

Conducting the EMT Psychomotor Examination during the transition period

State Official = EMSRB Staff

Approved Agent = Persons approved by the EMSRB to oversee psychomotor examinations

Exam Coordinator = is responsible for the overall planning, staffing, implementation, quality control, and validation for the psychomotor examination process in conjunction with the State EMS Official or approved agent.

As defined by the NREMT Userguide, the State EMS Official or approved agent must ensure that all candidates complete the psychomotor examination in the same standardized format.

All Basic Level examinations are administered by the State EMS Office or approved agents.

NREMT Guidelines apply to both Initial and Refresher candidates which includes 6 skills stations for 7 skills

Duty	State EMS Official	Approved Agent	Exam Coordinator	State Timeline	NREMT pg #	Notes
Exam Approval						
Determine Exam Date			X	4-5 Weeks	11-16	With Approved Agent
Secure Facilities			X	4-5 Weeks		
Find Approved Agent			X	4-5 Weeks		
Request to host exam			X	4-5 Weeks		With State Official
Approval of Exam Date	X			4-5 Weeks		

Reservations						
Maintain Reservation List			X	3-4 Weeks	12-13, 91	
Arrange Staffing			X		14-16	Minimum suggested staffing for 20 Candidates (6 Examiners, 2 EMT assistants, 4 Simulated Patients)
Verify Examiners qualifications		X	X	2-3 Weeks	53-55	
Forward Rosters to Approved Agent			X	2-3 Weeks		

For Multiple Day Exams - Exam staff must include an Approved Agent, Exam Coordinator, and Examiner or Examiners (if offering same day retests), **for each exam date**. EMT Assistants and Simulated Patients are also required for specific skills.

Exam Day						
Set Up Skills Stations			X	1 day	105-106	If possible
Supply Examiners with Items			X		57-89	Essays, Candidate Instructions, Skill Sheets, Clipboard, Pencil, timer
Confirm Availability of MD			X		37-41	Must be available by Phone or pager
Serves as QA Team for Exam		X	X			MD, Exam Coordinator and either State Official or Approved Agent
Responsible for Flow of Exam		X	X		16-17	
Orientation of Skills Examiners		X			27-30	
Orientation of Candidates		X			31-35	
Verification of Candidates		X			18-22	Photo ID
Dispatching Candidates			X			
Visit Skills throughout exam		X			46-50	
Review Skill Evaluation Forms		X				Runner provides exam sheets to State Official or Approved Agent
Score Results and Tabulate Retest Needs		X				
Privately Inform candidates of Results		X				These are Unofficial results only

Completing Exam						
Submitting Records to NREMT			X		24-25	Official results are 3rd party confirmed on NREMT website by Exam Coord
Submitting Records to State Office		X			52	Within 1 week of exam date
Retention of Official Records	X					12 - 24 months or in accordance with retention schedule

State Official may fill the role of Approved Agent at anytime.