

Checklist for Requesting Exam Approval

1. Determine the date you wish to hold your psychomotor exam.
2. Complete the highlighted items on top portion of the EMT Psychomotor Exam Approval and Verification Form:



EMT Initial Psychomotor Exam Approval / Verification

This form must be submitted to the OEMS prior to the exam date for approval. Upon exam completion, this evaluation must be filled out and signed by the examination coordinator and forwarded to OEMS.

Please submit for approval to your OEMS Specialist in Word Format

PSYCHOMOTOR EXAMINATION DATE:		LEAD INSTRUCTOR:
EXAM START TIME:		
EDUCATION PROGRAM NAME:		
EXAMINATION SITE:		
STATE OFFICIAL or APPROVED AGENT:	EXAM ID: (state office only)	
EXAM COORDINATOR NAME:		
PHONE:		
PHYSICIAN MEDICAL DIRECTOR:		
PHONE:		

3. Please check the OEMS website to ensure your examiners are listed as approved. All examiners must have completed the examiner requirements as well as submitted the Examiner Application and be approved prior to the exam date. If a person is not listed as approved on the website, please follow up with your EMS Specialist to ensure an application has been received.
4. Save the Exam Approval document in **WORD** format.
5. Email the Exam Approval document to your EMS Specialist for approval.
6. You will receive the form back from your EMS Specialist with the Exam ID filled out as well as a blank exam roster to use the day of the exam. **Save both of these forms.**

After the Exam is Complete

1. Fill out the remainder of EMT Psychomotor Exam Request Approval and Verification Form as highlighted below:

Examiners Assigned to Initial Skills Stations (cannot be the lead instructor)				
Practical Skills Exam:	Date	Name	State Cert. #	Expire Date
Pt. Assessment - Trauma				
Pt. Assessment - Medical				
O2 Admin by Non-rebreather mask				
BVM Vent. Apneic Adult Pt				
Cardiac Arrest Mgt./AED				
Random				
Examiners Assigned to Re-Test Skills Stations (cannot be the lead instructor)				
Practical Skills Exam:	Date	Name	State Cert. #	Expire Date
Pt. Assessment - Trauma				
Pt. Assessment - Medical				
O2 Admin by Non-rebreather mask				
BVM Vent. Apneic Adult Pt				
Cardiac Arrest Mgt./AED				
Random				

Name of person that read the "Skill Examiner Orientation to the Psychomotor Examination" found on pages 27-30 of the [NREMT Psychomotor Examination Users Guide](#):

Name of person that read the "Candidate Orientation to the Psychomotor Examination" found on pages 32-36 of the [NREMT Psychomotor Examination Users Guide](#):

UNUSUAL SITUATIONS / EXAMINATION PROBLEMS ENCOUNTERED:

I verify this psychomotor examination has been conducted in accordance with the guideline of the National Registry of EMT's and the Minnesota OEMS.

Exam Coordinator Signature / Date

Approved Agent Signature / Date

2. Ensure all signatures and dates are filled in.
3. Save document in PDF format and email both the EMT Psychomotor Exam Approval Form and filled out Exam Roster back to EMS Specialist within one week of exam completion.
4. A sample exam roster is located on the next page.

**Office Of Emergency Medical Services
EMT Level Examination Roster**

Psychomotor Exam Date: 1/1/2025

Exam Location: OEMS

Exam ID #: M-2025-001-11.18nj1

State Official On Call: Nicole Loomis 612-946-1209

State Official/Approved Agent: Charles Souchery

Exam Coordinator: Holly Jacobs

Exam Coordinator Phone: 651-201-2800

Medical Director (Phone): 651-201-2800

ALL INFORMATION IN THIS SECTION WILL BE COMPLETED BY THE SPECIALIST - TRANSFERRED FROM THE EXAM APPROVAL FORM SUBMITTED BY THE EXAM COORDINATOR.
PLEASE ENSURE THE EXAM APPROVAL FORM IS COMPLETE

Pres. Or N/S	Candidate Name	Level	Prac. Take #	Assess.			Vent.			CAM/AED	Random			Comments	Contact information	
				T	M	O2	BVM	O2	BL		LB	J1	phone:		e-mail:	
1 Pres	EMT A	EMT	1A 1R1	P	P	F	P	F	F	P				IR2 (must test different day)		
2 Pres	EMT B	EMT	1A	P	P	P	P	P	P	P				PASS		
3 Pres	EMT C	EMT	1A	F	F	P	P	F	F	F				FAIL (not eligible for retest this day)		
4 Pres	EMT D	EMT	1A 1R1	F	F	F	P	P	P	P				PASS		
5 Pres	EMT E	EMT	1A 1R1	F	P	P	P	P	F	P				IR2 (must test different day)		
7 Pres	EMT A	EMT	1R2						F					FAIL (becomes 2A)		
8 Pres	EMT C	EMT	2A 2R1	P	F	P	P	P	P	P				2R2 (must retest different day)		
9 Pres	EMT E	EMT	1R2						P					PASS		
11 Pres	EMT A	EMT	2A	P	P	P	P	P	P	P				PASS		
12 Pres	EMT C	EMT	2R2		F									FAIL (must take EMT course again)		