



**NREMT EMT PSYCHOMOTOR EXAMINATION
COORDINATOR MANUAL
(LEGACY)**

Sunsetting December 31, 2022, for new candidates

June 2021

DISTRICT MAP



16 college districts with 50 campuses

INTRODUCTION

The National Registry of EMT's (NREMT) EMT Psychomotor examination is designed to provide a fair, valid and reliable evaluation of your candidate's ability to perform the functions of an entry-level Emergency Medical Technician (EMT).

This manual is designed to assist in the coordination of activities in preparation for the NREMT EMT psychomotor examination (legacy) which is the designated certification required by the State of Wisconsin for initial EMT licensure. The NREMT EMT psychomotor examination (legacy) exam will **sunset on December 31, 2022, for new candidates. Training centers may continue to offer legacy examinations after that date only for students retesting for up to twenty-four months after course completion whose original psychomotor NREMT EMT exam was completed in the legacy format.**

The NREMT has authorized each state and/or territory to create, implement and maintain their respective psychomotor examinations. The Wisconsin psychomotor examination (legacy) was created by and is implemented and maintained by representatives of our state's approved EMS training centers, Wisconsin Department of Health Services (DHS) EMS Section and Wisconsin Technical College System (WTCS) within the guidelines set forth NREMT and follows their guidelines.

DISABILITY ACCOMMODATION POLICY (ADA)

The Americans with Disabilities Act prohibits discrimination against people with disabilities. However, candidates for EMT program completion or NREMT certification must be able to perform all the duties of an EMT with or without accommodations.

Reasonable Accommodations for individuals with disabilities are determined on a case-by-case basis. Accommodations for program and/or certification examinations will not exempt candidates from performing any skill required to be completed successfully.

WTCS colleges and NREMT offer reasonable accommodations for those with disabilities in both their educational programs, as well as both cognitive and psychomotor NREMT certification examinations. EMS students who received an accommodation during their EMS training program must understand that there is a separate process for requesting an accommodation for the NREMT cognitive and psychomotor examinations. Previous accommodations do not guarantee or imply that an accommodation will be provided for either NREMT certification examination. Information on accommodations from the NREMT regarding the cognitive exam is located at: <https://www.nremt.org/rwd/public/document/policy-accommodations>.

Each EMS training center should work in cooperation with their disabilities coordinator to develop an orientation process where every EMS student is made aware of the functional job description of an EMT upon entering the EMS training program.

The EMS Program Coordinator should understand the information concerning students and the Americans with Disabilities Act as well as the policies and procedures of the EMS training

center, to include NREMT examination (legacy) information on accommodation requests for both the NREMT cognitive and psychomotor certification examinations.

Requesting an Accommodation

Accommodation for either the EMS training program or the NREMT examination (legacy) should be made to the EMS training center's disabilities coordinator. Applicants with disabilities have the same responsibility to meet the deadlines for application and submission of documentation established for all EMS students. The process involved in establishing eligibility will not impose discriminatory application timelines for applicants with disabilities.

EMS Students with an Approved Accommodation for NREMT Examinations

Those receiving an accommodation through the NREMT for the [cognitive examination](#) will receive specific instructions from NREMT as they review and approve accommodation for this examination in conjunction with the [Pearson Vue®](#) or [OnVue®](#) computer-based testing services.

Those receiving an accommodation through their disabilities coordinator for the NREMT psychomotor examination must ensure the NREMT chief examiner receives an approval letter prior to the scheduled examination date. This in turn will be sent to the testing center and the NREMT examiner designee.

NREMT PSYCHOMOTOR EXAMINATION (LEGACY) DESCRIPTION

- This exam contains two assessment stations and four skills stations
- Each station must be completed successfully to pass the psychomotor (legacy) examination

NREMT Psychomotor (Legacy) Stations

Station A – Medical Assessment

- Time limit is ten (10) minutes

Station B – Spinal Immobilization

- Time limit is ten (10) minutes

Station C – Splinting Skills

- Time limit is ten (10) minutes when candidate is required to apply a traction device
- Time limit is five (5) minutes when the candidate is required to apply a splint to either a shoulder/elbow or to the tibia/fibula

Station D – Trauma Assessment

- Time limit is ten (10) minutes

Station E – Non-Visualized Airway Device

- Time limit is ten (10) minutes

Station F – Cardiac Arrest Management

- Time limit is ten (10) minutes

VERIFICATION OF ELIGIBLE CANDIDATES

- Must have successfully completed a Wisconsin approved EMT course within the past 2 years
- Must possess a current healthcare provider BLS certification as per WI administrative rule
- Must have been verified as course complete by their EMS training center, which includes completion of all clinical requirements. Students must have been issued an EMS Training Center Training Permit for the course they are using to test.
- Must possess and present state approved picture identification at the examination site
- Must have a current NREMT application to provide the required access to their Authorization to Test (ATT) letter for the [cognitive exam](#).

MINOR NREMT CANDIDATES

- Minor candidate can participate in all phases of the NREMT certification process granted they are eligible to participate as other candidates
- Once minor candidates turn 18, they can apply for their State of Wisconsin EMT license as long as their NREMT certification is current, and they possess a current healthcare provider BLS certification.

TYPES OF NREMT CANDIDATES

Original Candidates

- Original candidates are those who have never participated in the NREMT exam process or those who successfully completed another EMT course after exhausting their previous eligibility

Retesting Candidates:

- Candidates must have eligibility remaining to participate in the retesting process, which equates to 3 full attempts. This could be a total retest and/or station retest

REQUESTING A NREMT PSYCHOMOTOR EXAMINATION

- Training centers are allowed to [request the NREMT Examiner Designee](#) (referred to going forward as examiner) of their choosing
- Training centers may choose any approved examiner as long as examiner does not have a current affiliation or an affiliation within their training center within the past 2 years
- Exams with over 50 candidates must be pre-approved by the examiner and Chief Examiner

Procedure

- Contact an approved examiner to agree upon a psychomotor exam date, time and location
- Complete the [NREMT Examination Request Form](#) and submit for processing
- Create the exam in the [E-Licensing](#) system
 - Create the candidate NREMT exam roster to include all candidates testing prior to the exam start date

- If you have any questions in setting up your exam or need considerations contact the [Wisconsin NREMT EMT Chief Examiner](#)

Notes

- Exam schedule may be altered by [Wisconsin NREMT EMT Chief Examiner](#)
- Current EMT schedule is located at [WTCS EMS Webpage](#)
- Contact information for approved examiners is at [NREMT Examination Request Form](#)

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PREPARING FOR AN NREMT PSYCHOMOTOR EXAMINATION

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 spine board
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

Examiner Fees

- Honorariums and travel expenses will be negotiated between the district and examiner
- Honorariums and related expenses are paid directly to the examiner

Station Evaluator Qualifications

- Currently licensed as an EMT in the State of Wisconsin
- Ability to perform essential duties of a station evaluator
- Ability to maintain examination confidentiality
- Must not have any conflicts of interest with candidates

Station Evaluator Expectations of Behavior

- Always present yourself in a professional manner
- Dress professionally. No service or professional fire, law enforcement, or EMS association apparel as these may create conflicts of interest. Training center uniforms are appropriate.
- Always maintain the confidentiality of the exam which means no discussion of candidate performance outside the time of documentation completion
- Consistent, thorough, and impartial application of the exam process
- Communicate conflicts of interest to the examiner designee immediately
- No communication with candidate as to performance
- No use of personal electronic devices during the time that candidates are in the room

Station Operation Directions for the Station Evaluator

- Read through all assigned scenarios thoroughly before conducting first examination
- Ensure equipment is clean, functional, and clearly displayed for each candidate
- Ensure adequate amounts of supplies are available
- Be certain professional partner/patient is thoroughly familiar with the assigned scenarios
- Greet each candidate at the door
- Stop the station and excuse the candidate when time expires, or when completed
- Prepare station and the patient for next candidate in the same manner for each candidate and ensuring station equipment has been cleaned effectively

Documentation Directions for the Station Evaluator

- Read scenario instructions clearly to each candidate exactly as it appears on script
- Give candidate an opportunity to ask questions and visually inspect the equipment
- Answer questions only about the purpose of the station
- Do not instruct candidate in the treatment of patient or use of equipment
- All areas of evaluation form are to be completed. Please print legibly
- Comment only when critical criteria are involved. No other comments should be made
- Document the actual time started and actual time ended as indicated on evaluation form
- Questions regarding the examination should be directed to the examiner designee
- All boxes under the "Points Awarded" column is required to have a numeric value
- Check paperwork for completeness including critical criteria, documentation of why critical criteria was met, and assure all points are added and totaled
- Ensure comments are complete and specific
- If critical criteria are violated, a detailed comment is required for each violation
- Do not write below the area marked for "NREMT Examiner Only"

Professional Partner Qualifications

- Currently licensed as an EMT in the State of Wisconsin
- Ability to perform essential duties of a professional partner
- Ability to maintain examination confidentiality
- Must not have any conflicts of interest with candidates

Station Operations for the Professional Partner

- Always present yourself in a professional manner
- Dress professionally. No service or professional fire, law enforcement, or EMS association apparel as these may create conflicts of interest. Training center uniforms are appropriate.
- No use of personal electronic devices during the time that candidates are in the room
- Consistent, thorough, and impartial application of the exam process
- Communicate conflicts of interest to the examiner designee immediately
- Always maintain the confidentiality of the exam which means no discussion of candidate performance outside the time of documentation completion
- Communication with candidate as to performance is not allowed
- Questions are to be directed to the station evaluator or the examiner designee
- Read through each scenario for your exam station before conducting the first exam
- Assist in station reset and effective cleaning of station equipment

Patient Qualifications

- Ability to perform essential duties of a patient
- Ability to maintain examination confidentiality
- Must not have any conflicts of interest with candidates

Station Operations for the Patient

- Always present yourself in a professional manner
- Dress professionally. No service or professional fire, law enforcement, or EMS association apparel as these may create conflicts of interest. Training center uniforms are appropriate.
- No use of personal electronic devices during the time that candidates are in the room
- Read your instructions carefully and consistently
- Communicate conflicts of interest to the examiner designee immediately
- Direct your questions to station evaluator or the examiner designee
- Indication of candidate's performance is not allowed
- Always maintain the confidentiality of the exam which means no discussion of candidate performance outside the time of documentation completion
- Be consistent in portraying the elements of the station scenarios
- Assist in station reset and effective cleaning of station equipment

NREMT CANDIDATE REGISTRATION**Out of State NREMT Psychomotor Testing**

Out of state candidates are not eligible to take their NREMT psychomotor examination in Wisconsin.

Original Candidates Eligibility for Registration

Candidates are required to be present 15 minutes prior to their scheduled examination times. Candidates must have the following items to be allowed into the examination. A candidate's training center may collect these documents from their own candidates prior to the examination; however, it is ultimately the candidate's responsibility to provide them.

1. State-approved photo identification (current driver's license or photo identification card issued by Wisconsin or another state or United States territory, current United States military identification, or a current United States passport)
2. Completed Psychomotor Examination Results Summary (PERS) Form
3. NREMT Candidate Orientation Form
4. NREMT Authorization to Test (ATT) Letter

Registration of Retesting Candidates

- Candidates must get approval to retest from the host training center prior to the exam
- Candidates must present their email verifying eligibility to retest from the Wisconsin NREMT EMT Chief Examiner to the exam site
- Candidates present at the exam must appear on the Course Roster.

NREMT PSYCHOMOTOR EXAMINATION RETESTING

Psychomotor Retesting Options / Instructions for Candidates

- Candidates are allowed three (3) full attempts to pass the psychomotor examination (one "full attempt" is defined as completing all six stations and two retesting opportunities)
- Failure of 3 or more stations at one (1) testing site is counted as a total attempt
- Failure of a single station after three (3) attempts is counted as a total attempt
- Accumulation of three (3) total attempts requires completion of refresher training
- Same day testing is available at all examination sites unless otherwise noted
- Psychomotor examination results remain valid for two (2) years from the date of exam

Psychomotor Retesting at an Alternate Location

- Current exam schedule can be located at [WTCS EMS Webpage](#)
- 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 retesting notification email sent to the email address of the candidate listed in the candidates E Licensing account by the [Wisconsin NREMT EMT Chief Examiner](#)

NREMT PSYCHOMOTOR EXAMINATION RESULTS

- Psychomotor examination results will be provided onsite by the NREMT examiner
- Psychomotor examination results are not official until validated by the Chief Examiner
- Information given to the candidate will be "pass/fail" with no further information given

Psychomotor Retesting

- Candidates failing one (1) or two (2) psychomotor stations are eligible for same day retesting unless otherwise specified.
- Candidates failing three (3) or more stations are not eligible for same day retesting.

Psychomotor Retesting – Reporting Errors

- Candidates given an initial result later found to be incorrect will be notified of the error.
- Candidates 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.

NREMT PSYCHOMOTOR EXAMINATION DOCUMENTATION

For your NREMT Psychomotor exam all documentation required below shall be uploaded into the “Document” section of the NREMT Psychomotor exam in E Licensing.

The following steps must be completed within 24 hours of the examination (if not already completed):

- ☐ Upload a copy of the NREMT Forms Document as an “open” MS Excel file or as separate files into E-Licensing. This document contains the NREMT Schedule*, NREMT Staff Information and the NREMT Exam Candidate Roster. The NREMT Forms Document shall be labeled using the following naming convention: MMDDYYYY (exam date) _NREMT Forms Document (EXAMPLE: 06182020_NREMT Forms Document-WTCS).
* This document can be edited to meet specific time/station alterations, or you can use your own schedule. If using your own schedule, it must be uploaded separately as a PDF document and labeled with the following naming convention: MMDDYYYY (exam date) NREMT Candidate Schedule-Training Center Name (EXAMPLE: 06182020_NREMT Candidate Schedule-WTCS).
- ☐ Upload a copy of the NREMT examination staff orientation documents as one PDF into E-Licensing. This should be for each station evaluator, professional partner, and patient a copy of the signed and completed NREMT Psychomotor Examination Staff Orientation form. The staff orientation document shall be labeled using the following naming convention: MMDDYYYY (exam date) NREMT Station Staff Orientations (EXAMPLE: 06182020_NREMT Station Staff Orientations).
- ☐ Upload a copy of each candidate’s NREMT candidate file as a PDF into E-Licensing. Every candidate shall have a candidate file consisting of the following (in this order):
 1. NREMT Candidate’s completed, validated and signed PERS Form
 2. NREMT Authorization to Test (ATT) Letter
 3. NREMT Candidate’s signed NREMT Psychomotor Examination Orientation Form
 4. NREMT Candidate’s Attestation Form as indicated
 5. NREMT Candidate’s Assessment Grid Forms and retesting assessment grids under the corresponding initial grid form

When complete, each candidate file should be loaded into E-Licensing as a PDF file and labeled. Candidate files for candidates from the host training center shall be labeled using the following naming convention: MMDDYYYY (exam date) _last name, first name and middle initial (EXAMPLE: 05162020_Smith, John L.). Candidate files for candidates from outside the host training center shall be labeled using the following naming convention: MMDDYYYY (exam date) _last name, first name, middle initial_RETEST_training center of origin (EXAMPLE: 06232020-Smith, John L._RETEST_FVTC).

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