



**NREMT OOHS EMT PSYCHOMOTOR EXAMINATION  
COORDINATOR MANUAL**

**August 2021**



## **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 Out-of-Hospital Scenario (OOHS) EMT psychomotor examination which is the certification required by the State of Wisconsin to apply for initial EMT licensure.

The NREMT has authorized each state and/or territory to create, implement and maintain their respective psychomotor examinations. The Wisconsin NREMT OOHS Psychomotor examination 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.

### **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 the NREMT OOHS psychomotor examination 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 OOHS Stations**

- The psychomotor examination contains three stations: 1 adult, 1 geriatric and 1 pediatric
- Each station must be completed successfully to pass the psychomotor examination

### **Adult Medical or Trauma Patient Assessment**

- Scenario-based/problem-solving station
- Candidate is tested individually with professional partner
- Time limit is twelve (12) minutes
- Selection of a medical or trauma patient is made randomly for each candidate
- Minimum passing score is two in each of the five sections of the scenario

### **Geriatric Medical or Trauma Patient Assessment**

- Scenario-based/problem-solving station
- Candidate is tested individually with professional partner
- Time limit is twelve (12) minutes
- Selection of a medical or trauma patient is made randomly for each candidate
- Minimum passing score is two in each of the five sections of the scenario

### **Pediatric Medical or Trauma Patient Assessment**

- Scenario-based/problem-solving station
- Candidate is tested individually with professional partner
- Time limit is twelve (12) minutes
- Selection of a medical or trauma patient is made randomly for each candidate
- Minimum passing score is two in each of the five sections of the scenario



## VERIFICATION OF ELIGIBLE CANDIDATES

- Must have successfully completed a Wisconsin approved EMT course within the past two 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, and meet all requirements set out in state statute and administrative rule.

## 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 three 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](#)

#### **Examiner Fees**

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

### **REQUIRED PSYCHOMOTOR EXAMINATION PAPERWORK**

All examination paperwork is to be uploaded into the NREMT EMT Psychomotor Examination file in E Licensing and candidate paperwork is uploaded into their specific file inside of the examination file within 24 hours of completion of the examination.

#### **Examination Paperwork**

- NREMT Examination Schedule
- NREMT Host Site Affirmation Form
- NREMT Candidate Course Roster
- NREMT Staff Assignments Form
- NREMT Staff Information Form
- NREMT Pass/Fail Report
- NREMT Examination Staff Information
- NREMT Station Evaluator/Professional Partner/Patient Attestation Forms
- NREMT Station Evaluator/Professional Partner/Patient OOHS WI Train Orientations

#### **Candidate Paperwork**

- NREMT Candidate PERS Form
- NREMT Retesting email (if applicable)
- NREMT ATT letter
- NREMT OOHS WI Train Orientations (exam and station overviews)
- NREMT Candidate Orientation Form
- NREMT Candidate Attestation Form(s) – Initial and/or Retest
- NREMT Grids Forms – Initial and Retest

### **NREMT EXAMINATION STATION REQUIREMENTS**

#### **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

**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**

### **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
2. Completed Psychomotor Examination Results Summary (PERS) Form
3. NREMT Candidate Orientation Form
4. NREMT Authorization to Test (ATT) Letter
5. NREMT OOHS Orientations-Candidate Orientation and Exam Overview Certificates of Completion

### **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



### **Out of State NREMT Psychomotor Testing**

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

## **NREMT PSYCHOMOTOR EXAMINATION RETESTING**

### **Psychomotor Retesting Options / Instructions for Candidates**

- Candidates are allowed three full attempts to pass the psychomotor examination (one "full attempt" is defined as completing all three stations and two retesting opportunities)
- Failure of three or more stations at one testing site is counted as a total attempt
- Failure of a single station after three attempts is counted as a total attempt
- Accumulation of three 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 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 resting 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
- NREMT candidates must sign the NREMT Psychomotor Examination Results Initial/Retest Affirmation Form prior to receiving examination results
- 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 or two psychomotor stations are eligible for same day retesting unless otherwise specified.
- Candidates failing all three 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 OOHS Psychomotor Examination Forms***

**[NREMT Psychomotor Examination Host Site Checklist F-02841](#)**

**NREMT Psychomotor Examination Host Site Affirmation F-02840**

**NREMT Candidate Psychomotor Examination Orientation F-02842**

**NREMT Personnel Assignments F-0843**

**NREMT Psychomotor Examination Staff Orientation F-02844**

**NREMT Exam Staff Information F-02845**

**NREMT Candidate Roster F-02846**

**NREMT Examination Schedule F-02847**

**NREMT Psychomotor Examination Results Summary F-02848**

**NREMT Psychomotor Examination Results Initial/Retest Affirmation F-02849**

**NREMT Station Dispatch Assignments F-02850**

**Equipment List F-02851**

**NREMT Psychomotor Examination Out of Hospital Scenario F-02852**

**NREMT Psychomotor Examination Orientation Out of Hospital Scenario Format F-02853**