and EMS licenses recognizing five provider levels: First Responder (EMR), Emergency Medical Technician-Basic (EMT), EMT-Intermediate Technician (AEMT), EMT-Intermediate (Intermediate) and EMT-Paramedic (Paramedic). A person who has met minimum training requirements may apply for an EMT training permit which allows its holder to work on an ambulance crew only when supervised by a fully licensed EMT or equivalent. A training permit is valid for a maximum of 24 months. A regular EMT license is issued to an applicant who has completed an approved EMT training program, and has passed both the psychomotor and cognitive components of the license examination. Licenses are valid for two years and expire on June 30th of even-numbered years.

Q. What are the requirements to renew an EMT license?

A. Wisconsin Administrative Code Chapter DHS 110 provides that a licensed EMT must submit an application for renewal. The applicant must submit proof that he or she has completed an approved EMT refresher course within the preceding two years, and proof of current certification in Basic Life Support (CPR) at the “health care provider” level by a BLS training program approved by the State of Wisconsin DHS-EMS.

Q. Am I required to maintain my National Registry?

A. No. License renewal does not depend on maintaining your registration. However, meeting the NREMT continuing education requirements will insure that you have met and exceeded current license renewal requirements. Furthermore, your employer may set a stricter standard than the state, in which case you may have to maintain your registration to keep your job. Although you may have no plans at this time to move out of Wisconsin, you may want to maintain your national registration as your plans may change. Depending on the rules in other states, current registration may aid you in your application for an EMT license.

Remember, also, that if you do not apply for an EMT license after passing the license examination, you will remain eligible to apply for that license in Wisconsin as long as your National Registry is current.

Q. May I purchase and wear State of Wisconsin EMT shoulder patches if I am not licensed?

A. No. Only licensed EMTs may purchase and wear the shoulder patches identifying their levels of licensure and their license numbers.

- Q. Whom do I contact if I still have questions about training, licensure and/or registration?
- A. Your EMT Course Coordinator will be able to help you with most questions about training. Remember, though, that your local EMS Training Center is not a branch of the Wisconsin DHS-EMS Unit or the NREMT. Your Course Coordinator may suggest that you direct certain questions, especially those requiring interpretation of state or registry policies and/or rules, directly to the appropriate agency. Names, addresses, telephone numbers and email addresses of people within those agencies can be found at <http://dhs.wisconsin.gov/ems/>.

WEBSITE REFERENCES

Wisconsin Technical College System Emergency Medical Services

<http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems>

NREMT Examination Candidate Manual

<http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems>

Wisconsin Skills and Procedures of Psychomotor Skills Manual

<http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems> or <https://www.dhs.wisconsin.gov/ems/training/2014wi-spmanual.pdf>

Wisconsin Department of Health Services – EMS Unit

<http://dhs.wisconsin.gov/ems/>

Wisconsin Department of Health Services – EMS Unit – E-Licensing

<https://www.dhs.wisconsin.gov/ems/licensing/elicensing.htm>

National Registry of Emergency Medical Technicians

www.nremt.org

National EMS Education Standards

<http://www.ems.gov/education/nationalstandardandncs.html>

EMS Agenda for the Future

www.nhtsa.dot.gov/people/injury/ems/agenda/