



EMS INSTRUCTOR II / NREMT PSYCHOMOTOR EXAMINATION COORDINATOR REFERENCE GUIDE

**District Map
EMS Program Contacts
NREMT EMT Exam Processes
Instructor Approval / Renewal
Website References**

January 2017

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INTRODUCTION

This manual is intended to be the support document for the Wisconsin EMS Instructor II and/or NREMT Psychomotor Examination Coordinator as recognized by the Wisconsin Technical College System (WTCS) and the Wisconsin Department of Health Services-EMS Section (DHS-EMS) to provide direction on providing NREMT Psychomotor Examinations in the State of Wisconsin.

Questions regarding the contents of this manual should be directed to the WTCS Education Director-Law, Public Safety and Security at (608) 266-0995.

DISTRICT MAP

WISCONSIN TECHNICAL COLLEGE SYSTEM



16 college districts with 47 campuses

EMS PROGRAM CONTACT INFORMATION

WTCESB-Approved EMS Program Contacts

TECH COLLEGE	NAME	PHONE	EMAIL
Blackhawk	Robert Balsamo	608-743-4525	rbalsamo@blackhawk.edu
Chippewa Valley	Chris McHenry	715-855-7515	cmchenry@cvtc.edu
Fox Valley	Brian Litza	920-831-4381	litza@fvtc.edu
Gateway	Gary Leyer	262-767-5308	leyerg@gtc.edu
Lakeshore	Ryan Skabroud	920-693-1347	ryan.skabroud@gotoltc.edu
Madison	Jeff Matcha	608-616-1527	matcha@madisoncollege.edu
MILW-North	Gregg Leeson	414-708-0244	leesong@matc.edu
MILW-South	Mike Bova	414-571-4713	bovam@matc.edu
Mid-State	Rick Anderson	715-422-5473	rick.anderson@mstc.edu
Moraine Park	Jim Brace	920-924-3330	jbrace@morainepark.edu
Nicolet	Dana Baumgartner	715-365-4453	dbaumgartner@nicolcollege.edu
Northcentral	Sara Gossfeld-Benzing	715-803-1708	Gossfeld-Benzing@ntc.edu
Northeast WI	Jim Boland	920-498-7964	james.boland@nwtc.edu
Southwest WI	Ken Bartz	608-822-3262 x 2704	kbartz@swtc.edu
Waukesha	Greg West	262-691-5417	gwest@wctc.edu
Western	Deb Slaby	608-789-4761	slabyd@western.edu
WI Indianhead	Ken Gilliam	715-246-6561 x 4343	kengilliam@witc.edu

Other Approved EMS Program Contacts

TRAINING SITE	NAME	PHONE	EMAIL
Baraboo Ambulance	Chris Fiebig	608-356-3455	cfiebig@bdems.com
Brookfield EMS	Dave Mason	262-787-3645	mason@ci.brookfield.wi.us
Lake Country Fire & Rescue	Nick Heltemes	262-646-6235	nheltemes@lakecountryfire.com
Mercy Regional EMS	Beth Natter	608-756-6182	bnatter@mhsjvl.org
Milwaukee Co. EMS	Ken Sternig	414-289-6492	ksternig@milwcnty.com
Milwaukee FD	Leon Butts	414-286-5211	lbutts@milwaukee.gov
Regions	Jennifer Smith	651-210-8958	jennifer.k.smith1@healthpartners.com
UW EMS Program	Ann Krainyk	608-263-0993	ak2@medicine.wisc.edu
WEMSA Training	Marc Cohen	414-431-8193	Marc@WisconsinEMS.com

DISABILITY ACCOMMODATION POLICY (ADA)

WTCSB, 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 psychomotor 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 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 psychomotor 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 EXAMINATION INFORMATION

- the State of Wisconsin utilizes the NREMT examination process as their examination format
- cognitive examination (CBT-computer-based testing) is administered through Pearson VUE (www.vue.com/nremt/) and can be taken at any Pearson VUE location in the United States
- eligibility is verified by:
 - successful course completion (course completion certificate or transcript)
 - training center verifies successful course completion with the NREMT
 - examination fees (both cognitive **and** psychomotor) 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
- the cognitive and psychomotor must be passed within 12 months of each other

ELIGIBILITY REQUIREMENTS FOR CANDIDATES

- successful completion of State of WI-approved EMT training course or equivalent
- training course must have been successfully completed within two (2) years of exam date
- minimum age of 18 years old to complete the certification process*
 - * completion of the psychomotor examination is allowed for those under the age of 18
 - * results of the examination are valid for one (1) year from date of psychomotor exam
- no physical or mental disability that will prevent the candidate from meeting the minimum federal job description of an EMT
- government-issued picture identification for verification by the Examiner or designee

PLEASE NOTE:

- training centers must advise all candidates of minimum NREMT certification requirements
- candidates with disabilities and/or felony convictions must be allowed ample time to decide if they will qualify for any reasonable accommodation for their disability and/or a decision by the NREMT regarding eligibility to test and become certified based on a felony conviction

Minor (17 year-old) Candidates

- candidates who are 17 years-old are eligible to participate in both the cognitive and psychomotor examinations
- candidates taking the psychomotor examination will follow the same procedure as all other candidates
- candidates successfully completing the psychomotor examination will have their results held by WTCS Office until they are 18 years old (maximum of one (1) year)
- candidates taking the cognitive examination will register for an Assessment exam (“**Assessment-EMT**”) and pay the NREMT application and examination fee
- candidates successfully completing the cognitive/Assessment examination will have their results held by NREMT until they are 18 years old (maximum of one (1) year)
- after turning 18 years old, candidates can convert the NREMT assessment results 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 candidates last four (4) digits of their Social Security Number (SSN) or NREMT number or NREMT application identification (ID) number
 - check or Money Order payable to NREMT for the processing fee
- candidate will complete a “new application”
- candidate must then request:
 - training center to verify successful course completion
 - WTCS Office to verify successful completion of the NREMT psychomotor examination
- once information has been received and verified, it will take approximately 7-10 business days to process and mail NREMT certification packet

Original Applicants

Have a period of two (2) years following the date of successful completion of a state-approved EMT training course and must pass the psychomotor and cognitive exams within 12 months of each other. A candidate has one year from the date they first attempt the psychomotor to complete all retests.

Original candidates are:

- persons who have never participated in the NREMT examination are eligible to participate in the examination process
- persons who have taken a new state-approved EMT training course
- if it has been more than two (2) years since the date of course completion, the candidate must successfully complete another state-approved EMT training course

Retesting Applicants

- must bring to the examination a copy of their Psychomotor Examination Report Summary (PERS) issued by WTCS
- participation in the exam without a copy of the PERS is not allowed
- PERS must be presented to Examiner Designee at time of examination
- there is waiting period of ten (10) working days before a retest attempt is allowed

Challenge Applicants

- candidate must bring “challenge” letter issued by the DHS-EMS office
- participation in exam is not allowed without challenge letter issued by DHS-EMS

REQUESTING AN NREMT PSYCHOMOTOR EXAMINATION

Training centers are allowed to request the NREMT Examiner Designee (hereon referred to as the “Examiner”) of their choosing for the NREMT EMT Psychomotor Examination as follows:

- training centers may not use same Examiner for more than three (3) exams in a row*
 - * Examiner cannot conduct an exam at a district if:
 - have an affiliation with that EMT training program
 - had an affiliation within the past three (3) years
- The maximum number of candidates per exam is 70
 - exams with greater than 50 participants will be allowed with **pre-approval** from both the Examiner and Chief Examiner

Procedure

- contact an approved Examiner and establish a psychomotor exam date, time and location
- training center can choose the Examiner of their choice within current limitations as stated above
- exam scheduling may need to be altered by the Chief Examiner
- complete NREMT EMT Psychomotor Exam Request at:
<http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems>
- submit request via email to Arleen Case, who will complete the scheduling process
- exam assignment letter will be emailed to the requesting training center and the Examiner with an approval number*
 - * exams will not be conducted unless an exam approval number has been assigned
- exams can be scheduled no more than 18 months in advance
- psychomotor exam schedule is updated regularly and available on the WTCS website at:
<http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems>

SYSTEM-APPROVED NREMT EXAMINER DESIGNEES

<u>Name</u>	<u>Contact Number</u>	<u>Email Address</u>
Jim Austad	920-231-5913	jaustad@new.rr.com
George Blankinship	262-949-7598	gblankinship@juno.com
Sandy Eustice	715-579-1419	skeems@charter.net
David Myers	414-745-9009	simpleas911@aol.com
Linda Pace	608-225-1896	2pacesplace@gmail.com
Beth Risler	920-723-0763	dobebri@gmail.com

PREPARING FOR AN NREMT PSYCHOMOTOR EXAMINATION

Examiner Fees

- honorariums and related travel expenses will be negotiated between the District and the Examiner
- honorariums and related expenses are paid directly to the Examiner

Examination Station Information

- training center and Examiner must ensure Station Evaluators will not be evaluating candidates for which they were the primary/lead instructor-**no exceptions**
- examination site must have all required station equipment
- examination sites are required to have the following station **minimums**:
 - 01-20 candidates – one (1) station of each of the six (6) psychomotor stations
 - 21-50 candidates – two (2) stations of each of the six (6) psychomotor stations
 - 51-70 candidates – three (3) stations of each of the six (6) psychomotor stations
- examination sites may exceed the minimum station requirements as deemed necessary
- examination sites may alter station configuration (close and open stations) **only with permission from the Examiner**

Registration of Original Candidates

- candidate must have successfully completed an approved EMT course
- candidate must complete an NREMT exam application at www.nremt.org
- candidate must be listed on an Eligibility List from a training center
- candidate must complete the Psychomotor Examination Report Summary (PERS)

Registration of Retesting Candidates

- there is waiting period of ten (10) working days before a retest attempt is allowed
- candidates must get approval to retest from the host training center prior to the exam
- candidates who fail to bring their previous PERS to the exam site are not allowed to test*
 - * verbal or written approval from WTCSB is acceptable for entry into an examination
- candidates present at the exam must appear on the Eligibility List for the retest AND on an Eligibility List from candidates training center

- candidates present at the exam must appear on the Roster
- candidate must complete the PERS prior to the start of the exam

Pyschomotor Retesting Options/Instructions for Candidates

- candidates are allowed three (3) full attempts to pass the pyschomotor examination (one "full attempt" is defined as completing all six (6) stations and two retesting opportunities if so entitled)
- candidates that leave an NREMT pyschomotor 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
- failure of three (3) or more stations at one (1) testing site is counted as a total retest
- failure of a single station after three (3) attempts places a candidate in a total retest situation
- accumulation of three (3) total retests will require a candidate to complete an EMT refresher course prior to being allowed to reenter the pyschomotor examination process
- same day testing is available at all examination sites unless otherwise noted
- candidates failing up to two (2) stations, have the right to a same day retest, if available
- pyschomotor examination results remain valid for one (1) year from the date of original exam
- retesting at another location
 - requires advance permission from the host training center
 - completion of the training center's registration process
 - presentation of previous PERS
- payment of all retesting fees are the sole responsibility of the candidate
- pyschomotor is valid for one (1) year
- examinations that expire (CBT and pyschomotor) will require a total retest
- eligibility is for two (2) years from the date of course completion
- candidate is responsible to
 - be familiar with equipment/supplies used in the exam process
 - have PERS of any previous pyschomotor retest
 - pass both exams within one (1) year of each other
 - ensure a copy of their PERS has been received as indicated
 - keep current information (address/phone/email) on file with WTCSB
- candidates without their PERS will not be allowed entry in an exam
- candidates will receive their PERS from WTCSB via email notification as PDF attachment
- when contacting WTCSB for a copy of your PERS, the following information is required:
 - full name (spell last name) speak slowly and clearly if leaving a voice-mail message
 - social security number (only send last four (4) digits if using email)
 - date of birth
 - date and location of test
- there is a waiting period of ten (10) working days before a retest attempt is allowed

Pyschomotor Examination Results

- preliminary pyschomotor examination results will be provided to the candidate by the Examiner on day of the exam
- information given to the candidate will be “pass/fail” with no further information given
- candidate results are electronically submitted to the NREMT by the Wisconsin Technical College System Office (WTCS) **within 30 days after the exam, except during peak testing periods and holidays, where results may be delayed**
- candidates who pass their pyschomotor will **not** receive notification from WTCS
- candidates who need to retest - if after 30 days you haven’t received your NREMT results **and** have not received:
 - email regarding your results **OR**
 - letter stating that you need to retest (on purple paper) **OR**
 - letter from WTCS regarding the inability to verify your results (on gold paper)
- candidate should contact the WTCS Office at:
 - Arleen Case-608-264-8524-arleen.case@wtcssystem.edu or
 - Tim Weir-608-266-0995-timothy.weir@wtcssystem.edu
- there is a waiting period of ten (10) working days before a retest attempt is allowed
- candidates have the right to appeal pyschomotor examination results with demonstrable cause
- supporting documentation must include all of the following to be accepted:
 - copy of the EMT course completion certificate
 - copy of the Pyschomotor Summary Report Summary (PERS)
 - date and location of the pyschomotor exam
 - detailed reason for the appeal submitted in writing
- time limit for submitting an appeal is six (6) months from the examination date
- Chief Examiner will evaluate the appeal and issue a written decision
- decision will be issued within fifteen (15) working days of receiving the appeal
- decisions made by the Chief Examiner are final

Pyschomotor Retesting – Reporting Errors

- candidates who receive an initial result later found to be incorrect will be notified of the error
- candidate will be contacted by the Examiner as to the process for correction of the matter
- retesting must be under the direct supervision of an approved Examiner

REQUIRED PYSCHOMOTOR EXAMINATION PAPERWORK

- training center must upload the Eligibility List to “FileZilla” by the **next** working day after the actual exam*
 - * upload the completed Eligibility List **only** once
- training center is also required to provide the Examiner the following on the day of the exam:
 - Student Roster
 - Signature Page (Certification of Student Eligibility), dated and signed

- Pass-Fail Report
- Completed PERS for each candidate (candidate/training center information)

NREMT EMT PSYCHOMOTOR EXAMINATION

- psychomotor examination consists of a total of six (6) stations
- candidate grids are provided by the examination host/training center
- candidate grids must be colored differently for each of the six (6) stations
- suggested colors for each station can be found on the WTCS website
- each station must be completed successfully to pass the examination
- candidates are to turn-off/silence all electronic devices during the examination
- the use of electronic devices during the examination process is limited to emergencies

Station Descriptions/Objectives

Station – A

Medical Patient Assessment

- Type of Station: Problem-solving
- How Tested: Individually
- Time Limit: Ten (10) minutes

Knowledge required for this station:

- Body substance isolation/personal protective equipment precautions for infection control
- Scene size-up
- Primary assessment
- Secondary assessment
- History of present illness
- SAMPLE history
- Baseline vital signs to include pulse oximetry
- Appropriate physical exam
- Reassessment of patient to include vital signs.

To successfully complete this station, a NREMT testing candidate must:

- Take or verbalize appropriate body substance isolation/PPE precautions prior to patient contact
- Determine scene safety
- Perform aspects of a primary assessment
- Verbalize the administration of appropriate levels of oxygen
- Verbalize priority patient and make transport decision
- Perform an appropriate physical exam
- Indicate appropriate drug, dose, and route
- Indicate standing order or contact medical control
- Manage appropriately problems with the ABC's

Note: A NREMT testing candidate must determine that the scene is safe before approaching the patient. Since the ability to simulate hazards is limited, the candidate must ask the Station Evaluator if the scene is safe and number of patients. Because a candidate is tested individually at this station, there are items which must verbalize by the candidate.

Station – B

Spinal Immobilization

- Type of Station: Skill
- How Tested: Individually
- Time Limit: Ten (10) minutes

Knowledge required for this station:

- Body substance isolation /PPE precautions for infection control
- Application and maintenance of manual cervical spine stabilization
- Assessment of circulation, motion and sensation in all four extremities
- Selection and application of a cervical collar
- Preparation and application of a spinal immobilization device if warranted
- Movement of a patient with a suspected spinal injury to a longboard.
- Immobilization of a patient with a suspected spinal injury on a longboard
- Reassessment of circulation, motion and sensation in all four extremities

To successfully complete this station, a NREMT testing candidate must:

- Take or verbalize appropriate body substance isolation/PPE precautions prior to patient contact
- Direct EMT assistant to apply and maintain manual stabilization of the patient's cervical spine within 60 seconds
- Direct EMT assistant to maintain manual immobilization until maintained mechanically
- Assess circulation, motion and sensation in all four extremities
- Select and properly apply a cervical collar without excessive movement or interference with patency of airway
- Move the patient without excessive movement
- Reassess circulation, motion and sensation in all four extremities

Note: This station simulates a patient with a suspected spinal injury who is found either supine or seated. The Station Evaluator will select the patient's position.

Station – C

Splinting Skills

- Type of Station: Skill
- How Tested: Individually
- Time Limit: Ten (10) minutes – Traction Device
Five (05) minutes – Other

Knowledge required for this station:

- Body substance isolation/PPE precautions for infection control
- Assess circulation, motion and sensation distal to each injury before and after splinting
- Application and maintenance of manual support and traction to a suspected long bone injury and manual support to a suspected joint injury
- Selection, preparation and application of appropriate commercial or improvised splints to a suspected long bone injury and a suspected joint injury

To successfully complete this station, a NREMT testing candidate must:

- Take or verbalize appropriate body substance isolation/PPE precautions prior to patient contact
- Assess circulation, motion and sensation distal to each injury before and after splinting
- Direct EMT assistant to apply and maintain manual stabilization to a suspected long bone injury OR
- Direct EMT assistant to apply and maintain manual stabilization to a suspected joint injury
- Select, prepare and apply an appropriate commercial or improvised splint to the injury without aggravating the injury
- Completely immobilize the injury

Note: Even though this is not an “assessment” station, the candidate must assess circulation, movement and sensation distal to each suspected injury before **AND** after splinting. Injuries will be randomly selected by the Station Evaluator.

Station – D

Trauma Patient Assessment

- Type of Station: Problem-solving
- How Tested: Individually
- Time Limit: Ten (10) minutes

Knowledge required for this station:

- Body substance isolation/PPE precautions for infection control
- Scene size-up
- Primary assessment
- Rapid scan (60-90 seconds)
- Oxygen administration
- Management of shock
- Baseline vital signs to include pulse oximetry
- Secondary exam
- SAMPLE history
- Reassessment of patient to include vital signs

To successfully complete this station, a NREMT testing candidate must:

- Take or verbalize appropriate body substance isolation/PPE precautions prior to patient contact
- Determine scene safety
- Consider c-spine (voice acknowledge)
- Perform a primary assessment
- Identify and manage any life-threatening injury before beginning a secondary assessment
- Verbalize high-flow oxygen
- Assesses pulses
- Identify high priority patient prior to secondary exam
- Treat any life threatening injury
- Complete the primary assessment before the physical examination

Note: The candidate must determine that the scene is safe before approaching the patient. Since the ability to simulate hazards is limited, candidate must ask the Station Evaluator if the scene is safe and the number of patients. Because candidate will be tested individually at this station, there are three items which the candidate must verbalize – the taking of manual cervical spine by their partner, the transport priority of their patient and voice treatment of any injuries.

Station – E

BVM and Non-Visualized Airway Device

- Type of Station: Skill
- How Tested: Individually
- Time Limit: Ten (10) minutes

Knowledge required for this station:

- Body substance isolation/PPE precautions for infection control
- Proper selection and application of a bag-valve-mask device
- Proper selection and application of a dual lumen airway device

To successfully complete this station, a NREMT testing candidate must:

- Take or verbalize appropriate body substance isolation precautions prior to patient contact
- Initiate ventilations within 30 seconds after taking BSI precautions
- No interruption to ventilations for greater than 30 seconds at any time
- Ventilate patient at a rate of 10-12/minute
- Voice treat and ultimately provide high oxygen concentrations (12-15 L/minute)
- Provide adequate volume during each breath (maximum 2 errors/minute permissible)
- Direct oxygenation of patient prior to insertion of non-visualized airway device
- Properly insert any adjunct
- Properly insert non-visualized airway device within 3 attempts
- Properly adjust placement non-visualized airway device
- Inflate cuff(s) properly, if applicable
- Remove the syringe immediately after inflation of cuff(s), if applicable
- Adjust device for effectiveness, if applicable
- Confirm tube placement by auscultating lung sounds bilaterally and auscultating the epigastric region

Note: Remember that the candidate has a maximum of 30 seconds from the last ventilation until their first ventilation through the single or dual-lumen airway.

Station – F

Cardiac Arrest Management / AED

- Type of Station: Skill
- How Tested: Individually
- Time Limit: Ten (10) minutes

Knowledge required for this station:

- Body substance isolation/PPE precautions for infection control
- Adult cardiopulmonary resuscitation performed to current AHA guidelines
- Preparation, attachment and operation of an automated external defibrillator

To successfully complete this station, a NREMT testing candidate must:

- Take or verbalize appropriate body substance isolation/PPE precautions prior to patient contact
- Administer the first shock within 90 seconds
- Direct initiation/resumption of CPR at appropriate times
- Assure all individuals are clear of patient before delivering a shock
- Operate the AED properly and safely so shock can be administered

Note: The candidate will be responsible for the initiation and continuation of effective CPR and the integration and utilization of an AED (Automated External Defibrillator) into a given scenario. Remember that pauses greater than 10 seconds during CPR are not allowed.

The only two (2) acceptable placements of the AED pads are as follows:

- upper right chest (directly below the collarbone) AND lateral to the left nipple, with the top edge of the pad a few inches below the armpit
- anterior/posterior chest

Station Evaluator Qualifications

- are suggested to have current licensure as an EMS Instructor I or II per WI Administrative Code
- must have current WI EMS licensure at the level in which they will evaluate
- must demonstrate the ability to perform objective examination assessments

Station Assistant Qualifications

- must be deemed qualified by the examination coordinator
- must demonstrate the ability to follow the requirements of the scenario

Station Patient Qualifications

- must demonstrate the ability to follow the requirements of the scenario

Candidate Manual

- students must be advised of the existence of the NREMT Candidate Manual
- students should be provided with a paper copy or directed to an electronic version found at: <http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems>

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 EMT PSYCHOMOTOR EXAM RETESTING

Same-Day EMT Pyschomotor Retest

- failing two (2) or less stations candidates are eligible for a same-day retest
- failing three (3) or more stations constitutes a complete failure of the psychomotor examination and retesting must be accomplished at another exam site at a future date
- all examinations have same-day retesting unless otherwise noted
- candidate decides whether or not to participate in the same-day retest process
- exam conducted in the same manner as any other testing
- no same day total retests are allowed
- failure of same-day retest requires candidate to retest skills failed on a different date
- failure of third retest attempt constitutes a complete failure of the psychomotor examination
- failed third attempt requires retesting of entire psychomotor examination at a future exam

Same-Day EMT Psychomotor Score Reporting

- candidate will be notified by the Examiner of their exam results
- candidate leaving exam area may forfeit their right to a same-day score reporting
- on-site results are not final until verified by WTCS EMS office

EMT Psychomotor Retesting other than Same-Day

- eligibility for participating in a future exam requires registration with host training center
- candidate is responsible for
 - making all arrangements with training center
 - bringing necessary paperwork to the exam site

NOTIFICATION OF PSYCHOMOTOR EXAM SCORES

Initial Notification (onsite)

- candidate must remain onsite and available for exam results until released by Examiner
- candidate notified, by Examiner, of preliminary exam results after completion of all six (6) stations
- on-site results are not final until verified by WTCS EMS office
- candidate must receive results in a confidential manner
- candidate must be advised that results are not final until verified by WTCSB

Written Notification of Psychomotor Results

- candidate who passes all stations will **not** receive any written notification
- candidate who passes but are not on the NREMT website will receive an email stating verification failed (letter will be sent by USPS if no email address is provided)
- candidate requiring further verification must contact WTCS
- candidate needing to retest will receive an email with a copy of their PERS attached
- there is waiting period of ten (10) working days before a retest attempt is allowed

EQUIPMENT LIST - NREMT EMT EXAM

Medical Patient Assessment

Gloves
Blood Pressure Cuff
Penlight
Stethoscope
Pulse Oximeter
NRB mask
Blank pad and pen/pencil
Medication samples
Stopwatch

Spinal Immobilization-Seated / Supine

Gloves
Cervical collars
Assorted dressings and bandages
KED
Long spineboard
Head immobilization device
Patient securing straps
Padding/blankets
Tape
Stable chair - no arms
Stopwatch

Splinting Skills

Gloves
Traction devices
Padded Board Splints / other splints
Bandages / Dressings / Cravats
Stopwatch

Trauma Patient Assessment

Gloves
Penlight
Oxygen tank w/tubing (may be empty)
Blanket
NRB mask
Blood Pressure Cuff
Stethoscope
Pulse Oximeter
Blank pad and pen/pencil
Stopwatch

BVM and Non-Visualized Airway Device

Gloves
Non-visualized airway device(s)
Lubricant
Securing device(s)
Airway Manikin
Stethoscope
Oropharyngeal / Nasopharyngeal airways
Bag-valve mask with reservoir bag
Oxygen tank w/tubing (may be empty)
Stopwatch

Cardiac Arrest Management / AED

Gloves
AED Manikin
AED Trainer
Bag-valve mask
Pocket mask
OPA/NPA airways
Oxygen tank w/tubing (may be empty)
Stopwatch

EMS INSTRUCTOR II/NREMT PSYCHOMOTOR EXAMINATION COORDINATOR APPROVAL AND RENEWAL INFORMATION

Original Approval

Completion of the application for licensure as an EMS Instructor II is through the DHS-EMS

Application for licensure can be found at

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

- submit NREMT certification at or above the level in which they instruct, **or** licensure by the State of Wisconsin as an EMT-Paramedic as of December 31, 2012*
 - * As of January 1, 2013, both levels of EMS Instructors will be required to possess and maintain NREMT certification
- submit EMS licensure at or above the level in which they will be certified to instruct
 - include EMS licensure and all supporting certifications
- submit EMS Instructor II Mentor Evaluation Form
<http://mywtcs.wtcsystem.edu/occupational-academic-excellence/law-public-safety-and-security/ems>
- submit EMS Instructor II Student Evaluation Form after completion of first EMS course
- submit verification of two (2) years of active field experience as an EMT (instructor-level specific)
- submit EMS Instructor II Workshop or an approved alternative course, such as the WTCS Emergency Services Instructor I course, taken within the past two (2) years*
 - *EMS Instructor II Workshop and the WTCS Emergency Services Instructor I course are valid for two (2) years from date of completion

Provisional EMS Instructor II Approval (Waiver)

- EMS Instructor II candidates not meeting all of the requirements for approval may be granted approval as agreed upon between the WTCSB and DHS-EMS
- request for a waiver will only be considered when the training center can adequately demonstrate the need for the waiver
- Waiver application requirements:
 - letter requesting waiver from program coordinator
 - current EMS licensure and supporting attachments
 - letter of verification of two (2) years of EMS experience
- Waiver Process:
 - Go to <https://www.dhs.wisconsin.gov/ems/licensing/elicensing.htm>
 - Start application for EMS Instructor II Licensure
 - Upload waiver letter from program coordinator
 - Upload EMS licensure and supporting attachments (CPR, ACLS)
 - Upload letter of verification of two (2) years of EMS experience
 - Submit application to DHS-EMS
- If waiver is granted, it will be valid for a period not to exceed one (1) year

Maintenance of Approval

- EMS Instructor II licensure is valid for two (2) years*, expiring June 30th of the even year
 - * Initial licensure may be less than two (2) years to align with renewal process
- EMS Instructor IIs must maintain NREMT certification at or above the level in which they instruct, or licensure by the State of Wisconsin as an EMT-Paramedic as of December 31, 2012*
 - * As of January 1, 2013, both levels of EMS Instructor will be required to possess and maintain NREMT certification
- EMS Instructor IIs must maintain current WI EMS licensure throughout period of licensure
- failure to maintain any of these requirements will render both levels of EMS Instructor licensure invalid

Renewal of Approval

- completion of the application for certification as an EMS Instructor II through the DHS-EMS
- EMS Instructor II licensure is valid for two (2) years, expiring on June 30th of the even year
- EMS Instructor II must maintain NREMT certification at or above the level in which they instruct, or licensure by the State of Wisconsin as an EMT-Paramedic as of December 31, 2012*
 - * as of January 1, 2013, both levels of EMS Instructor will be required to possess and maintain NREMT certification
- EMS Instructor II must maintain current WI EMT licensure throughout period of licensure
- failure to maintain any of these requirements will render licensure invalid

Reinstatement of Approval

EMS Instructor IIs who expire can be reinstated under the following circumstances:

- request for reinstatement is made through DHS-EMS
 - include specific circumstances surrounding this request
- complete EMS Instructor II application for licensure through the DHS-EMS
 - include EMS licensure and all supporting certifications
- submit NREMT certification at or above the level in which they instruct through or licensure by the State of Wisconsin as an EMT-Paramedic as of December 31, 2012*
 - * as of January 1, 2013, all levels of EMS Instructors will be required to possess and maintain NREMT certification

QUESTIONS

Questions or comments pertaining to this manual should be directed to WTCS Office at:

Wisconsin Technical College System Office
Education Director-EMS and Protective Services
4622 University Avenue
P.O. Box 7874
Madison, WI 53707-7874
(608) 266-0995
timothy.weir@wtcsystem.edu

WEBSITE REFERENCES

Wisconsin Technical College System Emergency Medical Services

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

NREMT EMT Candidate Manual

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

Wisconsin Skills and Procedures of Practical (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 Section

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

Wisconsin Department of Health Services – EMS Section – 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