# SC Emergency Medical Technician Training Programs 

# Administrative Policy Manual 

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This publication is for all SC DHEC Authorized EMT and CEP Training Institutions, Program Directors, Training Officers, and Instructors.

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## Preface

This manual provides information and administrative guidelines for use by planners, Directors, instructors, and educators concerned with the establishment and administration of courses for the training and certification of the Emergency Medical Technician

The title, Emergency Medical Technician (EMT), in this policy manual will refer to all levels of certified EMTs in South Carolina unless otherwise specified: Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT) and Paramedic.

The information contained in this manual supersedes all previous manuals, memorandums and correspondence relating to the SC EMT training program and the SC Continuing Education Program (CEP) that conflicts with the guidelines and instructions contained herein.

SC EMS Statue 44-61-30 (B)(4), 44-61-80 (B) and SC EMS Regulation 61-7 Section 900 grants the Department of Health and Environmental Control (DHEC) Bureau of Emergency Medical Services (EMS) (herein referred to as "DHEC" or "the Department") authority for approving all EMT Training Institutions, EMT courses (EMT, AEMT, Paramedic), and certification of EMTs and EMT instructors. The Department is responsible for all oversight pertaining to these programs.

Each SC DHEC approved EMT or CEP course must be coordinated and sponsored through a SC DHEC approved EMT training institution as defined in SC EMS Regulation 61-7 and this manual.

Any questions regarding the EMT program or CEP should be directed to the SC DHEC EMS Manager for Training and Certification at (803) 545-4274

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## Authorized Emergency Medical Technician Training Institutions

Regulation 61-7, Section 907(A), states these programs, which include initial and refresher EMT, AEMT, and Paramedic, are established by the Department and offered in approved technical colleges, other colleges and universities, vocational schools, and State Regional EMS training offices.

All training institutions wanting to offer the EMT training program must make application to and be approved by the DHEC (See Enclosure 1A, 1B or 1C). Training institutions must meet certain standards and requirements and pass an onsite inspection prior to approval being granted. Some of the standards and requirements include, but are not limited to, the following:
$>$ Must have an adequate, clean and well-lighted room(s) capable of managing the didactic and practical skills requirements.
> Must purchase (own), maintain and have adequate storage for all required equipment necessary for course approval (See Enclosure 6).

All EMT courses, approved by DHEC and offered through a SC approved EMT training institution, are considered open courses regardless of the location of the course. Until all available seats are taken and the course is full, available seats are on a first come-first served basis, and therefore any student, statewide, who meets the entrance requirements for the course must be admitted to the course.

The application for designation of a DHEC - approved EMT training institution requires one person; designated by the VP of Technical School or the training institution's President or Executive Director, to be solely responsible for the program. This person, herein referred to as the EMT Program Director, must be a school official/employee and must receive an orientation to the EMT training program by a member of the DHEC training staff involved in the administration of the program.

## Procedure for Change of EMT Program Director

The EMT Program Director of record, as approved by DHEC, is the only person who may sign and/or submit course applications and course completion documentation to DHEC, and is the only person approved by DHEC to verify course completion of their students to the National Registry. This responsibility may not be delegated to an instructor. Should a change in the program Director become necessary, the new program Director should follow these steps:
> The VP of the Technical School or Director for the Training Institution must submit a letter to the Department (SC DHEC, Bureau of EMS, 2600 Bull Street, Columbia, SC 29201) on letterhead, containing the name and contact information (phone, e-mail, etc.) for the new program Director.
> The new program Director should contact DHEC (803-545-4204) and ask for the Manager for Training \& Certification, and request a date to satisfy the mandatory program Director orientation to the EMT program.
> The new program Director should contact the National Registry (614-8884484) and ask for John Corley (Ext. 142) -or- (e-mail: jcorley@nremt.org ) or Tammy Schultz (Ext. 192) -or- (e-mail: ednet@nremt.org ) and inform the Registry that he/she is the new program Director for (name of your SC approved EMT Training Institution) - or - you may follow the directions listed below:

- Go to www.nremt.org
- Create your National Registry Profile
- Click on the "Edit" tab next to the Logout
- Scroll down to program director settings and click on the link that says, "Request for EMS Education Program Authorization"
- Next page, click on the link that says, "Associate Yourself with an Existing EMS Education Program"
- Choose your state (SC) and then your program (School)
- Submit

Your request will then come directly to the SC DHEC Bureau of EMS for authorization. Once authorization has been given, you will have access within 1 to 2 business days.
Please note: The new program Director will not be approved to submit course applications or to sign or verify students until all the above has been completed

## Application Process to Become an EMT Training Institution

For approval as an Emergency Medical Technician Training (EMT) Institution
> Must file an application to be approved as a SC EMT Training Institution (See Enclosure 1A) and submit this application with all supporting documentation to DHEC.
> Attached a completed and signed Equipment Verification Checklist (See Enclosure 6).

For approval as an Advanced Emergency Medical Technician (AEMT) Training Institution
> Must file an application to be approved as a SC EMT Training Institution (See Enclosure 1B) and submit this application with all supporting documentation to DHEC.
> Attached a completed and signed Equipment Verification Checklist (See Enclosure 6). All sections need to be completed.

## For approval as an Paramedic Training Institution

> Must file an application to be approved as a SC EMT Training Institution (See Enclosure 1C) and submit this application with all supporting documentation to DHEC.
> Attached a completed and signed Equipment Verification Checklist (See Enclosure 6). All sections need to be completed.

Note: All EMT Training Institution Enclosure Forms are also found on our portal, scemsportal.org, under Documents and Links.

## Application packets received incomplete will be marked "Unapproved" and returned to the institution.

## Location of Class Sites

The Department prefers that all "Initial" EMT courses be conducted in a structured educational environment (i.e. on the school's campus) and not held off-campus at EMS services, rescue squads, fire departments, industries, etc. All courses and course locations must be approved by DHEC and off-campus courses shall be granted on an "as needed" basis.

On-site or remote (distance learning) classroom facilities must be clean, well-lighted, environmentally comfortable and free from distractions or interruptions. All classrooms used for EMT training programs must be of adequate size for any didactic and practical exercises.
"Refresher" EMT courses may be located off-campus to accommodate a specific employer's needs; however, all off-campus EMT courses must adhere to the following stringent requirements:

Must have adequate classroom facilities to accommodate all didactic and practical requirements.

Classroom must be clean, well-lighted and environmentally comfortable.
Classroom must be secluded from the daily activities of the host facility and free from distractions or interruptions.

The host facility and the students involved in this course must understand that these students are not permitted to leave during the hours of the course. There must be other personnel covering the duties of these students while they are involved in the course.

The host facility as well as all instructors and students are expected to follow all the policies (such as but not limited to smoking, food, drink, etc.) of the sponsoring training institution just as if they were located on campus.

Off-site course approval is a privilege and not a right. Previous approval of one off-site course does not automatically mandate approval of future off-site courses. DHEC may discontinue off-site approval at any time for infringement of any policies or procedures as outlined in this manual. Off-campus courses (as well as all other courses) may be monitored by DHEC for compliance.

## Equipment Requirements

For a detailed listing of all required equipment, please refer to Enclosure 6. Instructors and Program Directors should use Enclosure 6 as an inventory checklist to assure that all equipment is present, clean, in working condition and is available for each class.

The EMT Training Institution's Program Director is responsible for:

* Assuring that all equipment is clean and maintained in good working condition and made available for every class meeting throughout the course.

Repair and/or replacement of any equipment as needed. If equipment problems and /or deficiencies exist, the instructor is required to cancel all classes until the equipment problems or deficiencies have been corrected. At no time is a class to be conducted when equipment problems and /or deficiencies exist.

The Primary EMT Instructor must:
Assure that all minimum equipment is available and in clean, working condition prior to the start of each course. Instructors should inventory all equipment and verify its presence and proper working condition prior to beginning each class.

* Cancel any class meetings and report any equipment problems to the EMT Program Director. The problems must be corrected prior to resuming class meetings.


## Important Note:

## Conducting class with equipment deficiencies is a violation of policy.

The EMT training equipment maintenance and inventory is the responsibility of the EMT Program Director. If this function is not regularly attended to, the training equipment and supplies can deteriorate very quickly. Should the EMT Program Director not be familiar with the equipment necessary for the EMT program, this function may be assigned to a responsible instructor. However, the responsibility and accountability for the equipment still resides with the EMT Program Director.

DHEC reserves the right to inventory equipment prior to the granting of course approval. If all required equipment is not in place or is not in clean, working condition, the course will not be approved.

DHEC will inventory the equipment each time a class is monitored. If equipment problems are found, course approval may be jeopardized until the problems are resolved.

Repeated violations may result in a total withdrawal of program approval for the training institution and may result in revocation of the instructor's authorization.

## Approved Course Materials

Training institutions may utilize any textbook(s) that follow the current nationally accepted curriculum for the SC approved EMT course (EMT, AEMT or Paramedic). All SC approved EMT training institutions are required to use the most current edition of that publisher's textbook.

Many publishers of EMT textbooks have a large variety of supplemental and support materials such as Instructor Manuals, Workbooks, Test Banks, Audio-Visual Aides and Computer Programs to assist the instructor. Training institutions and their instructors are encouraged to make use of all technology available to provide a quality program.

## Course Staffing

All EMT courses must designate a current SC certified EMT instructor as "lead" instructor for each course. The lead instructor must be credentialed by DHEC and authorized to teach that specific level of EMT course (i.e. EMT, AEMT or Paramedic).

There is no specific instructor/student ratio for didactic sessions. However; for all sessions that involve practical skills demonstration, practice and /or evaluation; the EMT courses require an instructor / student ratio of one (1) instructor for every six (6) students. Only one instructor (the lead instructor designated for that course) needs to be a SC DHEC authorized/credentialed EMT instructor. To fulfill the required instructor/student ratio of $1 / 6$, SC DHEC credentialed instructors may also use other currently certified or licensed healthcare providers to assist with any practical skills demonstration, practice and/or evaluation sessions. It is the lead instructor's responsibility to verify the students' competency in their practical skills.

For the CPR portion of the course, DHEC requires one (1) credentialed CPR instructor for every six (6) students (one of which must be the lead SC DHEC authorized EMT instructor for that EMT course). The SC approved EMT training institution must assure that the "lead" SC authorized EMT Instructor for the course, is also an approved and current instructor for the CPR course that will become a part of that EMT course.

## Course Evaluations

It is recommended that all EMT courses participate in a course/instructor evaluation. This evaluation is given by the Program Director and should be administered no later than halfway through the course. The instructor must not be present during the evaluation exercise to assure honest and candid responses.

The purpose of the evaluation is to detect and then correct any problems that would have otherwise gone unnoticed. If the training institution does not have an evaluation instrument, one is provided in Enclosure 5.

Regular supervision and evaluation of all instructors and courses is the responsibility of the Program Director. All courses are subject to being monitored by a representative of the Department.

## Verification of Course Completion

For candidates to successfully complete the course and to qualify for permission to take the National Registry EMT examination, each candidate must satisfy all the following requirements:
> Pass the course with a minimum overall score of $70 \%$ (A final grade of 69.5 may be rounded off to 70) For the paramedic course, each module must have a minimum passing grade of $70 \%$.
> Pass the in-course practical skills examination to the satisfaction of the instructor
> Successfully complete all clinical/field internship requirements
$>$ Have a valid CPR credential (and for Paramedics, a valid ACLS credential)
$>$ A properly completed profile in Continuum (SC's Credentialing System)
$>$ Have met all eligibility requirements and pre-requisites to be accepted into the course (see course entrance requirements)
> For those candidates who will take the National Registry Examination - must have an active on-line application with the National Registry of EMTs
$>$ All required documentation has been received/verified by the DHEC

## Important Note:

Make sure your instructors stress to each student to complete their application on the National Registry website prior to the last day of class.

Candidate Instructions for completing the NR application can be found on www.nremt.org

## Program Director's Note:

Upon completion of the course, the Program Director must complete the following three steps in the order listed:

1) Verify the student's course completion to the National Registry.
2) Place the pass/fail grade by each student's name in Continuum.
3) Send e-mail verification to DHEC of course completion

## Step \#1: National Registry Course Completion Verification:

Each EMT Program Director has an account with the National Registry of EMTs for verifying course completion for each student. Once a student completes their profile and application on the National Registry website - the course information is placed in the EMT Program Director's queue to verify.

## Process for verifying student's course completion to the National Registry:

1) Log onto the National Registry Website - www.nremt.org
2) In the upper left-hand side - enter your "User name" and "password" and click the "Login" tab
3) In the left column: click "Manage Candidates"
4) Select "Course Completion Verification"
5) Select application level for your course "EMT/ AEMT / Paramedic"
6) A list of students who are waiting to have their course verified will appear. By placing your cursor on the student's name, you will be able to see additional information about the student.
7) You will see four (4) options for each student:
a. NOS - not our student
b. NCC - no course completion (for students who failed, withdrew, or otherwise did not complete the course)
c. SCC - successful course completion
d. No Action (for students who have not yet completed the course)
8) Click the "submit" button at the bottom

NOTE: You have just verified the student's course completion status to the National Registry.

## Step \#2: Grade Each Student in the Continuum Education Module:

All grades must be finalized in Continuum no later than 10 business days after the last day of class.

To grade the student in Continuum: (School Program Directors Only)

1) Log onto Continuum: https://continuum.emspic.org/login
2) Enter Username and Password
3) Under "Current Jobs" click on your institution
4) Under "Offered Courses" click "view" for the correct course.
5) Bottom right hand side, click "Grade Course"
6) For each student you grade:
a) Place a check mark to the left of each student's name
b) Under "status" select the appropriate grade
c) When finished, click "save" at the bottom

Note: Continuum will only let you select the following grade options:

1) Passed
2) Failed
3) Withdrew Passing
4) Withdrew Failing
5) Never Attended
6) Incomplete

Be Careful: Once you grade a student and click "save" - you will not be able to go back and edit/change the grade.

For students who have an "incomplete" - the Department must be notified to change the grade once a final course grade is determined.

## Step \#3: Send E-mail Verification:

When all grades have been finalized, the EMT Program Director will send an email to the Training and Certification Manager, Ryan Nix, nixrs@dhec.sc.gov.

The email verification must be the following "specific" statement (Basic \& AEMT verifications may omit the requirement noted in parenthesis):
"I hereby attest that all students who passed course number $\qquad$ have been verified to the National Registry. Each candidate has signed the Course Statement of Understanding, possess a high school diploma/GED, and have a current CPR credential (and for all Paramedic candidates, a current ACLS credential)."

This is the responsibility of the Institution's EMT Program Director. The Program Director may NOT delegate these two duties to an instructor.

## National Registry / SC State Certification Examinations

The state of SC currently utilizes the National Registry Examinations for all levels of EMTs. Each candidate must pass both the practical examination and the written (CBT) examination.

## National Registry Practical Examinations:

In accordance to 61-7 Section 906 (C) the NR EMT practical examination may be delegated to the approved training institutions to be conducted as a separate psychomotor examination approved by the Department. This psychomotor examination must be monitored by either a NREMT testing representative or a Department representative.

The NR EMT practical examinations are otherwise scheduled through the four (4) EMT testing centers. For a list of test dates, places and contact information please contact the testing center directly.

| Upstate testing Center | (864) 289-0112 |
| :--- | :--- |
| Midlands Testing Center | (803) 794-3940 |
| Pee Dee Testing Center | (843) 662-5771 |
| Lowcountry Testing Center | (843) 529-0977 |

AEMT and Paramedic NR practical examinations are scheduled on an as needed basis.
Please contact your testing center or your training institution's program Director or your course instructor for the date/time/and place of your class' practical examination.

## National Registry Written (Computer-Based Testing) Examinations"

To gain permission to take the cognitive portion of the NR examination, candidates must receive their "Authorization to Test" (ATT) letter from the National Registry. The NR will send the candidate by email, the ATT once the application is complete and the cognitive test fee has been paid.

NOTE: An "initial" EMT candidate must successfully pass the NR practical examination and have that successful exam result verified by DHEC to the National Registry prior to taking the NR cognitive exam. All other "initial" levels (AEMT and Paramedic) as well as all refresher levels may gain the ATT at any time prior to or after the successful completion of the NR practical examination.

The ATT will contain the specific contact information necessary for the candidate to arrange a date and time to take the NR cognitive examination.

## SC State Certification

## All individuals who desire to operate as an EMT in South Carolina must gain a SC EMT certification.

SC EMS Regulation 61-7, section 901 (A) states: "All ambulance attendants shall have a valid Emergency Medical Technician (EMT, EMT-I, AEMT, or Paramedic) certificate. No person shall provide patient care within the scope of an Emergency Medical Technician (EMT, EMT-I, AEMT, or Paramedic) without having proper South Carolina certification from the Department."

SC EMS Regulation 61-7, section 902 (A) states: "Any person seeking certification as an EMT, AEMT, or Paramedic shall complete the appropriate Department-approved training program, pass the National Registry of Emergency Medical Technicians (NREMT) examination for the level of certification desired, possess a current NREMT credential, and meet the requirements established by the Department as provided by S.C. Code Section 44-61-80(C)."

SC EMS Law 44-61-80(C) states: "A person seeking EMT certification must pass the National Registry of Emergency Medical Technicians examination for the level of certification desired and meet other requirements established by the department. The department will make a determination of the applicant's qualifications and, if appropriate, issue a certificate to the applicant."

To qualify for certification as a SC EMT, candidates must satisfy the following requirements:
$>$ Successfully complete the EMT course to include successful completion of all didactic, practical and clinical requirements.
> Successfully pass the National Registry (NR) of EMTs practical and written examinations and receive subsequent national registration. SC EMS Regulation 61-7, Section 905 (F), 905 (K) states: "EMT certifications (EMT, AEMT, and Paramedic) must maintain a NREMT credential to be certified, recertified, and maintain their current South Carolina certification."
> Successfully pass a state and federal criminal background check. To complete the required criminal background check:

- Go to scemsportal.org
- Under the Certification tab, locate "Background Check Instructions." Follow the instructions as outlined
- Once you have been fingerprinted, DHEC should receive the results of the background check within forty-eight (48) hours.

Please note: A background check is valid for no more than forty-five (45) days. Candidates should first pass both the NR practical and written examinations prior to beginning the background check process. If you exceed the forty-five (45) day time limit on the background check process, you will have to have your fingerprints redone.

Once all requirements for SC EMT certification have been met, the candidate's SC EMT certification will be sent directly to the address the candidate indicated on their profile in Continuum. It is important that all candidates keep the contact information current in Continuum.

Candidates should receive their SC EMT certification within nineteen (19) days from receiving a complete application packet. SC EMS Law requires EMTs to have their original SC EMT pocket certification card on their person at all times when the EMT is on-duty or patient care is being rendered.

SC EMS Law 44-61-80(E) states: "EMT certification is valid for a period not exceeding four years from the date of issuance and must be renewed by undergoing a state and national criminal history background check as provided for in subsection (D) and providing documentation to the department of current national registration for the appropriate level of certification and any other credential as required by the department. The national registry credential must be renewed in accordance with National Registry of Emergency Medical Technicians policies and procedures. An individual who was certified in this State before October 2006, and has continuously maintained certification, may continue to renew certification without a national registry credential if the individual has successfully completed all other requirements as established by the department in regulation."

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## Application Process to Become a CEP Institution

Only a SC DHEC licensed EMS Agency or EMT Training Institution may apply to become a SC CE Program. The application process is as follows:

1) A completed SC CE Program application must be submitted to DHEC.
2) The requesting agency or institution will complete a self-inventory of their training equipment on Enclosure 6 - Minimum Equipment List and return the signed form to the DHEC Training and Certification Manager.
3) A site inspection will be scheduled and conducted by a Department representative.
4) The CEP Training Officer must be currently certified as a SC Level I Instructor or higher. Any exception to this requirement will be handled by the Department on a case-by-case basis.
5) The CEP Program Director and CEP Training Officer must take a CEP Training Officer Orientation class within 1 year of being assigned to their roles. Any exception to this requirement will be handled by the Department on a case-bycase basis.

Forms must contain signatures of the agency's EMS Director, CEP Medical Control Physician, CEP Program Director, and CEP Training Officer where applicable.

SC Continuing Education Programs are certified for four years and will run concurrent with the agency's license.

## Application packets received incomplete will be marked "Unapproved" and

 returned to the agency or institution.
## CEP Program Re-Authorization

The procedure for the renewing of a CEP at a SC DHEC licensed EMS Agency is as follows:

1) A completed SC CE Program renewal application must be submitted to DHEC.
2) The requesting agency will complete a self-inventory of their program training equipment on Enclosure 6 - Minimum Equipment List and return signed form to the DHEC Compliance Manager.
3) A random compliance inspection of the program may be conducted prior to the program's renewal date.
4) The Training Officer must be currently certified as a SC Level I (CEP) Instructor or higher. Any exception to this requirement will be handled by the Department on a case-by-case basis.
5) The Program Director and Training Officer must take a Training Officer Initial Orientation class within 1 year of being assigned to their roles and any refresher orientation classes as necessary. Any exception to this requirement will be handled by the Department on a case-by-case basis.
6) A random audit of the program's sign-in rosters and/or paperwork may be conducted prior to the program's renewal date.

Forms must contain signatures of the agency's EMS Director, Medical Control Physician, Program Director, and Training Officer where applicable.

## Renewal application packets received incomplete will be marked "Unapproved" and returned to the agency.

If the agency's current CE Program certification expires prior to the agency's submission of an "Approved" application, the agency's CE Program will be "Suspended" from the date of expiration until an "Approved" application is received by DHEC.

## Location of Class Sites

The Department prefers that all CEP courses be conducted in a structured educational environment. All classrooms used for CEP training programs must meet the following:

Must have adequate classroom facilities to accommodate all didactic and practical requirements.

Classroom must be clean, well-lighted and environmentally comfortable.
Classroom must be secluded from the daily activities of the host facility and free from distractions or interruptions.

The host facility and the students involved in this course must understand that these students are not permitted to leave during the hours of the course. There must be other personnel covering the duties of these students while they are involved in the course.

The host facility as well as all instructors and students are expected to follow all the policies (such as but not limited to smoking, food, drink, etc.) of the sponsoring training institution.

The Continuing Education Program is a privilege and not a right. Previous approval of a program does not automatically mandate approval of future applications from that institution. DHEC may discontinue approval at any time for infringement of any policies or procedures as outlined in this manual. CEP courses may be monitored by DHEC for compliance.

## Continuing Education Program Staffing

## Medical Control Physician Responsibilities

The Medical Control Physician (Primary and/or Assistant) is responsible for the verification of competency for each EMT. The Medical Control Physician is encouraged to take an active part in the teaching and evaluation process of the training program.
DHEC must be notified, within ten (10) business days, of any change in the Medical Control Physician (Primary and/or Assistant).

Minimum requirements for the Medical Control Physician (Primary and/or Assistant) include:

1) The medical control physician (Primary and/or Assistant) is listed on the institution's roster in Continuum - AND - has attended/completed a SC state approved medical control workshop.
2) The medical control physician (Primary and/or Assistant) for that SC licensed EMS provider has been verified on a properly completed medical control change form located on file with DHEC.
3) The Medical Control Physician must ensure that each EMT is competent and has satisfied ALL requirements of the Continuing Education Program.

## EMS Director Responsibilities

It is important that the EMS director of each SC licensed EMS agency be familiar with the agency's CE program and its policies, so that the program can continue should a vacancy occur in the CEP Program Director or CEP Training Officer positions.

## CEP Program Director

Each SC licensed EMS agency must designate one person as the CEP Program Director. This is an administrative role and is responsible for assuring compliance with all program requirements and submission of all paperwork to DHEC. Being EMT certified is not necessary for the CEP Program Director role. DHEC must be notified in writing, within ten (10) business days, of any change in the agency's CEP Program Director.

Minimum Requirements:

1) Be listed as the CEP Program Director (volunteer or paid) on the institution's roster in Continuum.
2) Must complete a SC DHEC approved Training Officer's Orientation initial workshop within one year of being assigned as Program Director.
3) Must complete any SC DHEC approved Training Officer's Orientation refresher workshops during their certification period as determined by the Bureau.
4) Must be endorsed by his/her agency's EMS Director.

## CEP Training Officer

Each SC licensed EMS agency must designate one person as the CEP Training Officer. This person is considered the primary instructor of the CEP. DHEC must be notified in writing, within ten (10) business days, of any change in the program's Training Officer. The form to change the CEP Training Officer is the same as the CEP Application. On the application form, be sure to mark the box corresponding to Change in Training Officer. This person may also be the CEP Program Director for the agency; however, this is not a requirement.

Minimum Requirements:

1) Be listed as the Training Officer (volunteer or paid) on the institution's roster in Continuum.
2) Must complete a SC DHEC approved Training Officer's Orientation initial workshop within one year of being assigned as Training Officer.
3) Must complete any SC DHEC approved Training Officer's Orientation refresher workshops during their certification period as determined by the Bureau.
4) Must be endorsed by his/her agency's EMS Director.
5) Must be currently certified as a SC CEP Instructor or higher.
6) Must be certified at or above the level of candidates they will instruct.

## CEP Guest Instructors

Guest instructors may be used during a CEP program as long their use does not exceed more than $50 \%$ of the program per year. A guest instructor does not need to be on the program's roster nor medically certified. A guest instructor should be uniquely qualified to serve as an instructor on the subject ("Subject Matter Expert"). A person on the institution's roster, who is not currently certified as a Level I (CEP) Instructor, can be utilized as a guest instructor if they meet the requirement of being a "subject matter expert".

A guest instructor cannot serve as the primary instructor for a CEP course. The institution must have a primary instructor present when using a guest instructor, to ensure that the course is compliant with all CEP policies.

## The institution's Medical Control Physician is not considered as a guest instructor.

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## Instructor Authorization

Instructor authorization (certification) is granted to individuals who have achieved and maintained specific credentials and experience. These individuals demonstrate the highest level of professional commitment to the EMS field.

There are currently four levels of credentialed EMS instructor in SC.

> Level I Instructor = CEP Instructor
> Level II Instructor = EMR Instructor (For Future Use)
> Level III Instructor = EMT Instructor
> Level IV Instructor = AEMT Instructor
> Level V Instructor = Paramedic Instructor

Every credentialed instructor is sponsored by and connected to a SC approved EMT training institution or SC licensed agency. The training institution is the employing agency of that instructor. When an opening for an EMT instructor exists, the EMT Program Director should interview all prospective candidates as with any prospective employee. For an EMT instructor application, see Enclosure 2.

Any person desiring to become a SC credentialed instructor, must meet the following requirements:

## Level I Instructor

> Minimum of 21 years of age
> Possess a high school diploma or GED
> Current certification as a SC EMT
> Minimum of two (2) years of experience at their certification level
$>$ Successful completion and documentation of a 40-Hour Instructor Methodology course or equivalent. Examples of accepted courses include the National EMS Instructor Training Program, the National or State Fire Academy Instructor Training Program, and the SC EMS Instructor Training Program. Other courses may be approved by DHEC on a case by case basis.
$>$ Endorsement from the Director of the licensed EMS Agency, CEP Program Director, and the CEP Training Officer of the CEP Training Institution for which the instructor will be teaching.
$>$ If the instructor will be teaching for more than one CEP Training Institution, a separate instructor application must be completed by each CEP Training Institution for which they will be teaching.

All CEP courses must have a Primary Instructor. To be eligible as a Primary Instructor for a CEP course, the CEP Instructor must be certified at or above the level of candidates they will instruct. Any level of CEP Instructor can be listed as a Secondary Instructor.

## Level II Instructor

This level is for future use.

## Level III Instructor

> Minimum of 21 years of age
> Possess a high school diploma or GED
> Current certification as a National Registered Paramedic
> Current certification as a SC Paramedic
> Minimum of two (2) years of experience as a Paramedic
> Successful completion and documentation of a 40-Hour Instructor Methodology course or equivalent. Examples of accepted courses include the National EMS Instructor Training Program, the National or State Fire Academy Instructor Training Program, and the SC EMS Instructor Training Program. Other courses may be approved by DHEC on a case by case basis.
> Current certification as a CPR Instructor with AHA, ARC, ASHI, or other DHEC approved provider
> Resume detailing a minimum of one (1) year of teaching experience (CPR, First Aid, CEP, EMR, etc.)
$>$ Endorsement from the EMT Program Director of the EMT Training Institution
Each new Level III instructor candidate, credentialed by DHEC, must satisfy a minimum of 20 hours of monitored teaching in an approved SC EMT (initial) course. Documentation from the school's EMT Program Director will be on letterhead and must state the following information:

- the number of hours monitored
- the name of the SC certified EMT instructor who monitored the new instructor candidate
- the EMT Continuum course approval number for that course.


## Level IV Instructor

A candidate for AEMT instructor must satisfy all the requirements for a Level III Instructor, plus the following:

* Lead Instructor: Minimum of five (5) years of experience as a Paramedic
* Successful completion of an approved RSI course
* Successful completion of an approved 12-Lead ECG course.
* Successful completion of an approved A\&P course
* Current Instructor Credential in an approved trauma course (i.e. PHTLS, ITLS, etc.) - AND - document the following:
- Minimum participation in two (2) different courses
- Minimum participation in two (2) different lecture areas
- Minimum participation in two (2) different skill areas


## Level V Instructor

## Additional Requirements for Paramedic Instructor:

A candidate for Paramedic instructor must satisfy all the requirements in Sections I \& II plus the following:

* Current Instructor Credential in an approved ACLS course (i.e. AHA, ASHI, etc.) - AND - document the following:
- Minimum participation in two (2) different courses
- Minimum participation in two (2) different lecture areas
- Minimum participation in two (2) different skill areas
* Current Instructor Credential in an approved Pediatric course (i.e. PALS, PEPP, etc.) - AND - document the following:
- Minimum participation in two (2) different courses
- Minimum participation in two (2) different lecture areas
- Minimum participation in two (2) different skill areas

Upon receipt of a completed instructor nomination packet by DHEC (Enclosure 2), the instructor candidate must receive an EMT program orientation by a DHEC EMS staff member. Upon completion of the required program orientation, the candidate will be approved in Continuum as a new SC authorized EMT Instructor.

## Additional Information for Paramedic Courses

There are two designations of instructors at the Paramedic level, $\underline{\text { Lead Instructor }}$ and Module Instructor.

Lead Instructor: Credentialed by the state. The Lead Instructor may teach any or all modules of the Paramedic course. There must be one Lead Instructor for each EMT-Paramedic course.

Module Instructor: Authorized by the training institution. The Module Instructor may teach the module(s) for which they receive approval, plus the following modules: Preparatory, Airway \& Ventilation, Patient Assessment and Operations.

## Paramedic Module Instructors

Authorized by the training institution
All Module Instructors may teach the following Paramedic modules: Preparatory, Airway \&Ventilation, Patient Assessment and Operations, plus the specific module(s) for which they have received additional approval.

Requirements: Must possess one of the following current credentials

- SC licensed Medical Physician (no other requirements needed)
- SC RN or SC \& NR Paramedic - PLUS - all requirements as stated in Section I.


## Medical Module: (Instructor Requirements)

$\checkmark \quad$ SC licensed Medical Physician
$\checkmark \quad$ SC RN or SC \& NR Paramedic with a current Instructor credential in an approved ACLS course (i.e. AHA, ASHI, etc.) - AND - document the following:

- Minimum participation in two (2) different courses
- Minimum participation in two (2) different lecture areas
- Minimum participation in two (2) different skill areas


## Trauma \& Assessment Based Management Module: (Instructor Requirements)

$\checkmark \quad$ SC licensed Medical Physician
$\checkmark \quad$ SC RN or SC \& NR Paramedic with a current Instructor credential in an approved Trauma course (i.e. ITLS, etc.) - AND - document the following:

- Minimum participation in two (2) different courses
- Minimum participation in two (2) different lecture areas
- Minimum participation in two (2) different skill areas


## Special Considerations Module: (Instructor Requirements)

$\checkmark \quad$ SC licensed Medical Physician
$\checkmark \quad$ SC RN or SC \& NR Paramedic with a current Instructor credential in an approved Pediatric course (i.e. PALS, PEPP, etc.) - AND - document the following:

- Minimum participation in two (2) different courses
- Minimum participation in two (2) different lecture areas
- Minimum participation in two (2) different skill areas


## Instructor Re-Authorization

## All instructor authorizations (certifications) expire on the last day of the month of their EMT certification expiration.

For a Level I Instructor to recertify their Instructor Credential, they must meet the following requirements during their last instructor authorization period.
> Must complete a minimum of six (6) hours of Department approved continuing education units (CEU) in instructor methodology courses. Any exceptions to this requirement will be handled by the Department on a case-by-case basis.
> Must have documentation of teaching a minimum of twenty-four (24) hours in a SC approved CEP Program. Any exceptions to this requirement will be handled by the Department on a case-by-case basis.
> Must submit a complete Level I Instructor Re-Authorization application at least thirty (30) days prior to their expiration date.

For a Level III Instructor or higher to recertify their Instructor Credential, they must meet the following requirements during their last instructor authorization period.

Must have documentation of a minimum of six (12) hours of Department approved continuing education units (CEU) in instructor methodology courses. Any exceptions to this requirement will be handled by the Department on a case-by-case basis.
> Must have documentation of teaching a minimum of one hundred (100) hours in a SC approve. Any exceptions to this requirement will be handled by the Department on a case-by-case basis.
> Must submit a complete an Instructor Re-Authorization application, Enclosure 3, for their highest level of their instructor certification at least thirty (30) days prior to their expiration date.

Section I: All EMT "Lead" Instructor Re-Authorization requirements:
> Copies of current (re-certified) SC \& NR Paramedic credentials (for RNs - a copy of their current RN license)
> Copy of current CPR instructor credential
> Copies of a minimum of 12 Educational CEUs of SC approved instructor methodology courses
> Documentation of teaching at least one hundred (100) hours of an EMT course at the highest level of their instructor certification during the last instructor authorization period
> Endorsement from the EMT Program Director
Section II: AEMT (Intermediate) Instructor Re-Authorization requirements:
> All requirements in Section I
> Copy of current trauma instructor credential
Section III: Paramedic Instructor Re-Authorization requirements:
> All requirements in Section I
> Copy of current ACLS instructor credential
> Copy of current trauma instructor credential
> Copy of current pediatric instructor credential
Important note: For the purposes of re-authorization/certification, a "current" credential is one where the credential's expiration date is greater than the expiration date of the instructor's SC state Paramedic certification.

## Instructors are responsible for submission of all required documents prior to

 their instructor expiration date.
## Re-Instatement of Lapsed Instructors

EMT or CEP Instructors who have let their authorizations lapse may be reauthorized as an instructor by submitting all appropriate documentation as if a "new" instructor. Lapsed instructors are no longer considered to be grand-fathered and must satisfy all current requirements of the "new" instructor to receive reauthorization.

## Instructor Remediation

Practical and written NR examination results are monitored for each SC Authorized (Certified) Lead Instructor of each EMT course. During the Instructor's certification period, the designated "Lead" instructor must maintain a satisfactory pass rate for the NR written and practical examinations of all "eligible" candidates from courses for which that instructor was responsible.

Eligible candidates are those candidates who successfully passed the EMT course and who qualify to attempt the NR practical and written EMT examinations.

Successful pass rates are defined as follows:

- Practical Exam: Pass rate above 50\% for all eligible candidates of each course
- Written (CBT) Exam: Pass rate above $50 \%$ for all eligible candidates of each course

Instructors who, during their instructor certification period fall at or below the 50\% pass ratio on two or more courses for either the NR practical or NR written examination will be notified in writing by DHEC that they must satisfy instructor remediation requirements.

If the instructor only taught one course during the instructor authorization (certification) period and that one course had a pass rate at or below $50 \%$, that instructor will also be notified in writing by DHEC that they must satisfy instructor remediation requirements.

Instructor remediation requirements include:

[^0]$\checkmark$ Successfully complete the EMT practical examination (at the highest level for which they teach) at a regular EMT practical examination date and site. Instructor remediation candidates will be given a full 1 A attempt.

Upon successful completion of the remediation requirements, the EMT Program Director may request that instructor to be re-authorized (certified) as a "Lead" instructor-OR- may request that instructor be required to successfully complete another twenty (20) hours of monitored teaching.

If the instructor fails to successfully complete the required remediation - OR - if the instructor has a fail rate at or below $50 \%$ on their next course, that instructor will have their instructor credential revoked for a full four (4) year period. At the end of the four-year period, that instructor may re-apply as a first-time "new" instructor.

## Instructor Revocation

All instructors are expected to provide a positive example for their students and adhere to all federal and state laws, regulations and policies that govern their profession.

The personal conduct of instructors must be above reproach. The success or failure of any course may well rest on the conduct and behavior of the instructor. Prudent and mature judgment should always be exercised.

The authorization (certification) of EMT instructors is a privilege. In accordance with SC EMS Regulation 61-7, Section 907 (H), the Department may suspend or revoke an EMT or CEP instructor authorization for any of the following reasons:
$>$ Any act of misconduct as outlined in Section 1100 of EMS Regulation 61-7
$>$ Expiration, suspension or revocation of the holder's NR or SC Paramedic certification
> Failure to maintain required credentials necessary for instructor authorization
> Any act of proven harassment (sexual or otherwise) toward any student, instructor or training institution personnel
> Use of profane, obscene or vulgar language while in the presence of students or training institution personnel
> Conducting class without the required minimum equipment available and in clean, working condition
$>$ The use of any curricula, texts or materials not approved by the Department
$>$ Gross or repeated violations of policies pertaining to the EMT or CEP training program
> Multiple instructor reprimands within a given period of time as established by the Department
> Any other actions determined by the Department that compromises the integrity of the program. Those actions may include, but are not limited to the following:

- An instructor who places himself/herself in a situation which will bring embarrassment or unfavorable notoriety to himself/herself or the training institution
- Consistently starting class late or dismissing class early
- Unprofessional behavior in the classroom or on the property of the training institution or class site
- Failure to notify the EMT Program Director when classes must be cancelled or re-scheduled
- Conducting class while under the influence of alcohol or drugs (prescribed, non-prescribed or illegal)
- Falsification of any paperwork pertaining to the course - i.e. attendance records, equipment lists, skill verification documents, certificate application cards, grades, etc.
- Repeated poor class results of the National Registry examinations

The EMT instructor is an employee of the SC approved EMT training institution and must maintain the endorsement of the program Director to maintain instructor authorization (certification). Training institutions may impose any disciplinary measures on their instructors as deemed necessary in accordance with that institution's employee policy and procedures.

## PROCEDURE TO AMEND POLICY

Policy pertaining to the training and certification of EMTs, not defined in the law or regulations, is set by the SC DHEC Bureau of EMS. The Bureau of EMS will also study the advice and suggestions of the SC Training Committee, the SC EMS Medical Control Committee and the SC EMS Advisory Council. Changes, which occur as a result of these considerations, will become effective immediately upon posting of the revised/updated manual/policy to the SC DHEC website, unless otherwise stated in writing. In case of unforeseen events, which require immediate action, the Bureau of EMS is authorized to issue provider/EMT - wide exceptions until the next review cycle (Oct-Dec).

The following will be procedure to add to, detract from, or amend the policies pertaining to the training and certification of EMTs.

Items to be considered must pertain to policy only. If the item pertains to the regulations and/or law, separate more lengthy procedures exist.

Changes to the policy manual will be considered for review and vote by the SC Training Committee at any time, but may only be presented to the Advisory Council during the last three months (Oct-Dec), and brought up for vote during the first three months (Jan-Mar) of each calendar year. No item will be considered for vote outside this time frame unless approved by the DHEC Director for the Bureau of EMS.

Items which pass the SC advisory council will be considered by SC DHEC Bureau of EMS staff for the next thirty days. The staff must either accept, reject or send an amended proposal back to the council. If the item is accepted, the revision will become effective immediately upon posting the revised document to the DHEC website unless otherwise stated in writing. If staff returns an amended proposal to the council, the council may either accept the amended proposal or send the item back to the training committee for further consideration and review. Only those amended items which have been resolved and approved by the Advisory Council will become effective.

Amended items not resolved will remain in the committee level and be carried over.

## Attachments / Enclosures

There are many attachments and enclosures that correspond to information contained in this policy. These attachments and enclosures are available to be downloaded by going to the DHEC EMS website: scemsportal.org

Attachment A: Emergency Medical Responder (Course Requirements \& Overview)
Attachment B: Emergency Medical Technician (Course Requirements \& Overview)
Attachment C: Advanced Emergency Medical Technician (Course Requirements \& Overview)
Attachment D: Paramedic (Course Requirements \& Overview)
Attachment E: Continuing Education Program (Course Requirements \& Overview)
Attachment F: SC EMT level Psychomotor Examination User Guide
Enclosure 01A: EMT Training Institution Application - Renewal
Enclosure 01B: AEMT \& Paramedic Training Institution Application - Renewal
Enclosure 02A: EMT Instructor Application
Enclosure 02B: AEMT \& Paramedic Instructor Application
Enclosure 03A: EMT Instructor Re-Authorization Application
Enclosure 03B: AEMT \& Paramedic Instructor Re-Authorization Application
Enclosure 04A: EMT Course Statement of Understanding
Enclosure 04B: AEMT Course Statement of Understanding
Enclosure 04C: Paramedic Course Statement of Understanding
Enclosure 05: EMT Course Evaluation
Enclosure 06: EMT Course - Minimum Required Equipment
Enclosure 07: Skill Remediation Form - EMT
Enclosure 08: Out of State EMT Course Clinical Requirements in South Carolina




## Course Overview

The current Emergency Medical Technician program follows the official U.S. Department of Transportation (US DOT) Emergency Medical Services (EMS) 2009 Educational Standards and National Standard Curriculum (NSC).

## Initial Emergency Medical Technician Course

The initial SC Emergency Medical Technician course requires a minimum of 200 contact hours. These hours are delineated as follows:

| Module 1: | Preparatory | 32 Hours |
| :--- | :--- | :--- |
| Module 2: | Airway | 20 Hours |
| Module 3: | Patient Assessment: | 20 Hours |
| Module 4: | Medical | 48 Hours |
| Module 5: | Trauma | 40 Hours |
| Module 6: | Pediatrics | 12 Hours |
| Module 7: | Operations | 12 Hours |
| Additional Time | Skill Prep/Review | 16 Hours |

The mandatory CPR course may be included in the 200 hours.
The instructor and/or the educational institution must further breakdown the hours for each module so that all topic and skills in the module are adequately covered. The educational institution may increase the number of hours if needed.

In addition to the above, each candidate will be expected to successfully complete the required clinical experiences. Clinical requirements are specified in more detail elsewhere in this attachment.

## Refresher Emergency Medical Technician Course

The SC EMT Refresher course follows the National Registry recommendation of a (minimum of 20 hours) and is a condensed review of all topics outlined in the SC Emergency Medical Technician Initial (200 hour) program except that there are no clinical requirements. These "minimum" hours are delineated by National Registry every four years.

All EMT refresher courses which began on or after January 1, 2012 must contain all transitional material required for the EMT level. The course completion certificate must also attest to the inclusion of this material.
(Please refer to the National Registry of EMT's website for a further breakdown of these topics.)

## Approved CPR Courses

DHEC requires the inclusion of a SC approved CPR course to be a mandatory part of every SC approved Emergency Medical Technical course. The training institution must include, in the Emergency Medical Technician course, one of the following CPR courses
> American Heart Association (AHA) BLS for the Healthcare Provider
$>$ American Red Cross (ARC) CPR for the Professional Rescuer
$>$ American Safety \& Health Institute (ASHI) CPR Pro
SC also will accept other BLS/ACLS credentials that are approved through CAPCE (Commission on the Accreditation of Prehospital Continuing Education) and accepted and recognized by the National Registry. Please contact DHEC if you have any questions concerning a specific BLS/ACLS provider.

The SC certified/authorized instructor for the EMT course must be the lead instructor in charge of the CPR course.

No one may be exempt from the CPR portion of the EMT course. All students are required to successfully complete the CPR course included and be issued a new CPR provider card as part of their Emergency Medical Technician course, regardless of their CPR status when entering the course.

## Clinical Requirements

Clinical requirements are performance-based and not hourly-based. This means, in addition to the required minimum of 200 hours, every student must have patient interactions in a clinical setting.

The EMT Program Coordinator and /or the SC Approved EMT Instructor should establish appropriate relationships with various SC licensed EMS services to assure their students will have adequate contact with patients.

The ideal clinical setting is with a SC licensed, transporting 911 EMS service with experienced paramedics servicing as preceptors. Other acceptable clinical settings include:
>SC licensed transporting (non-911) EMS services
$>$ Hospital Emergency Rooms
Students may begin their clinical experience after successful completion of the Patient Assessment portion of the curriculum.

All students are expected to interview and assess a minimum of ten (10) patients in a field or hospital setting. They should record their assessment in written form as specified by the training institution or instructor. The instructor must then review each report for compliance with clinical requirements and assure competent documentation with the minimum reportable data.

Students with unsuccessful clinical evaluations are to receive remediation and redirection. They should continue with their clinical requirements until they have successfully demonstrated, to the instructor's satisfaction, a minimum of ten (10) patient assessments.

Important Note: In accordance with HIPPA laws and regulations, students must not make note of, or record, any personal patient information such as names, ages, addresses or other personal identifying information. The purpose of the clinical experience is to assure a proper assessment and documentation of that assessment for each patient contact.

## Course Entrance Requirements

## Initial Emergency Medical Technician Course:

All candidates entering the initial EMT course must meet the following requirements:

## $\checkmark$ High School Diploma or GED

$\checkmark \quad$ Eighteen (18) years of age prior to the NR practical examination date
$\checkmark \quad$ Be physically fit and able to perform all the tasks required of an EMT
$\checkmark \quad$ Must satisfy pre-screening requirements in reading comprehension and math using a standardized test from either an agency that does pre-screening, or by the authorized SC EMT training institution using the prescreening examination of their choice (i.e. HOBET, ACET, COMPASS, Work keys etc.) with a previously established passing score.

The EMT training institution may impose any additional entrance requirements or pre-requites as deemed necessary by the institution. For all ADA (Americans with Disabilities) concerns, please refer the National Registry Website: www.nremt.org and from the menu on the left, click on "General Policies."

## Refresher Emergency Medical Technician Course:

All candidates entering the refresher EMT course must meet one (1) of the following requirements:

Current SC or NR Emergency Medical Technician Certification - OR -
$>$ Former EMT certified in any U.S. State or territory or National Registered EMT (* see note)

- OR -
$>$ Initial EMT student who has failed the NR EMT CBT exam three (3) times - OR -
> Has a letter of permission from SC DHEC Bureau of EMS


## * Follows NREMT re-entry requirements as written on nremt.org

## High School Students in EMT Course

Selected High School students who meet certain requirements may be allowed to enter an EMT course in any SC approved training institution. Those requirements include:
> Class status as a "second semester" Senior
> Letter from the principal of the High School (on Letterhead) giving support for the student to enter the course. (A copy of the letter must be attached to the EMT course "Statement of Understanding" Enclosure 4.
> Must satisfy pre-screening requirements in reading comprehension and math using a standardized test from either an agency that does prescreening, or by the authorized SC EMT training institution using the prescreening examination of their choice (i.e. HOBET, ACET, COMPASS, etc.) with a previously established passing score.
> Must be physically fit and able to perform all the tasks required of an EMT
The EMT training institution may impose any additional entrance requirements or pre-requites as deemed necessary by the institution. For all ADA (Americans with Disabilities) concerns, please refer the National Registry Website: www.nremt.org and from the menu on the left, click on "General Policies."

## Important:

Once the course is completed - these students will not be permitted to attempt the National Registry examination until they have reached the age of 18 and have submitted, to DHEC, a copy of their High School Diploma.

## Course Attendance Requirements

Candidates in an Emergency Medical Technician course should make every effort to attend all class sessions. A candidate may miss up to ten percent (10\%) of the course's contact hours. However, all work missed must be made up to the satisfaction of the course instructor. Even though the work must be made up, the hours missed are not erased.

Arriving to class late as well as leaving class early counts toward the total number of allotted hours. Any candidate that exceeds the total allotted hours of absences will not be allowed to continue in the course and will not be approved to take the National Registry examination.

Note: Under special, extreme circumstances, the EMT Program Coordinator may allow a candidate an additional ten percent ( $10 \%$ ) - not to exceed a total of twenty percent $(20 \%)$ of the total contact hours of the course.

Instructors are responsible for maintaining accurate attendance records. These records (as well as all records pertaining to the EMT course) may be requested by and inspected by DHEC at any time.

## Skills Verification

In addition to all Cardio-Respiratory Skills in the CPR course, each student must be taught, tested and found competent in each of the following skill areas. The following skill check sheets may be downloaded from the NR website.
(Under EMT)
https://www.nremt.org/rwd/public/document/psychomotor-exam
> Bleeding Control - Shock Management
> BVM Apneic Patient.pdf
$>$ Cardiac Arrest Management AED
$>$ Joint Immobilization
$>$ Lone Bone Immobilization
$>$ Oxygen Administration by NRB
> Patient Assessment Management - Medical
> Patient Assessment Management - Trauma
$>$ Spinal Immobilization - (Supine Patient)
In addition to the above EMT skills, the following AEMT skill is also required as part of the EMT skill competency examination.

## (Under AEMT)

https://www.nremt.org/rwd/public/document/psychomotor-exam
$>$ Alternative Airway Device (Supraglottic Airway)
Caution: Be sure you download these skill sheets (and frequently re-check for the most current skill sheet), as the NR EMT practical examination will use the most current skill sheet.

## Emergency Medical Technician

## Course Overview

The current Advanced Emergency Medical Technician (AEMT) program follows the official U.S. Department of Transportation (US DOT) Emergency Medical Services (EMS) 2009 Educational Standards and National Standard Curriculum (NSC).

## Initial Advanced Emergency Medical Technician Course

The initial SC Emergency Advanced Emergency Medical Technician course requires a minimum of 248 contact hours. These hours are delineated as follows:

| Module 1: | Preparatory | 48 hours |
| :--- | :--- | :--- |
| Module 2: | Airway | 24 hours |
| Module 3: | Patient Assessment | 20 hours |
| Module 4: | Medical | 68 hours |
| Module 5: | Trauma/Shock | 60 hours |
| Module 6: | Special Patient Populations | 16 hours |
| Module 7: | Operations | 12 hours |
| Total Minimum Hours | 248 hours |  |

The mandatory CPR course may be included in the 248 hours.
The instructor and/or educational institution must further breakdown the hours for each module so that all topics and skills in the module are adequately covered. The educational institution may increase the number of hours, if needed.

In addition to the above, each candidate will be expected to successfully complete the required clinical experiences. Clinical requirements are specified in more detail elsewhere in this manual.

## Refresher Advanced Emergency Medical Technician Course

The SC AEMT Refresher course follows the National Registry recommendation of a minimum of 25 hours is a condensed review of all topics outlined in the SC Advanced Emergency Medical Technician Initial (248 hour) program except that there are no clinical requirements. These "minimum" hours are delineated by National Registry every four years. Please refer to the National Registry of EMT's website for a breakdown of these topics.

## Approved CPR Courses

DHEC recommends the inclusion of a SC approved CPR course to be a part of every SC approved Advanced Emergency Medical Technical course. If a CPR course is included in the Advanced Emergency Medical Technician course, one of the following CPR courses must be used:

- American Heart Association (AHA) BLS for the Healthcare Provider
- American Red Cross (ARC) CPR for the Professional Rescuer
- American Safety \& Health Institute (ASHI) CPR Pro

If a CPR course is included, no one may be exempt from the CPR portion of the AEMT course. All students will be required to successfully complete the CPR course included and be issued a new CPR provider card as part of their Advanced Emergency Medical Technician course, regardless of their CPR status when entering the course.

## Clinical Requirements

Clinical requirements are performance-based and not hourly-based. This means, in addition to the required minimum of 248 hours, every student must have patient interactions in a clinical setting.

The AEMT Program Coordinator and /or the SC Approved AEMT Instructor should establish appropriate relationships with various SC licensed EMS services and hospitals to assure their students will have adequate contact with patients.

The ideal clinical setting is with a SC licensed, transporting 911 EMS service with experienced paramedics serving as preceptors and in a Hospital Emergency Department with an approved preceptor.

Students may begin their clinical experience after successful completion of the Patient Assessment portion of the curriculum.

All students are expected to complete the following clinical requirements:

> 15 Medication Administrations
> 25 Vascular Access
> 20 Ventilations (non-intubated)

Documented Leadership Experience:
Geriatrics
Chest Pain
Respiratory Distress
The instructor must review clinical experiences for compliance with clinical requirements and assure competent documentation with the minimum reportable data.

Students with unsuccessful clinical evaluations are to receive remediation and redirection. They should continue with their clinical requirements until they have successfully demonstrated, to the instructor's satisfaction, completion of all clinical requirements

Important Note: In accordance with HIPPA laws and regulations, students must not make note of, or record, any personal patient information such as names, ages, addresses or other personal identifying information. The purpose of the clinical experience is to assure proper skill performance and documentation.

## Course Entrance Requirements

## Initial Advanced Emergency Medical Technician Course:

All candidates entering the initial AEMT course must meet the following requirements:
$\checkmark$ High School Diploma or GED
$\checkmark \quad$ Must be 18 years of age
$\checkmark \quad$ Current BLS (CPR) credential (If a CPR course is not included in the AEMT course).
$\checkmark \quad$ Be physically fit and able to perform all the tasks required of an AEMT
$\checkmark \quad$ Must maintain a current SC or National Registry EMT certification throughout the course - or - have written permission from DHEC
$\checkmark \quad$ Must satisfy pre-screening requirements in reading comprehension and math using a standardized test from either an agency that does pre-screening, or by the authorized SC EMT training institution using the prescreening examination of their choice (i.e. HOBET, ACET, COMPASS, Work keys etc.) with a previously established passing score.

The AEMT training institution may impose any additional requirements or prerequites as deemed necessary by the institution. For all ADA (Americans with Disabilities) concerns, please refer the National Registry Website: www.nremt.org

## Refresher Advanced Emergency Medical Technician Course:

All candidates entering the refresher AEMT course must meet one (1) of the following requirements:

- Current SC or NR Advanced Emergency Medical Technician Certification
- Former AEMT certified in any U.S. State or territory or National Registered AEMT (*see note)
- NR Advanced Emergency Medical Technician Initial student who has failed the NR CBT exam three (3) times
- Have a letter of permission from SC DHEC Division of EMS \& Trauma
* Follows NREMT re-entry requirements as written on nremt.org.


## Course Attendance Requirements

Candidates in an Advanced Emergency Medical Technician course should make every effort to attend all class sessions. A candidate may miss up to ten percent ( $10 \%$ ) of the course's contact hours. However, all work missed must be made up to the satisfaction of the course instructor. Even though the work must be made up, the hours missed are not erased.

Note: Under special, extreme circumstances, the AEMT Program Coordinator may allow a candidate an additional ten percent (10\%) - not to exceed a total of twenty percent ( $20 \%$ ) of the total contact hours of the course.

Instructors are responsible for maintaining accurate attendance records. These records (as well as any records pertaining to the AEMT course) may be requested by and inspected by DHEC at any time.

Arriving to class late as well as leaving class early counts toward the total number of allotted hours. Any candidate that exceeds the total allotted hours of absences will not be allowed to continue in the course and will not be approved to take the National Registry examination.

## Skills Verification

In addition to all Cardio-Respiratory Skills in the CPR course and Emergency Medical Technician skills, each student must be taught, tested and found competent in each of the following skill areas.

Tracheobronchial Suctioning
IV/IO Meds
Central line - monitoring
Intraosseous - initiation
Intravenous access
Intravenous initiation - peripheral
Venous blood sampling
D50 by Standing Orders

Skill sheets may be downloaded from the National Registry website:
https://www.nremt.org/rwd/public/document/psychomotor-exam
Caution: Be sure you download (and frequently re-check) for the most current skill sheet, as the practical examination will use the most current sheet.

As new skill check sheets are developed by the National Registry or DHEC these skills will be added to the Skills Verification list and will also be incorporated into the SC state EMT Practical Examination.

## Verification of Course Completion

For candidates to successfully complete the course and to qualify for permission to take the National Registry EMT examination, each candidate must satisfy all the following requirements:
$>$ Pass the course with a minimum score of $70 \%$ (A final grade of 69.5 may be rounded off to 70)
$>$ Pass the in-course practical skills examination to the satisfaction of the instructor.
> Successfully complete all clinical requirements
> Have a valid CPR credential
$>$ A properly completed profile in Continuum (SC's Credentialing System).
> Have met all eligibility requirements to be accepted into the course
$>$ For those who will take the National Registry cognitive examination - have an active application on-line with the National Registry.
All required documentation has been received by the DHEC


Attachment D

Paramedic

## Course Overview

The current Paramedic program follows the official National Highway Traffic Safety Administration (NHTSA) Paramedic National Curriculum.

## Initial Paramedic Course

The initial SC Emergency Paramedic course requires a minimum of 1000 contact hours in the following content areas:

Prerequisite: Anatomy and Physiology<br>Preparatory<br>Airway/Ventilation<br>Patient Assessment<br>Trauma<br>Medical<br>Special Patient Populations<br>Operations<br>Clinical

The class will be taught in content areas as listed above. The Course Instructor will decide how much time of the total hours in each content area is spent covering the objectives within that content area. The first three (3) content areas after the pre-requisite A\&P course must be successfully completed before the student can continue in the program. Successful completion of a content area will be good for two (2) years.

A student may transfer to another Paramedic program or re-enter the Paramedic program, within two (2) years if no significant changes in the curriculum have taken place.

If a significant change in the curriculum has taken place, the student must test each content area before being allowed to enter the class. The student may exempt each content area successfully passed by written and/or practical examination. Only one testing attempt shall be allowed. The student must repeat any content area(s) which were not successfully passed by written and/or practical examination.

All prerequisites will still be in effect. If the student cannot satisfy all prerequisites, that student will not be admitted to the course.

In addition to the above, each candidate will be expected to successfully complete the required clinical experiences. Clinical requirements are specified in more detail elsewhere in this manual.

Students must complete the course within two (2) years of their original start date. The program coordinator may extend to three (3) years under exceptional circumstances.

## Refresher Paramedic Course

The SC Paramedic Refresher course follows the National Registry recommendation of a minimum of 30 hours is a condensed review of all topics outlined in the SC Paramedic Initial (1000 hour) program except that there are no clinical requirements. These "minimum" hours are delineated by National Registry every four years. Please refer to the National Registry of EMT's website for a further breakdown of these topics.

## Approved CPR Courses

Current BLS certification must be maintained for the duration of the program. Current BLS credentials accepted by the Department are:

- American Heart Association (AHA) BLS for the Healthcare Provider
- American Red Cross (ARC) CPR for the Professional Rescuer
- American Safety \& Health Institute (ASHI) CPR Pro

Any credential not listed above must be approved by DHEC and will be handled on a case-by-case basis.

## Clinical Requirements

Clinical requirements are performance-based and not hourly-based. This means, in addition to required classroom and lab, every student must have patient interactions in a clinical setting.

The Paramedic Program Coordinator and /or the SC Approved Paramedic Instructor should establish appropriate relationships with various SC licensed EMS services and hospitals to assure their students will have adequate contact with patients.

Students may begin their clinical experience after successful completion of the Patient Assessment portion of the curriculum.

All students are expected to complete the following clinical requirements:

## Psychomotor Skills:

Medication Administrations
Endotracheal intubations
Venous Access
Ventilations (unintubated)
Airway Encounters

## Assessments:

Adult patients
Pediatric Patients (newborn, infant, toddler, preschool, school, adolescent)
Geriatric Patients (65years of age or older)

## Pathologies:

Obstetric Patients
Psychiatric Patients
Complaints - students must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan on:

Chest Pain
Trauma Patients
Adult Patients with Dyspnea/Respiratory Distress
Pediatric Patients with Dyspnea/Respiratory Distress
Patients with syncope related symptoms
Patients with abdominal complaints (abdominal pain, nausea/vomiting,
GI bleeding, gynecological complaints, etc.)
Patients with altered mental status

## Team Leader Skills:

The student must demonstrate the ability to serve as an active participant on prehospital emergencies.

Hospital Clinical Areas:
Anesthesia and OR
Critical Care
Emergency Department

Trauma Center (Level I or II)
Triage
IV Team
Autopsy
Pediatric
L \& D or Ob/Gyn
Psychiatric
Notes:
Critical Care includes Coronary Care Unit
Emergency Department hours can be done at a Trauma Center Pediatric includes NICU, Pediatric ED

The instructor must review clinical experiences for compliance with clinical requirements and assure competent documentation with the minimum reportable data.

Students with unsuccessful clinical evaluations are to receive remediation and redirection. They should continue with their clinical requirements until they have successfully demonstrated, to the instructor's satisfaction, completion of all clinical requirements

Important Note: In accordance with HIPPA laws and regulations, students must not make note of, or record, any personal patient information such as names, ages, addresses or other personal identifying information. The purpose of the clinical experience is to assure proper skill performance, documentation and competency as entry level paramedics.

## Course Entrance Requirements

## Initial Paramedic Course:

All candidates entering the initial Paramedic course must meet the following requirements:
$\checkmark$ High School Diploma or GED
$\checkmark \quad$ Must be 18 years of age by the start of the program
$\checkmark \quad$ Valid BLS card
$\checkmark$ Be physically able to perform all the tasks required in the program
$\checkmark \quad$ Must maintain a current SC or National Registry EMT certification throughout the course
$\checkmark \quad$ Must satisfy pre-screening requirements in reading comprehension and math using a standardized test from either an agency that does pre-screening, or by the authorized SC EMT training institution using the prescreening examination of their choice (i.e. HOBET, ACET, COMPASS, Work keys etc.) with a previously established passing score.
$\checkmark \quad$ Complete an approved Anatomy \& Physiology course within the last 5 years prior to the start date of the program.

The Paramedic training institution may impose any additional requirements or prerequites as deemed necessary by the institution. For all ADA (Americans with Disabilities) concerns, please refer the National Registry Website: www.nremt.org

## Refresher Paramedic Course:

All candidates entering the refresher Paramedic course must meet one (1) of the following requirements:

- Current or former Paramedic certification in any U.S. State or territory or National Registry Paramedic Certification (*see note)
- Former SC or NR Paramedic Initial student who has failed the NR CBT exam three (3) times
* Follows NREMT re-entry requirements as written on nremt.org. Also, all candidates for NREMT's National EMS Certification at the Paramedic level whose Paramedic program began on or after January 1, 2013 must have successfully completed Paramedic education from an accredited program sponsored by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or one who held a valid Letter of Review (LOR) issued by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).


## Course Attendance Requirements

Candidates in a Paramedic course should make every effort to attend all class sessions. A candidate may miss up to ten percent (10\%) of the content area contact hours. However, all work missed must be made up to the satisfaction of the course instructor. Even though the work must be made up, the hours missed are not erased.

Note: Under special, extreme circumstances, the Paramedic Program Coordinator may allow a candidate an additional ten percent ( $10 \%$ ) - not to exceed a total of twenty percent $(20 \%)$ of the total contact hours of the content area. Any candidate who misses $20 \%$ of any content area must repeat that content area.

Instructors are responsible for maintaining accurate attendance records. These records (as well as any records pertaining to the course) may be requested by and inspected by DHEC at any time.

Arriving to class late as well as leaving class early counts toward the total number of allotted hours. Any candidate that exceeds the total allotted hours of absences will not be allowed to continue in the course and will not be approved to take the National Registry examination.

## Skills Verification

In addition to all skills taught in the Emergency Medical Technician course and skills taught in the Advanced Emergency Medical Technician course, each student must be taught each of the following skill areas.

Chest Decompression - needle
Chest Tube Placement - assist only - Monitoring and Management
Cricothyrotomy - needle
Cricothyrotomy - percutaneous
Gastric decompression - NG tube and OG tube
Intubation - Nasotracheal and orotracheal
Obstruction - direct laryngoscopy
PEEP - therapeutic
Suctioning - tracheobronchial
Ventilator - Portable transport Endotracheal tube
Cardiac Monitoring - single and multiple
Cardioversion - electrical
Carotid massage
Internal cardiac pacing - monitoring only
Transcutaneous pacing - manual
Endotracheal tube
Intravenous piggyback
Transdermal Medication Administration
Ophthalmic Medication Administration
Access indwelling catheters and implanted central IV ports
Central Line - monitoring
Intravenous - maintenance of medicated IV fluids

Maintenance of Blood Products
Eye irrigation - Morgan lens
Thrombolytic therapy - initiation and monitoring
Blood chemistry analysis
Skill sheets for some of the items listed above may be downloaded from the National Registry website:
https://www.nremt.org/rwd/public/document/psychomotor-exam
Caution: Be sure you download (and frequently re-check) for the most current skill sheet, as the practical examination will use the most current sheet. As new skill check sheets are developed by the National Registry. These skills will be added to the Skills Verification list and will also be incorporated into the Practical Examination.

## COURSE SPECIFIC INFORMATION

## COURSE PRE-REQUISITE /OUTLINE /CLASS STRUCTURE

The paramedic course is taught from the NHTSAs current paramedic curriculum. All candidates must successfully complete an approved Anatomy \& Physiology course to continue in the program

## Anatomy \& Physiology

The Anatomy \& Physiology Course is a pre-requisite to the Paramedic course. All the objectives in the National Standard Curriculum will be met. The training institution is encouraged to contract with an institution of higher learning to provide this course. Any A\&P course taught by these institutions that meets or exceeds the above objectives is acceptable.
A) Instructor Requirements

If the EMS training agency teaches the A\&P course without contracting with an institution of higher learning, the instructor must possess a minimum of:

- Bachelor's Degree
- Relevant teaching experience (as defined by the agency)
B) Testing

If the EMS training agency teaches the A\&P course without contracting with an institution of higher learning, the students must successfully pass a final comprehensive examination that ensures the student has mastered the required objectives. The test will be created and administered by the training agency.
C) Textbooks

The individual training agency is responsible for the choice of textbooks for the A\&P course. The textbook must include all objectives of the National Standard Curriculum.
D) Exempting the $\mathrm{A} \& \mathrm{P}$ Course

Any candidate that has a passing score in an A\&P course which meets or exceeds the objectives of the National Standard Curriculum, taught at a Technical School, College or University may exempt this prerequisite.

NOTE: If the student completed the class more than 5 years prior to the start date of the paramedic course, the student must pass a comprehensive final exam to exempt the Anatomy and Physiology prerequisite. Only one attempt will be allowed.

## Verification of Course Completion

For candidates to successfully complete the course and to qualify for permission to take the National Registry EMT examination, each candidate must satisfy all the following requirements:
> Verification by the school that all program requirements have been met.
> Have a valid CPR credential
> Have a valid ACLS credential
> A current, updated profile in Continuum
$>$ Have a completed profile and application on the National Registry website.

## Attachment

## Continuing Education

Program

## Continuing Education Program Requirements \& Overview

This program meets the National Registry standards for all levels of EMTs. A completed recertification application must still be submitted to the Department. On the application, the EMT will need a copy of their new National Registry certification card, the other required credentials needed for their certification level, and completion of a background check as required by the Department.

The principle focus of the SC Continuing Education Program is the emphasis on regular training. The CE Program is set up to cover all the material and skills needed to recertify the Nationally Registered provider's certification within the two (2) year National Registry certification period.

All "State Only" EMTs must complete the same standard as those that are National Registry certified. Since SC "State Only" EMTs are certified for four (4) years, they must complete the CEP requirements once in the first two (2) years of their certification and again in the second two (2) years of their certification.

The SC Continuing Education Program must provide training in a "classroom" setting to maintain educational integrity. EMTs attending a CE Program class are not allowed to enter the class late or leave the class early for any reason and receive credit for the training. This includes, but is not limited to, personnel running calls or performing other work-related duties. No credit will be given if the participant is not present for the entire class. There is no partial credit given in the SC Continuing Education Program.

All required paperwork for the Continuing Education Program can be found on the SC EMS Portal at www.scemsportal.org.

While the CEP Program Director and/or CEP Training Officer may assist the individual provider in the recertification process as much as they wish, it is ultimately the responsibility of the individual provider to make sure his/her certification requirements are met and that all the pertinent paperwork is completed and submitted on time!

Be sure to retain copies of all documentation regarding your certification that you submit to DHEC and the National Registry in case your application is audited.

## National Continued Competency Program Overview

The National Continued Competency Program has three overarching requirements:

NATIONAL Continued Competency Requirements (NCCR)
LOCAL Continued Competency Requirements (LCCR)
INDIVIDUAL Continued Competency Requirements (ICCR)
The required hours of education vary at each level of National EMS Certification based upon the complexity of maintenance of continued competency, the invasiveness of the care provided, and the depth and breadth of the knowledge base.

The following table lists the required number of hours of continuing education for each level of National EMS Certification and the respective allowable Distributive Education (Table 1). Each overarching requirement is explained in detail in the following sections.
Table 1. NCCP Hour Requirements*
National Local

| NREMT | $20($ up to 7 DE$)$ | 10 (up to 7 DE$)$ | 10 (up to 10 DE$)$ | $\mathbf{4 0}$ |
| :---: | :---: | :---: | :---: | :---: |
| NRAEMT | $25($ up to 8 DE$)$ | 12.5 (up to 8 DE$)$ | $12.5($ up to 12.5 DE$)$ | $\mathbf{5 0}$ |
| NRP | $30($ up to 10 DE$)$ | 15 (up to 10 DE$)$ | 15 (up to 15 DE$)$ | $\mathbf{6 0}$ |

*Total Distributive Education (DE) allowance: NREMT 24 hours; NRAEMT 28.5 hours; NRP 35 hours

## CEP Make-Up Classes

It is the discretion of the CEP Program Director and CEP Training Officer to offer any make-up for a CE Program Class. A class may be made-up by any of the following three (3) methods:

1) Didactic classes may be videotaped for viewing by participants who were absent for the initial class. The make-up class must be presented in an educational setting with a facilitator present. Watching the tapes at home or while subject to calls or performing other work-related duties at a duty station without a facilitator is NOT permitted for make-up credit.
2) The EMS provider may hold special repeat classes at any time for each CE Program session.
3) The CEP Training Officer may decide to allow other methods to make-up the content at his/her discretion (i.e.: writing a report, using online CAPCE courses, attending another DHEC approved CEP, etc.)

## Transfer of CEP Credit (Training Records)

Continuing education program credit may be transferred from any SC licensed EMS agency to another as participants change employment. EMPLOYEES HAVE A RIGHT TO THEIR INDIVIDUAL TRAINING RECORDS. The CEP Institution must provide an original, signed copy of these records, plus all certificates of accumulated CEUs to the EMT within 30 calendar days of a written request by the individual or the separation of employment with the employee. Separation of employment includes resignation and termination.
***Failure of an Institution to provide the EMT with their Training Record within this time frame may result in the suspension of the institution's CEP program. ***

1) When leaving one agency, the participant (EMT) will obtain the original copy of his/her Individual Training Record (Didactic \& Skills) with all dates, times, and signatures - Records to include all certificates of accumulated CEUs. In addition, all blank topics / subtopics / skills should have been crossed out in ink to prevent later additions. The date the EMT left the agency's CE Program should be placed at the top of the EMT's Individual Training Record. The EMS Agency must retain a "copy" of the training record for verification and audit purposes.
2) When the participant obtains employment (volunteer or paid) with another SC licensed EMS agency that has a DHEC-approved CE Program, the individual training record is turned over to the current Training Officer or Program Director. The current Training Officer or Program Director, must confirm the participant's training record, by phone or letter, with the training officer of the prior agency before accepting the record.

A TRAINING OFFICER OR PROGRAM DIRECTOR SHOULD NOT ACCEPT ANY OTHER AGENCY'S CONTINUING EDUCATION PROGRAM RECORD IF IT IS NOT COMPLETE (CONTAINING ALL NECESSARY SIGNATURES AND BLANK SUBTOPICS CROSSED OUT).

A new Individual Training Record must be started on the participant and the old transferred record attached as verification of previous training. The date the EMT begins the agency's CE Program should be placed at the top of the EMT's Individual Training Record.

## General Recertification Policies

As in other professions in which the safety of the public is paramount, EMS professionals need to meet competency requirements every two years to maintain National EMS Certification. Keeping National EMS Certification current attests to the public and employers that certified EMS professionals are prepared to provide competent and safe emergency medical care.

The NREMT reserves the right to investigate recertification materials at any time. Nationally certified EMS professionals must retain verification of attendance of all education they acquire. Failure to submit verification or documentation when audited will result in denial of eligibility to recertify.

## Recertification Methods

For SC "State Only" EMTs, you must complete the didactic requirements, skills requirements, other required credentials, and criminal background check as described in these guidelines. Once you have completed all requirements, you must complete the appropriate recertification application and submit the application to the Department no less than thirty (30) days prior to your expiration date. This will allow time for the Department to process your application and mail your new certification card to the address you have listed in Continuum before your current certification expires. Certifications will only be mailed to the individual EMT and not their agency.

All SC EMTs that became "initially" SC certified at their current level on or after October 1, 2006 - as well as those SC EMTs whose certifications lapsed and became re-certified after October 1, 2006 - must present a current National Registry Credential for their level of certification each time they apply for recertification of their SC EMT certification.
***IT IS THE INDIVIDUAL EMT's RESPONSIBILITY TO MAKE SURE THAT THEIR CERTIFICATION DOES NOT LAPSE***

To Apply for NREMT Recertification You Need to:

- Demonstrate continued cognitive competency through continuing education or examination.
- Complete all other recertification requirements.

All other recertification requirements include: criminal conviction and licensure limitation statements, verification of skills, Training Officer and Physician Medical Director's signature (ifapplicable).

There are two methods that may be used to meet continued cognitive competency requirements

- Recertification by examination
- Documentation of continuing education


## Recertification by Examination

The recertification by examination option enables you to demonstrate continued cognitive competence without requiring you to document continuing education. This option is available during the last six months of your recertification cycle.

The steps to schedule the recertification by examination may be found below:

- Log in to your account on the NREMT website and look for the "Recertification by Examination" option. Complete a recertification by examination application and pay the exam fee. ${ }^{* * *}$ Be sure you are completing the recertification application (and not the initial certification application). ${ }^{* * *}$
- After 24-48 hours, go to the NREMT website, $\log$ in to your account and print your Authorization to Test (ATT) letter. Follow the directions on the letter to schedule your exam.
- Take and pass the exam by March 31 of the year your certification expires. You may make one attempt to demonstrate continued cognitive competency by taking an exam (in lieu of documenting continuing education). After successful completion of the recertification by examination, you will receive an abbreviated Cognitive Competency by Exam recertification application on your NREMT account
- Return the abbreviated recertification application by March 31 of the year your certification expires with signatures and supporting documentation. While the exam must be successfully completed by March 31, the abbreviated application may be postmarked between April 1 and April 30 with the additional $\$ 50$ reinstatement fee.


## Continuing Education Method

The continuing education option allows you to demonstrate continued cognitive competency by documenting the hours of continuing education you completed during your certification cycle.

## Use the NREMT online recertification process to track your continuing education hours, affiliate with your agency and submit your application online for quicker processing.

## Nationally Recognized Continuing Education Courses

Many organizations such as the American Heart Association (AHA), National Association of EMTs (NAEMT), the American College of Emergency Physicians (ACEP), and the American Academy of Pediatrics (AAP) have developed continuing education courses to improve the cognitive base of psychomotor skills in specific subject areas. These highly structured and intense programs contain many built-in mechanisms to ensure quality such as instructor credentialing, high quality educational support materials and measurement of course outcomes. These courses tend to review original training, may introduce new concepts and focus on the current trends in the management of patients. Some examples of these programs would include Advanced Cardiac Life Support (ACLS), Prehospital Trauma Life Support (PHTLS), International Trauma Life Support (ITLS), and Pediatric Education for Prehospital Professionals (PEPP). In addition to EMS specific classes and certifications, many courses are developed nationally, and some are mandated for individuals working in EMS, public safety or healthcare settings.

Nationally Recognized Continuing Education courses can be used to fulfill a topic in the National Continued Competency Requirements provided the course meets the depth and breadth outlined in the Instructional Guidelines posted by the NREMT. These courses can also be used to meet the local requirements if mandated by the local entity.

The following are maximum hours per course that can be applied towards the new National Continued Competency Program (NCCR, LCCR and ICCR):

- Hours for standardized courses (including, but not limited to, ABLS, ACLS, AMLS, EMPACT, EPC, ITLS, PHTLS, PALS, PEPP, etc.) can be obtained by looking on the National Registry website, www.nremt.org.
- Credit can be applied for college courses that relate to your role as an EMS professional ( 1 college credit $=8$ hours of continuing education). Examples include, but not limited to, anatomy, physiology, biology, chemistry, pharmacology, psychology, sociology, statistics, etc. Please contact the National Registry for actual amount of credit.
- Hours from the following courses can be applied hour-for-hour with no maximum: Advanced Trauma Life Support, EMS Course Instruction, and Wilderness EMS Training.

The following cannot be applied towards the new National Continued Competency Program (NCCR, LCCR and ICCR):

- Performance of duty or volunteer time with agencies
- Clinical rotations
- Instructor methodology courses
- Management/leadership courses
- Preceptor hours
- Serving as a skills examiner for a NREMT exam

NOTE: Course hours may be split between two or more topic areas of the NCCR or between components (NCCR, LCCR and ICCR). Registrants may use a course only once toward the total number of hours required in the NCCR. Local (LCCR) hours are defined by the Medical Director/Training Officer, the State, or both. There are no limitations on the number of hours in a specific topic are for the ICCR, however, registrants may not use the same course more than once in a registration cycle. Excess hours from a course can be carried over to another requirement area. For example, if an eight-hour class meets the requirements for use in 6 hours of the NCCR the remaining 2 hours can be used to satisfy hour requirements of the LCCR or ICCR.

## General Recertification Policies

As in other professions in which the safety of the public is paramount, EMS professionals need to meet competency requirements every two years to maintain National EMS Certification. Keeping National EMS Certification current attests to the public and employers that certified EMS professionals are prepared to provide competent and safe emergency medical care.

The NREMT reserves the right to investigate recertification materials at any time. Nationally certified EMS professionals must retain verification of attendance of all education they acquire. Failure to submit verification or documentation when audited will result in denial of eligibility to recertify.

## Acceptable Continuing Education Methodologies

## Approval of Continuing Education (CE)

The National Registry of Emergency Medical Technicians does not approve nor endorse initial or continuing EMS Education. The Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) and state EMS offices approve and accredit continuing education offerings. CAPCE has established a system for evaluating continuing education offerings and assuring potential attendees/participants of the quality of such activities. This process validates the educational integrity of activities and awards accredited continuing education hours to participants. CAPCE requires the sponsoring agency to submit an application for approval of an activity for continuing education credit. All education submitted for recertification must be approved by CAPCE or the State.

## Continuing Education

Continuing Education may occur at the EMS system level with multiple EMS providers present or by individuals seeking to meet the recertification requirements. This guide includes types of education individuals or systems may use to deliver the education requirements.

When an EMS system hosts education for groups of EMS providers, multiple provider levels may receive the education. Education does not have to be offered separately at each level. When groups of different levels of providers are present, the Training Officer may structure the course so that fundamental information is offered to all providers and then advanced level information regarding interventions can be offered to advanced providers toward the end of the educational offering as an example. When topics are unique to a level only those providers need to be present.

Individuals seeking to meet the requirements may do so via offerings within their EMS systems or via other methods. Other methods may include:

- Structured Continuing Education
- Formal Training Programs
- Conferences and Symposia
- Globally Recognized Continuing Education Courses (such as ACLS, PHTLS, ITLS, etc.)
- Distributive Education (NCCR=no more than $1 / 3 ; \mathrm{LCCR}=$ no more than $2 / 3$; ICCR=unlimited)
- Case Reviews
- Grand Rounds
- Directed Studies
- Teaching


## Structured Continuing Education

Structured continuing education is delivered via lecture presented by physicians, nurses with EMS experience, state-approved EMS instructors, or providers with expertise in the subject matter. Many states have rules detailing who may deliver structured continuing education. When a state does have these rules, all nationally certified EMS professionals must follow the rules of their state(s) for the

NREMT to accept their education.

Structured continuing education in the National Continued Competency Program must be at the depth and breadth required in the Continued Competency Instructional Guidelines. It is suggested that conference lecturers, vendors of education and distributive education providers include these guidelines in their presentation and inform attending nationally certified EMS professionals that this information is provided in the educational offering.

## Organizationally Structured Continuing Education

An EMS agency, state or national conference, or a formal educational institution/continuing education provider may choose to provide a service to nationally certified EMS professionals covering all the National Continued Competency Requirements for recertification.

In an organizationally structured approach, the organization's Training Officer can access the NREMT website to enter continuing education information directly into the EMS professionals' account. The individual EMS professional
can also enter continuing education information/hours directly into the individual's account.

## Personally Structured Continuing Education

Personally structured continuing education may be achieved by the EMS professional who is familiar with the National Continued Competency Requirements and actively seeks out continuing education topics that are required for recertification. EMS professionals who choose to personally structure their National Continued Competency Requirements topics must be sure to cover each of the National topics required.

Personally structured continuing education can be obtained via conferences/symposia, distributive education ( $\mathrm{NCCR}=$ no more than $1 / 3$; $\mathrm{LCCR}=$ no more than $2 / 3$; ICCR=unlimited), nationally recognized continuing education courses, case reviews, grand rounds, sentinel event reviews or teaching provided this is approved by the Training Officer or Medical Director.

When the EMS professional utilizes the personally structured approach, the individual should enter continuing education information into the individual's account on the NREMT website.

## Unaffiliated or Inactive Personally Structured Continuing Education

Some individuals are unaffiliated with an EMS agency or are on "inactive" status. These individuals can meet the National Continued Competency Requirements via personally structured formal continuing education outlined above.

## Formal Training Programs

Some services may choose to deliver National and Local content by delivering comprehensively structured programs that meet the National Continued Competency Requirements and follow the instructional guidelines provided by the NREMT. Required training in this manner is often given in an "academy" format with EMS professionals being taken off duty to attend mandatory training. This has the advantage of assuring the organization that all the EMS professionals complete their recertification training on a well-defined schedule.

## Conferences and Symposia

Most conferences and symposia are lecture-based programs hosted by services, educational institutions, hospitals, or state/regional EMS organizations. Conference coordinators may offer topics included in the National Continued Competency Requirements provided the lecturer covers the topic sufficiently to ensure meeting the depth and breadth outlined in the Instructional Guidelines provided by the NREMT. When a lecture meets these guidelines, the conference coordinator should identify to those who attend that this lecture can be used towards meeting the National EMS Certification recertification requirements. Conference lecturers may exceed the information outlined in these guidelines but must also include information that is in the NCCP instructional guidelines for it to be acceptable for recertification.

This method of completing requirements is typically self-directed and requires individual attentiveness to documentation to ensure completion of recertification requirements. Providers should place the completion of this topic
within their individual accounts on the NREMT website to use their credit for attending.

## Distributive Education

Distributive education is defined by the Commission for Accreditation of PreHospital Continuing Education (CAPCE) as "...an educational activity in which the learner, the instructor, and the educational materials are not all present at the same time, and students and instructors are not able to interact in real time. CE activities that are offered online, via CD-ROM or video, or through reading journal articles or listening to audio tapes are usually considered by CAPCE as distributed learning". CAPCE uses the F3 designation for distributive education. Other CAPCE designations F1 (one-time events), F2 (multiple-event activities), and F5 (Virtual Instructor Led Training-VILT) are not classified as distributive education.

To be used effectively, these programs must be developed by credible sources, be medically accurate and educationally sound. These programs should be accredited by state, CAPCE, or other accrediting bodies and include some form of outcome measurement.

Distributive education is an acceptable method of attaining NCCR, LCCR and ICCR recertification requirements. However, no more than $1 / 3$ of the total hours for NCCR and $2 / 3$ of the total hours for LCCR can be achieved by distributive education. All the ICCR may be completed through distributive education.

## Case Reviews/Run Review

Case reviews are frequently cited as part of the continuous quality improvement process. Often termed "run reviews," a case review should entail events leading up to the incident, patient assessment and management accomplished by the team, and information regarding the patient. Case reviews should include pathophysiology of the condition of the patient, changes in the patient presentation based upon time or interventions provided, other measures that could have been provided to the patient, and follow-up information regarding the patient's in-hospital care. Selection of cases should be determined by system administrators and medical directors. Case reviews may include skill labs when appropriate. Identification of the providers who cared for the patient should not
be provided. Case reviews are for educational purposes and not designed to admonish providers. Case reviews must protect patient privacy at all times.

## Grand Rounds

Grand Rounds are an educational methodology used by physicians who are seeking continuing medical education. They typically take place in a hospital. EMS providers may attend these "Grand Rounds," with the understanding that all treatments discussed during the Grand Round may not be within their scope of knowledge and practice.

## Directed Studies

Directed studies, i.e., "literature reviews," can be a valuable learning experience. The review should be defined by an EMS Training Officer or Medical Director, and include a written analysis by the provider. Directed studies are best suited for providers who need individual attention or specific educational topics or who were unable to attend offerings provided by the EMS system. When using directed studies, the Training Officer must ensure that the readings cover the depth and breadth of a topic outlined in the Instructional Guidelines posted by the NREMT. Directed studies need to be hour- for-hour. A properly conducted directed study that is awarded one hour should take one hour to complete. Oral questions regarding the reading should be asked of the provider to ensure the accomplishment of the objectives of the directed study.

Directed studies are classified as "Distributive Education". No more than $1 / 3$ of the total hours for NCCR and $2 / 3$ of the total hours for LCCR can be achieved by distributive education. All the ICCR may be completed through distributive education.

## Teaching

Teaching topics within the National Continued Competency Program is the same as taking the topic. Teachers of the topics obtain the same credit as learners on an hour-for-hour basis.

## Attachment F <br> SC EMT Psychomotor Examination User Guide

## South Carolina EMT Psychomotor Examination

South Carolina conducts the National Registry EMT (NREMT) psychomotor examination in accordance to the current NREMT Emergency Medical Technician Examination User Guide, Advanced Level Examination Coordinator Manual for Supraglottic Airway testing, and this addendum. All eligible candidates must pass the National Registry EMT psychomotor examination as administered in South Carolina. South Carolina uses skill sheets that are produced and published by the National Registry of EMTs (www.nremt.org).

Per National Registry Guidelines:

1. Candidates must complete their applications on-line with the National Registry.
2. Candidates have a maximum time limit of two (2) years from their course completion date to pass both the NREMT psychomotor and written examinations.
3. Candidates must pass the psychomotor examination before they will receive permission to take the written (CBT) examination.
4. Candidates must be able to pass both the psychomotor and written examinations within the same twelve (12) month period. Examination results are only valid for twelve (12) months. If the psychomotor examination was completed greater than one (1) year from passing the written, but within the two (2) year period, the candidate will be required to retest the psychomotor examination.
5. The National Registry psychomotor examination as administered in South Carolina consists of four (4) practical stations:
a. Candidates will have two full attempts to pass the four-station psychomotor examination.
b. Candidates who fail two (2) or less skills are permitted two (2) retest attempts of those skills. Candidates who need to retest must retest all skills needed or none at all. Incomplete psychomotor attempts cannot be processed.
c. Candidates who fail three (3) or more skills - OR - candidates, who fail the second retest attempt at any skill, will receive a complete failure of the psychomotor examination. A complete failure of the psychomotor examination will require candidates to be remediated over all skills (see Enclosure 7) and proper documentation received by DHEC prior to the candidate receiving permission for another full attempt at the psychomotor examination.
d. Candidates who fail their second full attempt at the psychomotor examination - as well as candidates who exceed the two (2) years beyond their course completion date - will be required to successfully complete another full EMT initial course and successful completion of another NREMT psychomotor and written examination as administered in South Carolina.

## South Carolina Psychomotor Exam Skill Stations

Candidates will be tested in one skill from each station. All skills listed in each station are rotated throughout the psychomotor examination. The four (4) stations of the South Carolina NREMT psychomotor examination include the following skills:

## Station 1: Assessment Skills

Patient Assessment - Medical
Patient Assessment - Trauma

## Station 2: Airway Skills

Oxygen Administration by Non-Rebreather Mask
BVM Ventilation of an Apneic Patient
Supraglottic Airway Device

- Examiner Essay obtained in current NREMT Advanced Level Examination Coordinator Manual

Station 3: Cardiac Arrest Management
Cardiac Arrest Management / AED

## Station 4: Random Skills

Spinal Immobilization (Supine)
Bleeding Control / Shock Management
Long Bone Immobilization
Joint Immobilization

## NREMT Written: Computer Based Testing (CBT)

$>$ Candidates are given a maximum of six (6) attempts at the written examination.
$>$ Candidates who fail the written (CBT) examination three (3) times, are required to successfully complete a SC approved EMT refresher course prior to any further attempts of the CBT.
> Candidates who fail their sixth (6) attempt or exceed their two (2) year time limit are required to complete another full initial EMT course.

## End of Course Testing for EMT Institutions

Effective June 24, 2017, EMT Institutions may offer the psychomotor portion of the NREMT examination in accordance with the NREMT and South Carolina guidelines as part of the EMT course or may be conducted as a separate psychomotor examination approved by the Department. The psychomotor examination must be monitored by either a NREMT testing representative or a Department (DHEC Bureau of EMS) representative. The ability of a training institution to conduct a NREMT psychomotor examination may be revoked at any time should the Department discover such examinations are not being held in accordance with NREMT guidelines.

Institutions must submit their course roster on the designated template (see Appendix A) by the Department for testing at least one (1) week prior to the examination for approval. The Department representative or National Registry representative must be secured by the Institution prior to submitting the course testing roster. Each course will be approved for one (1) day of testing. Only the student(s) that pass the course may test. No candidate(s) outside of the course may test. An approved exemption is if two of the Institution's courses have been approved to test on the same day. If student(s) are unable to test with the course, they will be required to complete their testing at one of the four (4) South Carolina approved regional testing sites.

The following guidelines apply for students testing their psychomotor examination as end of course testing:

1. Students are eligible to retest if they fail two (2) or less skills when taking a full attempt.
2. Only one (1) retest attempt can be completed at the Institution examination site if one is offered by the testing representative.
3. Students cannot retest on the day of testing if they fail three (3) or more skills when taking a full attempt. These students must be remediated over all skills and proper documentation received by DHEC prior to the candidate receiving permission for another full attempt at the psychomotor examination. These students will be required to test at one (1) of the four (4) South Carolina approved regional testing sites after completing remediation.
4. If eligible to retest, students must retest all skill(s) marked as failed.

IMPORTANT: Retest attempts must be completed at a South Carolina approved regional testing site if the student chooses not to retest or does not pass the 1 R 1 attempt. Candidates must retest at a South Carolina approved regional testing site once they leave the examination site.

## Appendices

Appendix A: Examination Roster Template
Appendix B: SC addendum to the NR Candidate Orientation to the Psychomotor Examination
Appendix C: End of Course Testing for EMT Institution's Report Form and Candidate's Statement

Appendix D: EMT Psychomotor Examination Report Form and Candidate's Statement

Appendix E: Congratulations Letter for Individuals who successfully complete the NR Psychomotor Examination
Appendix F: SC DHEC Bureau of EMS Certification Application Form
Appendix G: Criminal Background Check Instructions
Appendix H: NREMT 2018 EMT Candidate Handbook

Appendix A Examination Roster Template


## Appendix B

South Carolina addendum to the National Registry Candidate Orientation to the Psychomotor Examination

## Candidate Orientation to the Psychomotor Examination

The State EMS Official or approved agent must read the following orientation to all candidates for the psychomotor examination:

Good [morning, afternoon, evening]. My name is [State EMS Official or approved agent's name]. I will be responsible for administration of this examination. The Examination Coordinator for this test is [Exam Coordinator's name]. On behalf of the National Registry of Emergency Medical Technicians, the State EMS Office, and [Name of Sponsoring Institution], I would like to welcome you here today. I would like to thank [Exam Coordinator] for arranging and securing the facilities and personnel assisting with today's examination. We extend our sincere wishes for your successful completion of this part of the certification process and obtaining subsequent National EMS Certification as an EMT.

I will now read the roster to confirm attendance before we begin the orientation. Please identify yourself when I call your name so that I may record your attendance on the official roster.

State EMS Official or approved agent now calls the roll and marks the roster for attendance ( $\checkmark$ if present, "N/S" if no-show).

Continue reading to all candidates:
If I did not call your name, please identify yourself so that I can record your attendance today. I suggest that everyone check with me before leaving this site to compare the skills you think you need to complete with the official roster. It in vour responsibility to complete all required skills. The NREMT and the Stas, are not responsible for your incomplete attempt of the psychomotor examination.

The State EMS Official or approved agent must read the following instructions to all candidates for the psychomotor examination:

The instructions I am about to give pertain to the psychomotor examination. Please pay close attention as these instructions will not be repeated at a later time.

The Skill Examiners utilized today were selected because of their expertise in the assigned skill. The Skill Examiner is an observer and recorder of your actions. Each Skill Examiner documents your performance in relationship to criteria established by the NREMT that adheres to the National EMS Education Standards, AHA Guidelines and the

National Trauma Triage Protocol published by the U.S. Department of Health and Human Services Centers for Disease Control and Prevention.

You will be routed from the staging area when a skill is prepared for testing. No candidate, at any time, is permitted to remain in the testing area while waiting for his/her next skill. When you get to the room, please knock on the door to let the Skill Examiner know that you are waiting to test. You are not permitted to take any books, pamphlets, brochures, study materials, calculators, or any other electronic or mechanical devices. Any notes you take must be left in the room when you complete the skill. At this time, all pagers, cellular telephones, personal digital assistants, and similar electronic communication devices must be turned off and locked in your vehicle or other secure area for the duration of the examination. If you attempt to use any communication device during the examination for any reason whatsoever, you will be immediately dismissed from the remainder of the examination.

As you enter the room, the Skill Examiner will greet you and ask for your first and last name. Please provide the proper spelling of your name so that your results may be reported accurately. The Skill Examiner will then read aloud the "Instructions to the Psychomotor Skills Candidate" exactly as printed on the instructions provided by the NREMT and the State EMS Office. This information is read to each of you in the same manner to assure consistency and fairness. Please pay close attention to the instructions as they correspond to similar information you might receive on an EMS call and give you valuable information on what will be expected of you during your performance. The Skill Examiner will ask if you understand the instructions and will be happy to repeat any portion if necessary. Please do not ask the Skill Examiner to supply additional information not contained in the instructions as this is not permitted.

The skills are supplied with several types of equipment for your selection. You will be given time at the beginning of ski survey and select the equipment necessary for the appropriate management of th. pecict. Do not feel obligated to use all of the equipment. The Skill Examiners will offer to point out any specific operational features of the equipment if you are unfamiliar with any device. If you brought any of your own equipment, I must inspect and approve it for use before you enter the skill.

As you progress through the psychomotor examination, each Skill Examiner will be observing and documenting your performance. Do not let their documentation practices influence your performance. There is no correlation between the volume of their documentation and the quality of your performance. We encourage you to explain the things you are doing within the scope of the time limit. The Skill Examiner may also ask questions for clarification purposes. Simply answer any questions and do not assume they are meant to provide feedback on the quality of your performance.

If the skill has an overall time limit, the examiner will inform you of this during the instructions. When you reach the time limit, the Skill Examiner will direct you to stop your performance. However, if you complete the skill before your allotted time, inform the Skill Examiner that you have finished your performance. You may also be asked to help remove equipment from the Simulated Patient before leaving the skill. As you leave, please remember that you are not permitted to make any copies or recordings of this examination at any time.

Candidates sometimes complain that Skill Examiners are abrupt, cold, or appear unfriendly. No one is here to add to the stress and anxiety you already feel. It is important for you to understand that the Skill Examiners have been instructed to avoid any casual conversation with you. This is necessary to help assure fair and equal treatment of all candidates throughout the exam. Please recognize this behavior as professional and simply perform the skills to the best of your ability. We have instructed the Skill Examiners not to indicate to you in any way your performance in any skill. Please do not interpret any remarks as an indication of your overall performance.

You are not permitted to discuss any specific details of any skill with each other at any time. Please be courteous to the candidates who are testing by keeping all excess noise to a minimum. Be prompt in reporting to each skill so that we may complete this examination within a reasonable time period.

Your official psychomotor results will be reported as pass/fail of each skill by [State EMS Official or approved agent explains how results will be reported]. Your official results will also be electronically communicated to you by the NREMT, provided you have created an Emergency Medical Technician account. An account can be created by logging into their website at www.nremt.org and following the instructions. If you make any errors in your performance, the State EMS Official or approved agent will not explain any specific errors in any performance. The purpose of certific on the NREMT is to verify achievement of minimal competencies for safe and enfective practice. Providing a specific analysis of errors in your performance was the responsibility of your educational program during the learning process and not the certification process. If you are unsuccessful in any skill today, we recommend that you contact your educational institution for remedial training before attempting to retest. Please remember today's examination is a formal verification process and was not designed to assist with teaching or learning. The Skill Examiners have not played any role in the establishment of pass/fail criteria, but merely observe and document your performance in each skill.

If you feel you have a complaint concerning the psychomotor examination, a formal complaint procedure does exist. You must initiate any complaint with me today. Complaints will not be valid after today and will not be accepted if they are issued after
you learn of your results or leave this site. You may file a complaint for only two (2) reasons:

1. You feel you have been discriminated against. Any situation that can be documented in which you feel an unfair evaluation of your abilities occurred might be considered discriminatory.
2. There was an equipment problem or malfunction during your performance in any skill.

If you feel either of these two things occurred, you must contact me immediately to initiate the complaint process. I will supply the necessary complaint form that you must complete in writing. The Quality Assurance Committee, comprised of the Physician Medical Director, the Examination Coordinator, and the State EMS Official or approved agent will review your concerns and make a final determination of your complaint.

I am here today to assure that fair, objective, and impartial evaluations occur in accordance with NREMT and state-approved policy. If you have any concerns, please notify me immediately to discuss your concerns. I will be visiting all skills throughout the examination to verify adherence to these guidelines. Please remember that if you do not voice your concerns or complaints today before you leave this site or before I inform you of your results, your complaints will not be accepted.

Does anyone have any questions concerning the psychomotor examination at this time?
The State EMS Official or approved agent should now distribute the EMT Psychomotor Examination Report Form at this time and instruct the candidates to legibly fill-in the following information:

Please print the following information legibly on the EMT Psychomotor Examination Report Form:

- Identification Number (State Certification \#, Last 4 of SSN, Examination Routing \#, etc.)
- Examination Date (Month, Day, Year)
- Name
- Examination site (Name of Facility/Institution, City, State)
- [Read for End of Course Testing only: Institution Course \#]
- [Read for Non-End of Course Testing only: Are you only retesting two (2) or less skills today? Please bubble-in your response as either "No" or "Yes"]

Notice the skills listed in the chart. If you are taking the entire psychomotor examination today, be sure to complete all four (4) skills stations. [Read for Non-End of Course Testing only: If you are retesting two (2) or less skills today, be sure to check with me before starting your psychomotor examination].

Remember that your retest much be within 12 months of your initial psychomotor examination (all four [4] skills stations) to be accepted. Whatever the case, it is your responsibility to complete all appropriate skills.

You can fail up to two (2) skills and be eligible to retest just the skills failed. Failing more than two (2) skills will require remedial training and repeating the entire psychomotor examination on another date. Remember that examination results are only valid for up to twelve (12) months from the date of the examination. If you are eligible for retesting, you have two (2) retest attempts to pass the failed skill(s) within the twelve (12) month period. Note that you only need to retest the specific skill(s) failed. For example, if you are here for your first attempt of the psychomotor examination and fail Patient Assessment/Management-Medical and Bag-Valve-Mask Ventilation of the Apneic Adult Patient, you only need to retest these two (2) skills. If we conduct a same day retest today, you must retest all skills that need retested or none at all. We cannot score or report incomplete psychomotor examination attempts. The NREMT, the State EMS Office and its approved agent do not mandate or guarantee same-day retest opportunities at any EMT Psychomotor Examination site. Please note that all results are preliminary and unofficial until they have been formally processed and reported to you by [State EMS Official or approved agent reminds candidates who the responsible agency is that will be reporting official psychomotor examination results].
Lastly, be sure to read the "Candidate's Statement" on the back side of the form carefully before signin your legal sign - and filling-in today's date. Please note that unprofes sional behavior, suct a. the use of foul language, making threats, or other types of irregular behavior will not be tolerated and could lead to immediate dismissal and other appropriate actions.

Continue reading to the candidates:
Please come up to turn-in your completed EMT Psychomotor Examination Report Form. I will need to see some form of identification, such as your driver's license, as you turn-in these forms. For candidates that are not taking an End of Course Examination, this would also be a good time to confirm the skills you "think" you need to complete with me before we begin the examination. Please remember to turn off all of your electronic communications devices and lock them in your vehicle or other secure area before we start this examination.

NOTE: The State EMS Official or approved agent should collect all EMT Psychomotor Examination Report Forms at this time and verify the candidate's identity with an official form of photo identification (government-issued identification such as a driver's license). If an imposter is discovered, document the occurrence as outlined under the "False Identification" section on p. 43. Photocopies of any ID are not official and should not be accepted. If a candidate has no acceptable form of ID and the Examination Coordinator or any other person in an official capacity at the examination site cannot verify his/her true identity, the State EMS Official or approved agent should immediately dismiss the candidate from the psychomotor examination.

## End of Course Testing for EMT Institutions Report Form and Candidate's Signature

 FOR EMT INSTITUTIONS
IDENTIFICATION NUMBER: $\qquad$
Date of Examination: $\qquad$
Last Name: $\qquad$ First Name: $\qquad$ Middle Initial: $\qquad$

Examination Site:
Name of Facility: $\qquad$ Course Number: $\qquad$

## EMT Skills

| Patient Assessment |  |
| :--- | :--- |
| (one of the following): | Trauma |
|  | Medical |

Airway (one of the following):
Oxygen Administration
BVM of Apneic Patient Supraglottic Airway Device:

Circle One: LMA / KING

## Cardiac Arrest Management:

Random Skills (one of the following):
Supine Spinal Immobilization Bleeding Control/Shock Lone Bone Immobilization

Circle One: Upper / Lower Joint Immobilization

Today's overaik. Resuits are:


- You are eligible to retest if you fail two (2) or less skills when taking a full attempt.
- You cannot retest today if you fail three (3) or more skills when taking a full attempt.
- If you are eligible to retest, you must retest all skill(s) marked as fail.
- Only one (1) retest attempt can be completed at this examination today if one is offered.
- Passed examination results are only valid for up to twelve (12) months from the date of the examination, provided all other "Entry Requirements" of NREMT are met.

[^1]
## SIGNATURE OF STATE EMS OFFICIAL:

$\qquad$

## CANDIDATE'S STATEMENT

By my signature, I affirm that I was oriented to the psychomotor examination by the State EMS Official or the approved agent. I agree to fully abide by all policies of the State EMS Office and the National Registry of Emergency Medical Technicians. I understand that they reserve the right to delay processing or invalidate my results if I have not complied with all rules. I also understand that my attendance at today's examination does not guarantee my eligibility for certification by the National Registry of EMTs or subsequent state certification.

I affirm that the psychomotor examination complaint process has been explained to me. I understand that I must contact the State EMS Official or approved agent immediately if I feel I have been discriminated against or experienced any type of equipment malfunction in any skill. I further understand that my complaints will not be accepted if I do not file my complaints today before leaving this site and before I am informed of my psychomotor examination results. I understand that the National Registry of EMTs will not explain any specific errors in my performance. All examination results are preliminary and unofficial until they have been formally processed and reported by the State EMS Official or approved agent.

I hereby affirm and declare that all information entered on this form is truthful, correct, and matches my true identity which coincides with my entry on the official roster for this examination. I am assuming all responsibility for completing all appropriate skill(s) based upon the policies and procedures of the State EMS Office and the National Registry of EMTs in conjunction with all of my previously reported official psychomotor examination results. I also understand that making threats toward the State EMS Official, agent, or any examination staff; the use of unprofessional (foul) language; or committing other types of irregular behavior may be sufficient cause to invalidate the results of the examination, to terminate participation in an ongoing examination, to withhold or revoke scores or certification, or to take other appropriate action. If my name was not read as part of the official roster for today's examination, I am also assuming all risks and consequences of possibly testing inappropriate skills today.

## Appendix D

EMT Psychomotor Examination Report Form and Candidate's Signature


## EMT PSYCHOMOTOR EXAMINATION REPORT FORM

IDENTIFICATION NUMBER: $\qquad$
Date of Examination: $\qquad$ Last Name: $\qquad$ First Name: $\qquad$ Middle Initial: $\qquad$

Examination Site:
Name of Facility: $\qquad$ Located In: $\qquad$

Are you retesting 2 or less stations today
EMT Skills
Patient Assessment
(one of the following): $\begin{aligned} & \text { Trauma } \\ & \text { Medical }\end{aligned}$

Airway (one of the following): Oxygen Administration BVM of Apneic Patient Supraglottic Airway Device:

Circle One: LMA / KING
Cardiac Arrest Management:
Random Skills (one of the following): Supine Spinal Immobilization Bleeding Control/Shock Long Bone Immobilization:

Circle One: Upper / Lower Joint Immobilization

Today's overall Results are:


You are eligible to retest if you fail two (2) or less skills when taking a full attempt.
You cannot retest today if you fail three (3) or more skills when taking a full attempt.
If you are eligible to retest, you must retest all skill(s) marked as fail.
Only one (1) retest attempt can be completed at this examination today if one is offered.
Failure of any skill on Retest \#2 constitutes complete failure of the entire psychomotor examination.
Failure of the entire psychomotor examination requires remedial training before attempting the entire psychomotor examination (all four[4] skill stations) on another date.
Passed examination results are only valid for up to twelve (12) months from the date of the examination, provided all other "Entry Requirements" of NREMT are met.

## SIGNATURE OF STATE EMS OFFICIAL:

$\qquad$

## CANDIDATE'S STATEMENT

By my signature, I affirm that I was oriented to the psychomotor examination by the State EMS Official or the approved agent. I agree to fully abide by all policies of the State EMS Office and the National Registry of Emergency Medical Technicians. I understand that they reserve the right to delay processing or invalidate my results if I have not complied with all rules. I also understand that my attendance at today's examination does not guarantee my eligibility for certification by the National Registry of EMTs or subsequent state certification.

I affirm that the psychomotor examination complaint process has been explained to me. I understand that I must contact the State EMS Official or approved agent immediately if I feel I have been discriminated against or experienced any type of equipment malfunction in any skill. I further understand that my complaints will not be accepted if I do not file my complaints today before leaving this site and before I am informed of my psychomotor examination results. I understand that the National Registry of EMTs will not explain any specific errors in my performance. All examination results are preliminary and unofficial until they have been formally processed and reported by the State EMS Official or approved agent.

I hereby affirm and declare that all information entered on this form is truthful, correct, and matches my true identity which coincides with my entry on the official roster for this examination. I am assuming all responsibility for completing all appropriate skill(s) based upon the policies and procedures of the State EMS Office and the National Registry of EMTs in conjunction with all of my previously reported official psychomotor examination results. I also understand that making threats toward the State EMS Official, agent, or any examination staff; the use of unprofessional (foul) language; or committing other types of irregular behavior may be sufficient cause to invalidate the results of the examination, to terminate participation in an ongoing examination, to withhold or revoke scores or certification, or to take other appropriate action. If my name was not read as part of the official roster for today's examination, I am also assuming all risks and consequences of possibly testing inappropriate skills today.
$\qquad$ DATE: $\qquad$

## Appendix E

Congratulations Letter for Individuals who successfully complete the NR Psychomotor Examination

# Finec Congratulations! 

You have successfully passed the National Registry EMT Psychomotor Exam

Please allow a minimum of seven (7) business days for your psychomotor results to be verified to National Registry. Be advised, your results cannot be verified if you have an incomplete National Registry application. An Authority to Test (ATT) letter will appear in your NREMT profile inbox once your practical skills are processed by National Registry and all other National Registry requirements are met. The ATT letter is issued by the NREMT, not the Department. The ATT letter will provide instructions to complete the cognitive portion of the NREMT exam.

Once you receive your National Registry EMT credential, you will be required to apply for South Carolina certification. You may not practice as an EMT in South Carolina without first obtaining State certification. The application for certification (Form D-2351) and Criminal Background Check instructions may be found on our SC Bureau of EMS web portal, www.scemsportal.org, under the Certification tab. It may take up to twelve (12) business days to process applications provided all required documents are received to include background check results. You can monitor the status of your certification by checking your Continuum profile. If your profile does not show your certification within twelve (12) business days, please contact the Department to check on the status. Certifications are mailed to the address listed in your Continuum profile. Please check your Continuum profile to verify that your contact information is correct. SC EMTs are required to carry their original state pocket or their State ID Card while on duty or performing patient care (Regulation 61-7 Section 901.E).

Again, congratulations on your accomplishment!

SC DHEC Bureau of EMS Certification Application Form

Please return completed form and required documents via email to emscertifications@dhec.sc.gov
NOTE: Form D-2352 is required for candidates applying with an Out of State certification.

| SSN (Last 4 \#s) |  | Out of State Certification Number | -or- | National Registry Certification Number |
| :---: | :---: | :---: | :---: | :---: |
| Continuum Profile Userid |  | Out of State Expiration Date |  | National Registry Cert. Exp. Date |
| SC |  |  |  |  |
| Level of Certification (Check One) |  |  |  |  |
|  | EMT | AEMT | PARAMEDIC | SPECIAL PURPOSE EMT (RN) |


| Last Name | First Name | Middle Initial |
| :---: | :---: | :---: |
| Phone Number |  |  |

By initialing here $\qquad$ you attest that you have created a SC Continuum profile as outlined in the Reciprocity Guidelines Packet. Your SC certification will be mailed to the address listed on your Continuum profile. You may find Continuum login instructions on our portal, scemsportal.org, or by going to emspic.org.

## Attach the Following Credentials

| Out of State Credential or National Registry Credential <br> Attach a copy of your current Out of State or NREMT Credential <br> (Out of State Credential must have at least 1 year remaining) | BLS (CPR) Credential <br> Attach a copy (front and back) of a valid / current BLS Credential <br> BLS card MUST be one of the following: <br> AHA: BLS for the Healthcare Professional ARC: CPR for the Professional Rescuer ASHI: CPR Pro |
| :---: | :---: |
| Additional Credential for Paramedics <br> Advanced Cardiac Life Support (ACLS) Credential <br> Attach a copy (front and back) of your valid current ACLS Credential <br> ACLS credential MUST be one of the following: <br> AHA: ACLS <br> ASHI: ACLS | SLED and FBI Criminal Background Check <br> Attach a copy of your Safran Morpho Trust USA fingerprint receipt <br> You may call go to https://sc.ibtfingerprint.com/ or call 1-866-254-2366 to schedule an appointment. <br> Check here if you followed the out-of-state background instructions. <br> SC DHEC EMS ORI \#: SC920111Z |
| I hereby affirm that all statements on this form are true and correct, including the copies of all cards, certifications, and attachments. It is understood that false statements or documents may be sufficient cause for denialrevocation of my EMT credential by SC DHEC. It is also understood that SC DHEC may conduct a full audit of all activities listed on this form at any time. |  |
| Your Signature (Must be original signature) \& Date Signed |  |



# Background Check Instructions 

## INSTRUCTIONS FOR COMPLETING A CRIMINAL BACKGROUND CHECK REQUIRED FOR ALL EMS PERSONNEL PRIOR TO CERTIFICATION/RECERTIFICATION

South Carolina state law requires that both a federal and state criminal background check be performed on all individuals applying for certification or recertification as an emergency medical technician at all levels and for Ambulance Operators/Drivers. The authorized agent to perform this process for the Department is Safran MorphoTrust USA.

Under provisions set forth in Title 28, Code of Federal Regulations (CFR), Section 50.12; you have the opportunity to "...complete, or challenge the accuracy of the information contained in the FBI identification record." The provision also states: "If the applicant wishes to correct the record as it appears in the FBI's CJIS Division Records System, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34". Further information can be found at https://www.fbi.gov/file-repository/ncj-applicants-privacy-rights-1.pdf/view

Listed below are the steps necessary to complete this requirement.
SCHEDULING YOUR APPOINTMENTONLINE

- Go to the Safran MorphoTrust USA website to complete your application and set up an appointment: https://sc.ibtfingerprint.com/
- Select English or Spanish
- Scroll down to SC920111Z EMT Certification/Recertification and click
"Go". Follow the prompts on the screen to complete the online application.
- Print your confirmation and bring it with you to your appointment.

SCHEDULING YOUR APPOINTMENT BYPHONE

- Complete the Background check application form http://www.scdhec.gov/health/ems/criminal-background-application-form.doc
- Call 1-866-254-2366 to schedule your appointment

WHAT TO BRING TO YOUR APPOINTMENT

- A valid South Carolina driver's license or South Carolina identification card
- If you have an out of state driver's license, you must bring two secondary forms of identification such as: Social Security Card, Passport, Birth Certificate, Marriage License, US Military ID Card
- Application form (if scheduled by phone)
-or-
Appointment Confirmation page (if scheduled online)


## Background Check Instructions (cont.)

Out-Of-State Candidates who are unable to travel to South Carolina to complete their fingerprints must obtain their fingerprints on a hard copy "standard" FBI fingerprint card:

- In lieu of mailing a check or money order, go to the Safran MorphoTrust USA website to complete your application and prepay your card processing fee: https://sc.ibtfingerprint.com/:
- Select English or Spanish
- Enter first and last name, click "Go".
- Scroll down to SC920111Z EMT Certification/Recertification and click "Go".
- Click on Pay for Ink Card Submission tab near the top of screen
- Follow the prompts on the screen to complete the online application
- Contact your local police station to obtain your fingerprints on a hard copy "standard" FBI fingerprint card, additional fees may apply
- Mail the completed hard copy "standard" FBI fingerprint card along with online payment receipt, check, or MO (made out to "Morphotrust USA") to:

Morphotrust USA
Attn: South Carolina Cardscan Processing
3051 Hollis Drive, Suite 310
Springfield, IL 62704
Note:

- Please make sure that your ORI number is on the card.

For SC DHEC EMT the ORI is SC920111Z.

- Make certain to include your complete mailing address on the fingerprint card. It is recommended to place a daytime phone number with area code and/or email on the fingerprint card in the section that is located right below your SS. You need to make certain that all demographic information is filled out on the card as well.
- Candidates who live close to the SC border may find it beneficial to travel into SC to complete their Criminal Background Check.
- There may be options to submit digital prints to MorphoTrust. Please contact MorphoTrust directly at 217-793-2080.
- Candidates may go to the Safran MorphoTrust USA website to see if a fingerprinting site is available in their state, this site must be able to complete fingerprints on a hard copy "standard" fingerprint card, additional fees may apply: www.morphotrust.com
- Please contact Morphotrust directly for questions or concerns with the out-of-state submission process by going to www.morphotrust.com

Once you have completed the fingerprint process, you will receive a receipt (Not the receipt of payment). This receipt contains the tracking number for your background results and must be submitted with your application when applying for certification or recertification with the Department. The Department will automatically receive the results of the background check from SLED and the FBI. You will be notified by the Department if further information is needed based on the results of your criminal background check.

## Appendix H

NREMT 2018 EMT Candidate Handbook

# EMT CANDIDATE HANDBOOK 

2018

TO SERVE AS THE NATIONAL EMS CERTIFICATION ORGANIZATION BY PROVIDING A VALID, UNIFORM PROCESS TO ASSESS THE KNOWLEDGE AND SKILLS REQUIRED FOR COMPETENT PRACTICE BY EMS PROFESSIONALS THROUGHOUT THEIR CAREERS AND BY MAINTAINING A REGISTRY OF CERTIFICATION STATUS.

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Handbook Issue 1
Verify issue and revision status of document before using. The web address for the latest version of the handbook is:
https://content.nremt.org/static/documents/NREMT_EMTHandbook.pdf

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# PART 1 : OVERVIEW 

## HANDBOOK PURPOSE

We are excited you are working on NREMT certification.

We want to prepare you so that you know what to do to get certified. This handbook contains information on NREMT certification. It explains your responsibilities and the steps to earn certification. It also explains how exams work and what the certification policies are. Please read the entire handbook.

This handbook is for candidates who are completing or have recently completed an educational program.

You may have concerns that are not addressed in this handbook. For those questions, we are pleased to serve you through our website, call center and email.

## NREMT CERTIFICATION

We use exams to make sure candidates have the knowledge and skills needed to be an Emergency Medical Technician (EMT). The exams are the same across the country to make sure that everyone meets the same standards. As a result, the EMT certification lets the public, healthcare providers, employers, and others know that you have the knowledge and skills to work safely and effectively.

## FAQ: What is the difference between NREMT certification and state licensure?

Having NREMT certification means you have met a set of standards and that you have the knowledge and skills required for an EMT position. A license is the legal right to practice as an EMS professional within a set scope of practice and is granted by a state or other legally recognized authority.

Successfully obtaining NREMT certification does not grant you the right to practice. You must obtain a state-issued license in order to legally practice as an AEMT. In many states, NREMT certification is one of the requirements to earn a state license to practice.

## ABOUT THE NREMT

In its role as the nation's EMS certification organization, the NREMT:

- Establishes eligibility requirements for applicants for NREMT certification
- Develops exam (cognitive)
- Establishes recertification requirements
- Reviews applicants' self-disclosed criminal convictions and actions taken against their healthcare related professional licenses
- Monitors certification status of registrants and takes appropriate action against the certification when apprised of adverse licensure actions and criminal convictions
- Provides to licensing or authorizing agencies obtained adverse licensure action and criminal conviction information regarding registered EMS professionals

The NREMT does not:

- Establish, accredit, or approve education programs for certification or recertification
- Assess job performance
- Assess fitness for all aspects of job performance (physical, mental, criminal background clearance)
- Investigate complaints regarding EMS practice
- Establish scopes of practice or standards of care
- Establish job-related standards of professional behavior


## CERTIFICATION PROCESS OVERVIEW

The first four steps in this process are the following:
BEGIN AN EDUCATION PROGRAM
Before you can apply for EMT certification, you must be enrolled in an initial education program.
CREATE ACCOUNT
Once you are enrolled in an EMT educational program, create your NREMT account.
STEP

| SUBMIT APPLICATION AND PAYMENT |
| :--- |
| Submit your application about four weeks before you complete your program. Your Program |
| Director needs to approve your application. The Director will approve your application when you |
| complete the course requirements. When you submit your application, you also pay for your |
| cognitive exam. |


| REGISTER FOR EXAM |
| :--- |
| You need three things for your application to be complete: submitted application, submitted |
| payment, and your program director's approval. Once your application is complete, we will update |
| your NREMT account with your Authorization to Test (ATT), usually within 1 -2 business days. |
| You have 90 days from the day we issue your ATT to complete your cognitive exam. You will lose |
| your ATT and the money you paid if you do not use your ATT in 90 days. |


| Go to the Pearson VUE website to schedule your cognitive exam. After your exam, your results will |
| :--- |
| post to your NREMT account within $1-2$ business days. |

## CONTACT INFORMATION

Contact the NREMT with questions about your certification application, the cognitive or psychomotor exam, or certification policies:

| Type of Questions | NREMT Contact Information |  |  |
| :---: | :---: | :---: | :---: |
| General | Website: www.nremt.org Telephone: 1-614-888-4484 Fax: 1-614-396-2428 | Address for applications and check or money orders: <br> NREMT <br> PO Box 29233 <br> Columbus, OH 43229 | Address for packages and general mail: 6610 Busch Blvd Columbus, OH 43229 |
| NREMT Accounts, Applications, Name Changes, and General Questions | certificationßanremt.org |  |  |
| Scheduling Exams, Cognitive and Psychomotor Exam Results | exams®anremt.org |  |  |
| Recertification | recertificationanremt.org |  |  |
| Accommodations | accommodations\{anremt.org |  |  |
| Criminal Convictions | evaluationanremt.org |  |  |

Contact Pearson VUE with questions about Pearson VUE log-in assistance and scheduling or rescheduling cognitive exams:

| Website | Gww.pearsonvue.com/nremt/ |
| :--- | :--- |
| Telephone | $1-866-673-6896$ |
| Email Form | https://home.pearsonvue.com/test-taker/customer-service/Email-form-americas-professional.aspx |
| Address | Pearson Professional Testing, 5601 Green Valley Drive, Bloomington, MN 55437 |

Contact your State EMS Office. The NREMT has a State EMS Office contact list for your convenience. Follow the link below and select your state to find their contact information: os ww.nremt.org/rwd/public/states/state-ems-agencies

# PART 2. 

## CANDIDATE AGREEMENT

You must agree to follow all NREMT policies, processes and procedures. The act of submitting your application means that you agree to follow them. When you submit the application, you are saying that you have read, understand, and agree to follow them.

These policies contain important information about how certification works and your rights and responsibilities as a candidate. It is your responsibility to read them. We want to be sure you understand them.

Please read the next three sections (Requirements, Code of Conduct, and Terms of Certification) and call us if you have any questions.

## REQUIREMENTS

Individuals applying for EMT certification must meet the following requirements:

1. Be 18 years of age or older
2. Successful completion of a state-approved EMT course that meets or exceeds the National Emergency Medical Services Education Standards for the EMT

- Candidates must have completed the course within the past two years and the course Program Director must verify successful course completion on the NREMT website

3. Have a current CPR-BLS for "Healthcare Provider" or equivalent credential
4. Successful completion of the NREMT cognitive (knowledge) exam and a state approved psychomotor (skills) exam
5. Passed portions of the cognitive and psychomotor exam remain valid for 12 months, provided all other eligibility requirements are met

## CODE OF CONDUCT

For you to gain NREMT certification or recertification, the NREMT Code of Conduct requires that you:

- Comply with all policies and rules of the NREMT
- Provide full, truthful, and updated information to the NREMT on any application for certification or recertification, or in any other communication to the NREMT
- Provide accurate documentation of the training requirements for certification
- Accurately represent to the public your NREMT certification status
- Adhere to the highest standards of professionalism and ethics
- At all times, be eligible for or hold a full and unrestricted license to practice as an EMS professional under the laws of the licensing or authorizing agency of the jurisdiction(s) in which you practice
- Protect the security and integrity of the NREMT certification and exam process. You will not copy, reproduce, disclose, disseminate, or remove any examrelated materials from the test site or attempt to do so


## TERMS OF CERTIFICATION

The following are the official requirements for certification. Read them carefully. You are legally bound by these terms when you apply for certification, recertification, or by holding certification.

You will notify the NREMT within 30 days of any of the following:

- A change in address, email address, telephone number, state of employment, and/or licensure lthrough your online NREMT profile)
- Any change that might impact eligibility for certification or recertification including but not limited to:

1. Any disciplinary action by any authorizing or licensing body that has resulted in the suspension, revocation, or any restriction placed on the individual's license or right to practice
2. Any voluntary surrender of any healthcare certification or license while under investigation or instead of disciplinary action
3. Any felony conviction

You will surrender and refrain from using any NREMT certificate, card, logo, emblem, and the NREMT's name and related abbreviations if your certification becomes expired, suspended, limited, revoked, or voluntarily surrendered, or as requested by the NREMT.

You authorize the NREMT and its agents to communicate all information relating to NREMT application, certification, and review thereof, including the misrepresentation of material information on an application or of NREMT certification status and/or the outcome of disciplinary proceedings, to state and federal authorities.

The following are all exclusive property of the NREMT and are protected by trademarks and copyrights. You may not use these for any purpose, other than accurately identifying as a NREMT certificant or referencing the NREMT and its exams, without express written consent:

- NREMT's exams, certificates, cards, logos, emblems, the name "National Registry of Emergency Medical Technicians," the copyrighted phrase "The NREMT is the National EMS Certification," and all related abbreviations

If you take any NREMT property or refuse immediately to relinquish, refrain from using and correct at their expense any misuse or misleading use of any of the above NREMT intellectual property when requested, the NREMT shall be entitled to obtain injunctive relief, damages, costs, and any attorney's fees incurred in obtaining any such or other relief.

# PART 3: CERTIFICATION PROCESS 

If you already have an account, go to The Application section.

## ACCOUNT CREATION

To create an account, follow these steps:

1. Go to www.nremt.org
2. Select the red "Login/Register" button on the NREMT home page
3. Select the blue "Create an Account" button
4. Enter your social security number and then select "Submit"
5. If you receive an alert message stating your social security number is already in use with another account, you can recover information via the website or by calling 614-888-4484
6. Select the "Submit" button

Next, you will be taken through the Registration Process.

## REGISTRATION

After creating your account, you will need to follow these steps to complete your profile registration:

1. Enter the following account information:
a. Username
b. Password
2. Enter your personal information:
a. First Name
b. Middle Initial
c. Last Name

- Important to note: Enter your name as it appears on the forms of identification you will take with you to your exam site. How you enter your name

FAQ: The NREMT asks for middle initial only, but my middle name is on my ID/ driver's license. Is that okay?
The NREMT profile/account only allows candidates to enter one middle initial. If the initial on your account matches the first initial of your middle name on your !D/driver's license, you should not have any problems testing.
in your profile is how it will appear on all cards, certificates, or official documentation sent to you from the NREMT.
3. Enter your contact information:
a. Email
b. Phone
4. Select the following user role statuses:
a. Nationally Certified EMS Professional
b. Applying to Become Nationally Certified
5. Create three security questions and answers
6. Read and check the attestation at the bottom of the page
7. Select the "Submit" button

Next, you will be logged out of the account, and will need to log back in with your username and password. After logging back in, you will then complete your Profile Information.

## PROFILE INFORMATION

## After creating your account, you will need to follow these steps to complete your Profile registration:

After the registration process, you will have to log back in to your Profile page. You will need to fill out the required fields below to complete your Profile Information:

1. Personal Information:
a. First Name
b. Middle Initial
c. Last Name
d. Date of Birth
e. Social Security Number
2. Mailing Address:
a. Address
b. City
c. Country
d. State
e. Zip Code
3. Contact Information:
a. Select Phone Type
b. Personal Email
c. Work Email
d. You may choose to uncheck the boxes for the following selections if you do not wish to receive notifications

- Subscribe to NREMT newsletters, alerts, and emails
- Sign up for SMS/text alerts: Message and data rates may apply

The following sections are optional and do not have to be completed to save your profile. The NREMT uses the following fields for research and administrative tasks. Please enter any information you wish to share before saving your profile.
4. Professional Information:
a. Primary Employer Type
b. EMS Employment Status
c. Primary EMS Responsibilities
d. EMS Service Type
e. Volunteer Status
f. States Licensed in as EMS Provider
g. Initial Year of State EMS Licensure
5. Demographic Information:
a. Highest Level of Education Completed
b. Sex
c. Ethnicity
d. Race

FAQ: My name, suffix, social security number, or birthday is wrong. How do I update this?
If your name, social security number or birthdate are wrong on your account, you will need to email certificationdanremt.org with legal documentation of the correct information. Legal documents that can be used to update the account are Social Security card, valid driver's license or government ID, or legal name change documents. If the name on your account does not match your ID for testing you will need to update it - this includes adding additional middle or last names, suffixes (Sr., Jr. or IV) or changes due to marital status.

## FAQ: My address is incorrect. How do I change

 it?If you need to update your address, you can do this by logging into your NREMT account. Click on the "gear" shaped icon in the upper righthand corner of the webpage, then click on "Edit NREMT Profile Information." From there you can make the needed changes to your account.

If your address does not match your ID when you go to test, that is okay. You need the information on your account to be accurate so that any communication sent from the NREMT can reach your current mailing address.

FAQ: How long does it take to process my name change request?
Name change requests are processed within 3-5 business days, provided we have all the needed documents. We process all requests by date received. During higher volume times, this timeframe could be longer.

## FAQ: How long will it take for Pearson VUE to receive my name change?

Once we have updated your name in the NREMT system it can take up to one business day to update to Pearson VUE.

Once everything is completed, scroll to the bottom of the page and select "Save." You can then go the CBT Candidate Dashboard to start your application.

## THE APPLICATION

After you complete your profile, begin the EMT application.

1. From the CBT Candidate Dashboard, click on the blue button "Create Certification Application"
2. Verify your Personal Information:
a. Name
b. Address
c. Home Phone
d. Email
e. Select "Next"
3. Choose one of the following Credentials Delivery Methods to let us know how you want to receive your NREMT card and certificate:
a. I will print my own card/certificate

- This option means you will only receive a patch and letter in the mail. You will need to print a copy of the card/certificate from your NREMT account.
b. I would like a printed card/certificate mailed to me
- This option means you will have a card/certificate mailed to you and you still have the option of printing a card/certificate from your NREMT account.
c. Verify your selection
d. Select "Next"

4. Choose Application Registry Level:
a. Select "EMT" from the drop-down menu
b. Verify your selection
c. Select "Next"
5. Criminal Convictions and License Discipline Disclosures:
a. Answer Criminal Convictions and License Discipline Disclosures
b. Follow the prompts
c. Answer the questions honestly
d. Select "Agree \& Submit"

- If you have any concerns about the questions, review the Criminal Convictions Policy. If you have questions, please email evaluationßnremt.org

6. Initial Course:
a. Answer the question, "Are you currently enrolled in or
have completed a full initial EMT course in the past two years?"
b. Select "Next"
7. Course Dates:
a. Enter Initial Course Start Date
b. Enter Initial Course Completion Date
c. Select "Next"
8. Program State: Location of Initial EMS Education Program
a. Select state/location from drop down menu
b. Select "Next"
9. EMS Education Program:
a. Select EMS program
b. Select "Next"
10. Program Section lyou may see this if your program has designated Program Sections):
a. Select Program Section - If you have not been given one you can select "None"
b. Select "Next"
11. CPR Expiration Date:
a. Enter CPR card expiration date
b. Select "Next"
12. Review Application:
a. Read the statement then verify the information is accurate
b. Select "Next"
13. Attestation:
a. Read the attestation carefully before verifying "I agree to abide by these terms"
b. Select "Next"

Once the application is submitted you can monitor its status through the CBT Candidate Dashboard.

## FAQ: Where do I make my payment?

To make your payment use the following steps:

1. Log into your NREMT account
2. Select role "CBT Candidate"
3. Click on "View All Certification Applications"
4. Click on "Application Payment" link
5. Select payment type
6. Complete the needed payment information

## APPLICATION REVIEW

Both the NREMT and your education program review your application. Our system checks your application to make sure it is complete. We make sure the education listed is correct. If our system finds an error or missing information, a person reviews it. We will contact you about missing information or errors through your Candidate Dashboard.

## DEADLINES

Here are the important deadlines you should be aware of:

## Initial Course

Initial courses are valid for two years from the month and year of course completion.

- A course completed in 01/2018 would be valid until 01/31/2020

Note: Taking remedial education for a 4th cognitive exam attempt does not extend your course completion date

## FAQ: Will my ATT be emailed to me?

You will not receive the ATT in an email. See the sections in this handbook for Authorization to Test (ATT) and How to Check on your Application and Exam Results.

## ATT

Authorizations to Test (ATT) are valid for 90 days.

- An ATT is only issued once an application is marked complete, which includes NREMT reviews, program reviews, and payment completion
- An ATT purchased within 90 days of the course expiration date will expire on the date of course expiration

Note: Some states require skills verification before ATT's are issued

## Cognitive Exam Results

Cognitive exam results are valid for one year from the month, day, and year of successful completion.

- Exam completed on 01/25/2018 is valid until 01/25/2019


## Psychomotor Exam Results

EMT psychomotor exam results are valid for one year from the month and year of successful completion.

- Exam completed on 01/25/2018 is valid until 01/31/2019


## APPLICATION FEES

The EMT application fee is $\$ 80$.

- The fee is charged for each attempt of the cognitive exam
- The application fee can be refunded within the NREMT Refund Policy criteria

We offer refunds within 90 days of payment, minus an administrative fee, for the following reasons:

- Completion of incorrect application
- Candidate no longer wishes to seek NREMT certification
- Certified EMS Provider decided not to recertify by exam

You can read the policies and procedures related to payment and refund policy at:
© www.nremt.org/rwd/public/document/policy-payment

FAQ: Can I print a receipt for my application fee?
Yes, you can print a receipt for the application fee.
You can use the steps below to do so.

1. Log in to your NREMT account at www.nremt.org. Select role, "CBT Candidate"
2. Click on "My Applications"
3. Click on "Application Status/ATT's"
4. Click on the smaller box that says "Print Payment Receipt"

## HOW TO CHECK ON YOUR APPLICATION AND EXAM RESULTS

To get information about your application and its status, check your account. All updates to your account appear on the CBT Candidate Dashboard. We do not tell you or email you about your application or exam results. Instead, we post the information to your account, which you can access at any time. Check your account for updates related to:

- Application payments
- Application status
- Authorization to Test (ATT)
- Eligibility status lif applicable)
- Cognitive exam results

FAQ: What are the application statuses and what do they indicate?
Below are various application statuses you will see on your online NREMT account.

## NREMT Application Review

| Pending | Application has been submitted to NREMT but not reviewed |
| :--- | :--- |
| Incomplete Application | Application has been submitted and reviewed and is missing information |
| Application Submitted | Application has been submitted and reviewed |
| Application Being Processed | Application has been submitted and is on hold after review |
| Unsubmitted | Application has been saved but not completed and submitted |

## Course Completion

| Verfication Request Submitted | The application has been submitted to have course completion verified by your |
| :--- | :--- |
| EMS program |  |
| Practical Skills Verified | Your program director has verified your course completion date |

## Practical Skills Verification

| Verfication Request Submitted | The application has been submitted to have your BLS psychomotor exam |
| :--- | :--- |
|  | verified by your program or state office |
| Practical Skills Verified | Your program director or state office has verified your BLS psychomotor skills |

## Application Payment

| Not Submitted | No payment has been submitted to application |
| :--- | :--- |
| Paid in Full | Application has been paid in full |

## Application Complete

| Ready to Test | Means your Authorization to Test (ATT) has been issued and you need to |
| :--- | :--- |
| schedule your exam. You will still need to view your application status and |  |
| print/view the ATT. The Ready to Test status will appear on an application |  |
| with an expired ATT, and you will need to check the ATT deadline to see if you |  |
| need to submit another application and fee to test. |  |

## GAINING CERTIFICATION

Once you have earned your certification, you can get your card and wall certificate. If you chose the "mail" option when you created your application, we will mail you a packet when your account updates with full certification. We use first class mail with the United States Postal Service, and packets can take up to 30 days for delivery. The packet will have a letter with a copy of your NREMT card attached, a wall certificate, and an EMT patch. If you chose the print option when you created your application, you can print the card and certificate, and we will mail a patch to you.

If you do not receive your packet after 30 days, email our Exams Department at examsßanremt.org. You will need to verify your current address, registry number, and first and last name.

You also have the option of printing your card and certificate from your account in the My Certification page. Here is how to print your card/certificate:

1. Login to your account
2. Select "My Certification" from the drop-down menu
3. On the left-hand side, select "View Transaction History"
4. Click the blue "Print Card" button or the blue "Print Certificate" button

## RECERTIFICATION

You need to recertify every two years. To recertify, you can submit continuing education hours or take a recertification exam. To learn about the policies and procedures for recertification, go to this website:
© https://www.nremt.org/rwd/public/document/emtrecert

## PART 4 : cocNilive exam

## EXAM FORMAT

You will take the cognitive exam on a computer at an authorized Pearson VUE testing center. The cognitive exam consists only of multiple-choice items. The exam items are written by members of the EMS community, including educators, providers and medical directors. Each exam has questions that count toward your score and questions that do not. Your exam will have between 60-110 questions that count toward your final score. It will have 10 questions that do not affect your score.

The unscored questions are for testing new concepts to make sure that future questions are fair and appropriate. This is a standard part of making exams. You will not be able to tell which questions count toward your final score and which do not, so answer each one as if it counts.

The exam is a computerized adaptive test (CAT). This means the number and difficulty of test items will vary for each exam session, but the passing standard remains the same

## Content Area

| Content Area | Percent of Exam | Adult / Pediatric Mix |
| :--- | :--- | :--- |
| Airway, Respiration \& Ventilation | $18 \%-22 \%$ | $85 \%$ Adult; 15\% Pediatric |
| Cardiology \& Resuscitation | $20 \%-24 \%$ | $85 \%$ Adult; 15\% Pediatric |
| Trauma | $14 \%-18 \%$ | $85 \%$ Adult; 15\% Pediatric |
| Medical; Obstetrics \& Gynecology | $27 \%-31 \%$ | $85 \%$ Adult; 15\% Pediatric |
| EMS Operations | $10 \%-14 \%$ | $\mathrm{~N} / \mathrm{A}$ |

You can find more information on the format of the exam at:
is www.nremt.org/rwd/public/document/cognitive-exam
for all candidates. The decision regarding passing or failing the exam is based on the following question: "Has the candidate reached the level of entry-level competency (passed) or has the candidate not yet reached entry-level competency (failed)?"

A CAT exam is different from a traditional exam. The more questions you get right, the harder the CAT gets. The goal is to find out if you have enough knowledge compared to the passing standard. If the exam asks the nine hardest questions about, for example, adult airways, and you get them right, then it will not need to ask the easier questions. Instead, it can move on to other categories. All you need to do is demonstrate entry-level competency, which may take nine questions or may take 24 . As long as you demonstrate competency, you will pass. CAT testing is faster and more accurate than a traditional exam.

The EMT cognitive exam covers the following areas:

## Sample Items

Each item consists of a prompt or question and presents four responses. Only one response is the correct answer. Below are several sample items to help you prepare for the types of items that are on the exam. The correct response is bolded.

1. A 13-year-old male presents with left arm pain after a fall. You observe swelling and a deformity to left lower arm. You are unable to palpate a pulse distal to the injury. You should first
A. place him arm in a sling and swathe.
B. splint his arm in the anatomical position.
C. splint his arm in the position found.
D. place him on a long backboard.
2. A 48-year-old male presents with a laceration to his abdomen. You observe bowel protruding from the wound. You should first
A. apply a moist, sterile dressing.
B. place the bowel back into his abdomen.
C. apply a dry, sterile dressing.
D. place the exposed bowel on ice.
3. A 59-year-old female is unresponsive, pulseless, and apneic. You should first

## A. begin chest compressions.

B. ventilate her with a BVM.
C. retrieve the AED.
D. perform abdominal thrusts.

## Preparation

The following suggestions may help you prepare for the cognitive exam:

- Study your textbook and education materials
- Review the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care
- Review the National EMS Education Standards and Instructional Guidelines

More information that will help you prepare for the exam can be found on:
os https://www.nremt.org/rwd/public/document/ cognitive-exam

The NREMT does not recommend any particular exam preparation materials. If you have any additional questions after reviewing the previous information, ask someone in your education program for more information.

FAQ: Do I have to take my cognitive exam prior to my psychomotor exam?
The NREMT does not have a set order for the exams. However, you need to check with your program director or state office for local requirements.

## AUTHORIZATION TO TEST [ATT]

To get an Authorization to Test (ATT), you need to have completed an application and paid the application fees. Your program director must verify your eligibility. When those steps are complete, our system will give you an ATT, usually within 1-2 business days, but the process may take longer during high volume times. The ATT will post to your account. We do not send emails about or tell you that you have an ATT.

## FAQ: What do I do with my ATT and what information do I need off it?

You will need to print/view your ATT since it contains key information to creating your Pearson VUE account and scheduling your exam. You need to view the NREMT Candidate ID; it starts with the letters NR. You will also need to know your Deadline to Test; this tells you how long your ATT is valid. The ATT contains information on how to contact Pearson VUE to schedule your exam and what forms of ID are acceptable.

You can find and print your ATT from the "Application Status" page using these steps:

1. Log into your NREMT account
2. Select "CBT Candidate"
3. Select "My Applications" on the left-hand side
4. Select "Application Status/ATTs"
5. Select the box "Current Applications"
6. Select the box labeled "Print/View Authorization to Test Letter" on the application
7. Follow the prompts to print or view the ATT

The ATT tells you how to schedule your exam and gives you important information about testing requirements at Pearson VUE centers.

## The ATT is only valid for 90 days from the day it posts to your account. We do not offer extensions for expired ATTs.

If your ATT expires, you must apply again and pay the fee again in order to get a new ATT.

You can find the ATT expiration date and refund policy at: of https://content.nremt.org/static/documents/policy-ATT-refund.pdf

## SCHEDULING

Print the ATT. Follow the instructions on the ATT to schedule your exam at:
© www.pearsonvue.com/nremt

We post all information about your application to your NREMT account. Pearson VUE is an independent testing vendor and has its own way of contacting you. They will send you an email about your exam. The email will confirm the day and time of your exam, the testing location, and the testing rules.

If you do not receive an email confirming your exam appointment, your exam has not been successfully scheduled.

If the email has an error and you do not contact Pearson VUE to correct it, you will not be allowed to take the exam.

## Rescheduling/Cancellation

If you need to reschedule or cancel your exam, contact Pearson VUE one business day (24 hours) prior to your exam appointment. Call 866-673-6896 (M-F 7:00 am to 7:00 pm CST) or log into your Pearson VUE account to make changes to your appointment.

The fee to reschedule or cancel your exam is \$25. If you reschedule or cancel by telephone, Pearson VUE will charge an additional $\$ 10$ call center fee.

Important Note: If you fail to appear for your scheduled exam appointment, fail to cancel or reschedule within the required time, or are refused admission, you will forfeit your exam fee. You will have to complete a new application and submit the associated application fee to receive a
new ATT. The NREMT does not issue refunds for failure to appear for your scheduled exam appointment.

## No-Show Policy

If you fail to notify Pearson VUE at least one business day (24 hours) before your scheduled exam, your account will be marked with a "no show" and you will forfeit your exam fee.

You can appeal the "no show" status if extenuating circumstances are involved. You will need to provide documentation of the circumstances if you want to try to reschedule the missed exam at no additional cost.

If you are denied a "no show" appeal, you will need to reapply. Use an Express Application and pay the application fee to receive a new ATT.

To learn more about "no show" policies and procedures, go to:
© https://www.nremt.org/rwd/public/document/policy-cognitive-exam

## CONTACTING NREMT VS PEARSON VUE

If you have questions about your eligibility for NREMT certification, the application, your ATT, the exam format, exam results, retesting, NREMT appeals and disciplinary processes, and maintenance of certification, please contact the NREMT at 614-888-4484.

If you have questions concerning Pearson VUE test site rules and regulations, acceptable forms of identification, your Pearson VUE username and password, scheduling a cognitive exam appointment at a Pearson VUE Test Center, directions to the Pearson VUE Test Center, and/or your exam appointment, please contact Pearson VUE at 866-673-6896. Please note: Pearson VUE charges a fee for scheduling or canceling an appointment over the phone.

FAQ: What do I do if I do not have a valid ID?
You will need to obtain a valid ID before schedulin your exam.

## TAKING THE EXAM

## Pearson VUE Protocols and Rules

Arrive at the test center at least 30 minutes before your scheduled testing time. You must bring two forms of acceptable identification with you on the day of your exam. Your ATT contains vital information about what documents to bring to the Pearson VUE Test Center. Review the information contained in your ATT carefully before arriving for your confirmed exam appointment.

You are not allowed to bring personal items, including but not limited to, mobile electronic devices, watches, wallets, purses, firearms or other weapons, hats (and other nonreligious head coverings), bags, jackets, notes, pens or pencils into the testing room. There are no exceptions to this policy.

The test center will provide a small locker space to secure personal belongings. All electronic devices must be turned off before storing them in a locker. You are encouraged to leave as many of these as possible at home. Pearson VUE and the NREMT are not responsible for lost, stolen, or misplaced personal items at any test center. If you refuse to store your personal items, you will not be permitted to test, and you will forfeit your testing fee.

Before you enter the testing area, the Pearson VUE Test Administrator is required to verify that you are not bringing any unauthorized materials or devices into the room. You may be asked to pull your hair back, pat yourself down, or roll up your sleeves during this process.

You will have 2 hours to complete the EMT exam.

## Starting the Exam

The test center administrator will bring you to the computer you will use to take your exam. You will have a tutorial on how to take a computer based test. This tutorial is untimed.

Next, you will have to read and acknowledge a nondisclosure agreement about the exam. The non-disclosure agreement has a maximum time limit of five minutes, and if you do not complete the non-disclosure agreement in this time window, you will not be allowed to begin the exam. After the tutorial and non-disclosure agreement, you will then begin your exam.

## Exam Security

We take exam security seriously. We put security policies and procedures in place to protect exam content and testing
session data. These policies help make sure that the exam is given in the same way in every testing center, without inappropriate aid. They also make sure that the person who was given the ATT is the same one taking the exam. As a result, you may be required to:

- Show identification as described in your ATT
- Have your identity verified by a digital security device (infrared palm reader)
- Provide a legal signature
- Have your picture taken
- Store all belongings prior to entry into the exam room
- Be recorded (by audio and/or video) during the exam

All NREMT cognitive exam materials are copyrighted. You may not copy or record any material from the exam in any way. You are prohibited from the following:

- Disclosing or discussing any information about the exam with anyone, including instructors
- Posting or discussing questions on any internet or social media websites
- Reconstructing exam content using your memory or the memory of others
- Seeking help from anyone in answering exam questions
- Removing exam materials or recorded information from the testing center

If you witness any of the above behavior, or any irregular behavior that may be in violation of the NREMT Candidate Policies, report it to the NREMT immediately by calling 614-888-4484. The NREMT reserves the right to terminate a certification, invalidate the results of an exam, and/or to take any other appropriate action against any candidate who violates copyright or performs any of the above behaviors.

## EXAM RESULTS

## Scoring and Accessing of Exam Results

Pearson VUE sends your cognitive exam to us. We score the exam electronically. The Pearson VUE staff does not have access to your results and cannot give you results.

Our system posts your exam results to your NREMT account, generally within two business days after you complete your exam, provided all other requirements are met. Your results are only available to you on your NREMT account. If your results have not posted after five business days, please contact the NREMT.

To find your exam results, please follow the steps below:

1. Log into your NREMT account
2. Click on "View All Certification Applications"
3. Click on "Results"
4. Click on "Print Exam Results"

## Report of Candidate's Results

If you pass the cognitive exam, we do not send you specific details about your exam results.

If you do not pass the cognitive exam, we will post more information about your results to your account. You can use the information to think about your strengths and weaknesses. The information may also help you decide what to study before you take the exam again.

We give you information about each content area. We will describe your results for a content area in one of three ways:

Above Passing - You can be relatively confident that you have sufficient knowledge in that content area. However, you should still review the material in that content area.

Near Passing - Your performance was slightly above or below the standard. Near passing does not indicate a pass or fail outcome; rather it can be interpreted as an area to study.

Below Passing - You need to study the content area.

Our system scores the exam as a whole. If you fail, however, the system splits the exam into content areas, so that you can see which were your strongest areas and which were your weakest. This should help you study. You cannot add up your "near passing" and "passing" content areas to get a "passing" score because that is not how we score the exam. We score based on the overall results, not by how many content areas you passed.
"Near Passing" does not mean that you passed in the content area. Also, you should still study any area with an "Above Passing" to maintain your knowledge.

## RETESTING

If you did not pass the exam, you may apply to retest 15 days after the last exam.

You have six chances to pass the NREMT cognitive exam. If you fail three times, we require you to complete remedial education. In order to take the remaining attempts, you will have to send us documentation of your remedial education. Once we receive the documentation and your new application, we will clear you to take the exam again. The remedial education allows you to take the exam three more times. To receive a new attempt, you must submit a new application, pay a new fee, and get a new ATT each time.

State requirements for remedial training vary. You will need 20 hours for states using NCCP or 24 hours for states using traditional. Check with your state to make sure there are no other state specific requirements for remedial education.

FAQ: What education can I use for remedial training?
The remedial training requirement can be satisfied through three different options:

1. NCCP 20 hours of continuing education: Completion of the EMT 20-hour National Competency Component from the NCCP model
2. Traditional Refresher Course: Completion of a State or CAPCE (F1, F2, F5) approved 24-hour EMT refresher course
3. Continuing education: The 20 or 24 -hour requirements can be met with any state approved education program, including but not limited to community colleges, vocational schools, local EMS agencies, or online education providers. You can complete online education if it is CAPCE or state approved.

Note: Some states require the traditional refresher course and will not accept continuing education hours. Contact your State EMS Office if you have questions about the required training.

## EXAM REVIEW

We score exams electronically. If you think your exam results are not accurate, you can ask us to review your exam manually. You must make the request in writing and within 30 days of the results posting to your account. You must send the review fee with the request. You may pay by check or money order.

We offer two different manual reviews: a CBT Exam Scoring Confirmation Report and an Item-by-Item Review. The first costs $\$ 75$ and the second costs $\$ 150$. The Exam Review Policy describes each type of review.

In the unlikely event that an error is discovered during the manual review, we will refund the review fee.

If you want us to review your exam manually, submit the following:

1. Written statement requesting either the CBT Exam Scoring Confirmation Report or Item-by-Item Review. The statement must include your first name, last name, address, email, phone number, and national registry number or application ID number
2. Check or money order for the review fee, which covers the processing and handling of the review. Mail the statement and fee to: NREMT, P.O. Box 29233, Columbus, OH 43229

Once we have processed the payment, we will review your exam within 30 days.

# PART 5: CERTIFICATION POLLCIES 

The policies in this section are frequently asked about or represent critical information for some candidates. Not all of these policies may apply to you.

## ACCOMMODATIONS

The NREMT administers its certification exams in a manner that does not discriminate against an otherwise qualified applicant. The NREMT offers reasonable and appropriate accommodations for the cognitive and psychomotor exams for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

The NREMT urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise. At a minimum, all requests for accommodations must be received by the NREMT no less than 30 days before the scheduled test date.

The NREMT urges candidates not to pay for an exam until the accommodations review process has been completed.

The NREMT will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

1. To be considered for an accommodation under the ADA, an individual must present adequate documentation demonstrating that his or her condition substantially limits one or more major life activities
2. Only individuals with disabilities who, with or without reasonable accommodations, meet the eligibility requirements for certification at the level of the requested exam are eligible for accommodations
3. Requested accommodations must be reasonable and appropriate for the documented disability and must not
fundamentally alter the exam's ability to assess the essential functions of out-of-hospital care, which the test is designed to measure
4. Professionals conducting assessments, rendering diagnoses of specific disabilities, and/or making recommendations for appropriate accommodations must be qualified to do so
5. The NREMT realizes that each candidate's circumstances are unique and uses a case-by-case approach to review the documentation submitted
6. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to NREMT staff and consultants only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate

The accommodations policy and procedures to submit an accommodations request can be accessed at:
os www.nremt.org/rwd/public/document/policyaccommodations

## APPEALS

When the NREMT makes an unfavorable ruling regarding an individual's application for certification or recertification, request for an accommodation in the administration of an exam, cancellation or revocation of exam results or any disciplinary action, including, but not limited to, the revocation or suspension of certification (collectively "Adverse Decision"), the Executive Director shall send to that individual, by certified mail, return receipt requested, a statement setting forth:

- The action taken
- The reason(s) for the action and, if applicable, a statement of facts constituting the alleged violation of
any of the NREMT's rules or standards or the reasons for ineligibility
- The time period in which the individual may appeal and provide any additional information

An applicant or registrant who is subject to an Adverse Decision of the Executive Director, excluding decisions with respect to the timeliness of applications or the scoring or reporting of the exams, may appeal such decision by mailing a notice of appeal to the office of the NREMT within 45 days of the date that such decision was mailed (based on postmark). The request for appeal must contain the individual's statement of the basis of his or her appeal, as well as any documents in support of the appeal. Materials not included in the request shall not be considered on appeal unless expressly requested in writing by the NREMT.

The entire appeals policy and procedures that are followed are located on this page:
Go www.nremt.org/rwd/public/document/policy-eligibility

## CANDIDATE RETESTING AT REQUEST OF NREMT

The NREMT may require an applicant to retake a certification exam if presented with sufficient evidence that the security or integrity of the exam has been compromised, notwithstanding the absence of any evidence of an applicant's personal involvement in the security compromise.

## COMPLAINTS

The NREMT responds to all complaints, inquiries, and concerns brought to our attention in a constructive and timely manner. Complaints can be submitted by email to complaintsßanremt.org. The NREMT will confirm receipt by email and provide status updates. Most notifications and initial responses are sent within five business days.

A candidate who wishes to submit a complaint to the NREMT must submit notice of complaint to the office of the NREMT within 30 days of the action(s) resulting in complaint. The notice of complaint must contain the individual's personal statement and any supporting documentation. The NREMT will treat any person who invokes this complaint procedure courteously. The NREMT will handle all complaints swiftly and confidentially to the extent possible, considering the need to take appropriate corrective action. Most complaints are investigated and resolved within 30 days, and updates will be provided if
delays are encountered. Documentation and information submitted as part of a complaint will be subject to the NREMT Privacy Policy.

## CRIMINAL CONVICTIONS

The NREMT has adopted a Criminal Conviction Policy to safeguard the public from individuals who, in practice as an EMS professional, might pose a danger to the public.

EMS professionals, under the authority of their state licensure, have unsupervised, intimate, physical and emotional contact with patients at a time of maximum physical and emotional vulnerability, as well as unsupervised access to a patient's personal property. These patients may be unable to defend or protect themselves, voice objections to particular actions, or provide accurate accounts of events at a later time. EMS professionals, therefore, are placed in a position of the highest public trust.

The public in need of out-of-hospital medical services relies on state licensure and NREMT certification to assure that those EMS professionals who respond to their calls for aid qualify for this extraordinary trust. For these reasons, the NREMT has adopted a Criminal Conviction Policy to ensure that individuals, who have been convicted of certain crimes, are identified and appropriately evaluated as to whether they would pose a risk to public safety as an EMS provider.

The entire criminal convictions policy is located on this page:
Is www.nremt.org/rwd/public/document/policy-criminal
Any applicant or registrant subject to an adverse decision by the NREMT under this Policy may appeal that decision as outlined in the NREMT Certification Eligibility. Discipline and Appeals Policy.

## DENIAL OR REVOCATION OF CERTIFICATION

The NREMT may, at its own discretion, deny an individual's eligibility for initial certification or recertification, deny, suspend or revoke an individual's certification or take any other appropriate disciplinary action against an individual's application, certification and/or recertification or deny authorization to use the NREMT's website for any purpose, including submitting applicant training information in the case of:

1. Ineligibility for NREMT certification
2. Failure to comply with any policy or rule of the NREMT, including, but not limited to, NREMT's website Terms of Use Policy
3. Irregular behavior regarding any NREMT exam
4. Misrepresenting, withholding, or the failure to update any information on any application for certification or recertification or in any other communication with the NREMT
5. The intentional misrepresentation by a trainer of any applicant's successful completion of education requirements for certification
6. Misrepresentation of the individual's status as a registrant of the NREMT
7. The conviction of, plea of guilty or plea of nolo contendere (no contest) to, a felony or any criminal offense which is related to public health or emergency medical service in accordance with the NREMT's Criminal Conviction Policy
8. Any disciplinary action is taken by a licensing or authorizing agency relating to practice, or the ability to practice safely and effectively, as an EMS professional or the voluntary surrender of a licensee as a punishment for or in place of any disciplinary action. The NREMT can suspend an individual's certification, prior to any right of appeal, should a licensing or authorizing agency find the individual poses an imminent threat to the public or cannot practice safely and effectively
9. Copying, reproducing, disclosing, disseminating or removing of exam related materials from the test site; attempting to copy, reproduce, disclose, disseminate or remove of exam related materials; or asking someone to copy, reproduce, disclose, disseminate or remove of exam related materials

## IMPARTIALITY

The NREMT ensures that personnel, vendors, and all involved in our certification activities understand the importance of impartiality and potential conflicts of interest. To reassure the NREMT continues to act impartial, we conduct ongoing assessments to identify and address any risk that may result in a conflict of interest or imply a potential threat to impartiality. Policies and procedures are
implemented for individuals involved in our certification activities to sustain a consistent and fair process. The NREMT prides itself on being fair and objective when dealing with candidates and applicants pursuing the NREMT certification.

## NONDISCRIMINATION AND FAIRNESS

The NREMT is committed to providing an equal opportunity for all applicants, certificants, staff, volunteers and vendors. The NREMT does not discriminate on the basis of race, color, religion (creed), gender, gender expression, national origin, disability, marital status, sexual orientation or military status in any of its certification activities or operations. These activities include, but are not limited to, initial applicants and recertification certificants, internal staffing practices, and selection of volunteers and vendors.

## PRIVACY

The NREMT's privacy policy is applicable to personal information that we may receive related to certification. licensure and research. We will handle and treat all personal information collected and received by us in connection with application, exam administration, and certification in the manner outlined in our privacy policy.

The privacy policy covers personal information collected, aggregation of non-person-specified data, mailings and contact, transfer of information to licensing agencies, transfer of information to educational institutions, other transfer of information, public information, independent testing centers, information access and corrections, research data, protections of personal information. resolution of concerns, information from children, information received from internet service providers through the NREMT website, cookies, transmission of information, links to other websites, and changes to the privacy policy.

The entire privacy policy can be accessed at:
https://www.nremt.org/rwd/public/document/policyof privacy

## Enclosures

## Enclosure 01: EMT Training Institution Application/Re-application Application to become a SC Approved EMT Training Center

All training centers wanting to offer the Emergency Medical Technician training program must make application to and be approved by the SC Department of Health and Environmental Control, Bureau of EMS.

In order to become a SC Approved EMT Institution, each training institution must meet certain standards and requirements and pass an on-site inspection prior to approval being granted. Some of the standards and requirements include, but are not limited to, the following:

* In addition to the four (4) SC Regional EMS Offices established in the 1970's, Section 907 of SC Regulation 61-7 requires that all training institutions must be a post-secondary training institution and defined as such by the SC State Department of Education. These institutions include:
$\begin{array}{ll}> & \text { Technical Colleges } \\ > & \text { Vocational Schools } \\ > & \text { Colleges and Universities }\end{array}$
* Must have an adequate, clean and well-lighted room(s) capable of managing the didactic and practical skills requirements.
* Must purchase (own), maintain and have adequate storage for all required equipment necessary for course approval. (See Enclosure 6)
* Must have one person designated to be solely responsible for the program. This person, herein referred to as the Emergency Medical Technician (EMT) Program Coordinator, must be a school official.

This person, an employee of the school, must receive an orientation to the Emergency Medical Technician program by a member of the DHEC training staff involved in the administration of the program.

## Application

Name of Training Institution: $\qquad$
Mailing Address:
City / State / Zip Code:

## Contact Person's Name:

Contact Person's Phone Number:

Contact Person's E-mail address:
Does your training institution offer the EMT course in any other state?
[ ] No
[ ] Yes (If Yes, please attach all information relating to the states where the course is offered, plus all policies and procedures for these courses).

The Training Institution listed above is a "post-secondary" education school and is defined by the SC Department of Education as a (Check only one):
[ ] Technical College
[ ] Vocational School
[ ] College or University
Attach the following documents with this application;
$\checkmark \quad$ Information concerning your training center and the courses that the institution offers
$\checkmark \quad$ Name and phone number for the individual over the institution (i.e. President, etc)
If this training center is considered for approval, an on-site visit will be arranged. At that time, a completed and signed Enclosure 6 documenting ownership of all required equipment for the EMT course will be required and the equipment will be inventoried as part of the on-site visit.

As of October of 2016, South Carolina has 27 training institutions offering the EMT program with no shortage of available courses. Please attach with this application, a justification as to the need for your training center to offer the EMT program.

Email all required documents to emscertifications@)dhec.sc.gov

## Application for Re-Authorization of EMT Training Centers

This application should be used for all agencies / institutions requesting Re-Authorization (No Lapse in Authorization) to offer the Emergency Medical Technician initial and refresher courses.

Each training institution must re-apply every four years to be re-approved to offer the Emergency Medical Technician course in South Carolina. Please check the expiration date of your training institution's authorization certificate.

Applications are due thirty days prior to expiration of each authorization period. Submit this application with ALL required documentation. DO NOT SUBMIT AN INCOMPLETE APPLICATION. Email application and documents to emscertifications@dhec.sc.gov

Requirement for re-authorization:
Completion of at least one (1) EMT Course during the last authorization period.

Name of Training Institution:
Mailing Address:
City / State / Zip Code:
Contact Person's Name*:
Contact Person's Phone Number:
Contact Person's E-mail address:
*Contact person must be the EMT-Program Coordinator of record as listed in CIS

List course numbers for all EMT Courses Completed during the last authorization period:

# Enclosure 01B <br> Application for Authorization / Re-Authorization of Advanced Training Centers 

This application should be used for all agencies / institutions that desire to offer the AEMT and Paramedic initial and refresher courses.

Submit this application will ALL required documentation. Applications are due thirty days prior to expiration of each authorization period. DO NOT SUBMIT AN INCOMPLETE APPLICATION.

Email Application and Documents to emscertifications@dhec.sc.gov
[ ] Initial Authorization [ ] Re-Authorization (No Lapse in Authorization)

Name of Agency / Institution Date

Street \& Mailing Address

Name of Program Director

City, State, Zip Code

Phone Number(s)

Attach to this application the following documents:
[ ] Signed Copy of Enclosure 6 verifying ownership of all required training equipment
[ ] Copies of clinical contracts with local hospital(s) \& EMS service(s)
[ ] Copy of Malpractice Insurance coverage for the program
[ ] Mechanism (plan) for providing Malpractice insurance for each student
[ ] Copy of the Standing Operations Procedure Manual \& Student Course Policy Manual
[ ] Name, Address and Phone Number for the Medical Physician who will serve as medical director for the program

## Requirement for re-authorization:

Completion of at least one (1) EMT-Paramedic Course during the four-year authorization period. List CIS course numbers for all EMT-Paramedic Courses Completed during the last authorization period:

I verify that my agency / institution must pass an on-site inspection (for initial authorization) and that I must have in place a SC state Credentialed EMT-Paramedic instructor prior to receiving authorization / reauthorization as an Advanced Training Center.

# Enclosure 02A <br> Emergency Medical Technician (EMT) - New Instructor Application 

## Section One: Personal Contact Information

SC Number: $\qquad$
Name: $\qquad$ Date: $\qquad$
Mailing Address: $\qquad$
City / State / Zip Code: $\qquad$
Home Phone: $\qquad$ Cell Phone: $\qquad$
E-Mail Address: $\qquad$

## Section Two: Requirements \& Credentials

All candidates must meet all of the following requirements:

- Be at least 21 Year of age
- Possess either a High School Diploma or GED
- Possess a current certification as a SC Paramedic (Attach a copy of your SC

Paramedic Certification card)

- Possess a current certification as a National Registered Paramedic (Attach a copy of your NREMT Paramedic credential)
- Have a minimum of two (2) years experience as a Paramedic (Attach a copy of your work resume)
- Possess a current instructor credential in one of the following: (Attach a copy of your CPR instructor credential)
$>$ AHA: Healthcare Provider
$>$ ARC: CPR Professional Rescuer ASHI: CPR PRO
- Successful completion of a forty (40) hour Instructor Methodology course as follows: (Attach a copy of your instructor education credential)
$>\quad$ National Association of EMS Educators (NAEMSE)
$>$ International Fire Service Accreditation Congress (IFSAC)
$>$ ProBoard or Department of Defense (DOD) Fire Instructor
$>$ South Carolina Criminal Justice Academy Instructor
$>\quad$ Post Secondary Teaching Certification or Education Training
- Have a minimum of one (1) year teaching experience (Attach a copy of your resume of your teaching experience)
- Documentation of a minimum of 20 hours of "monitored" teaching in an approved EMT-Basic course. (Attach letter of documentation from the School's EMT Program Coordinator)
- Completion of SC EMT Program Orientation given by DHEC staff (submit certificate of attendance)

PLEASE COMPLETE PAGE -2-

## Section Three: Candidate's Verification \& Signature

## READ CAREFULLY BEFORE SIGNING

I verify that I have satisfied all requirements as listed in Section Two of Enclosure 2 and have attached all required documentation to this application. I understand that I will not be considered for instructor authorization if my application is incomplete or if I have failed to meet all requirements. I understand that I must be affiliated with a SC Approved EMT Training Institution in order to become a credentialed SC EMT Instructor and that I will be considered an employee of that training institution.

I understand that I am required to complete an EMT Program Orientation given by DHEC staff before I will be considered for EMT-Basic instructor authorization/certification by SC DHEC Bureau of EMS. Attendance of the EMT Program Orientation shall be within one year from submission of Instructor application to DHEC.

Candidate's Signature: $\qquad$
Important Note: Give this completed application, plus a copy of all required documentation as mentioned in Section Two, to the EMT Program Coordinator of the SC Approved EMT Training Institution where you wish to teach.

## Section Four: EMT Program Coordinator Endorsement

I endorse this candidate as an EMT-Basic Instructor. Once this candidate receives instructor authorization/certification, I will use this candidate as an EMT instructor in my program.

I understand that failure to utilize this instructor in my program may jeopardize his/her ability to recertify his/her instructor authorization.

EMT Program Coordinator's Signature: $\qquad$

Email application and all required documents to emscertifications@dhec.sc.gov

# Enclosure 02B <br> Advanced/Paramedic EMT Instructor Application 

- AEMT Instructor Application
- Paramedic Instructor Application
(Complete Sections I -III plus VI - VII )
(Complete Sections I - VII )

SECTION I: Personal Information
SC Number: $\qquad$
Name: $\qquad$ Date: $\qquad$
Mailing Address: $\qquad$
City/State/Zip Code: $\qquad$
Home Phone: $\qquad$ Cell Phone: $\qquad$
Email address: $\qquad$
Do you have a high school diploma or G.E.D.?
$\square$ YES
$\square \mathrm{NO}$

Lead: Do you have five (5) years experience as a Paramedic?
YES
$\square$ NO
Module: Do you have two (2) years experience as a Paramedic?
YES
$\square \mathrm{NO}$
Send application and all required documents to: SC DHEC Bureau of EMS, Attention: Manager for Training \& Certification, 2600 Bull Street, Columbia, SC 29201 - or - email to emscertifications@dhec.sc.gov

All approved candidates shall complete EMT Program Orientation given my DHEC staff before consideration for Advanced/Paramedic instructor authorization/certification by SC DHEC Bureau of EMS. Attendance of the EMT Program Orientation shall be within one year from submission of Instructor application to DHEC (submit certificate of attendance).

| SECTION II: Credentials |  |
| :---: | :---: |
| LEAD INSTRUCTOR Authorized by DHEC - EMS | MODULE INSRTUCTOR <br> Authorized by the Training Institution |
| 1) SC NREMT-Paramedic | 1a) RN \& MD does not have to meet any other requirement. |
| S.C. NREMT-Paramedic Certification Number and Expiration Date (Copy of state $\boldsymbol{\&}$ NR cert. card) | $\overline{\mathbf{R N}}$ or MD Current SC License <br> (Enclose copy of license) <br> 1b) SC NREMT-Paramedic |

SECTION II: Credentials
S.C. NREMT-Paramedic Certification Number and Expiration Date (Copy of state \& NR cert. card)
2) Enclose copy of current CPR (BLS) Instructor card or certificate
3) Enclose copy of NHTSA Instructor Methodology course certificate or equivalent
4) Documentation of approved Anatomy \& Physiology course or equivalent
5) Documentation of approved RSI \& 12-Lead ECG course


| SECTION IV: (Paramedic Instructor only) |  |  |
| :--- | :--- | :---: |
| Required for all LEAD $\boldsymbol{\&}$ - Medical Module Instructors |  |  |
| ADVANCED CARDIAC LIFE SUPPORT (ACLS) INSTRUCTOR |  |  |
| Enclose copy of current ACLS course instructor card or certificate |  |  |
| (Minimum participation in at least two courses) |  |  |
| TYPE COURSE | DATE |  |
|  |  |  |
|  | SPONSOR |  |
| Participation in a minimum of two (2) lecture areas and two (2) skill areas |  |  |
| LECTURE AREAS |  |  |
| SKILL AREAS |  |  |


| SECTION V: (Paramedic Instructor only) |  |  |
| :--- | :---: | :--- |
| Required for All LEAD $\boldsymbol{\&}$ \&-Special Considerations Module Instructors |  |  |
| PEDIATRIC COURSE INSTRUCTOR (PALS, PEPP, PEMSTP) |  |  |
| Enclose copy of current pediatric course instructor card or certificate |  |  |
| (Minimum participation in at least two courses) |  |  |
| TYPE COURSE | DATE | SPONSOR |
|  |  |  |
|  |  |  |
| Participation in a minimum of two (2) lecture areas and two (2) skill areas |  |  |
| LECTURE AREAS |  |  |
| SKILL AREAS |  |  |
|  |  |  |
| Enclose course outlines to verify above experience |  |  |

## SECTION VI: ENDORSEMENTS

## EXECUTIVE DIRECTOR OF ADVANCED TRAINING INSTITUTION MEDICAL CONTROL DIRECTOR FOR CANDIDATE'S EMS PROVIDER

I endorse
for a position as: [ ] AEMT Instructor [ ] EMT-Paramedic Instructor When this candidate is authorized as an instructor, I will use this instructor in my EMT training program(s). I submit this endorsement without reservation.

Signature: Executive Director Advanced Training Institution
Date

Signature: Medical Control Director-Candidate's EMS Provider Date

## SECTION VII: VERIFICATION OF APPLICATION

I verify that all information on this application is true to the best of my knowledge. I understand that I must be affiliated with a SC Approved EMT Training Institution in order to become a certified SC AEMT and/or Paramedic Instructor and that I will be considered an employee of that training institution. I understand that any omissions and/or false or misleading information and/or documentation may be grounds to deny or revoke my instructor authorization and may lead to other disciplinary action as specified in EMS regulation 61-7 and the Advanced Policy Manual

Signature: Instructor Candidate

# Enclosure 03A <br> Emergency Medical Technician (EMT) - Instructor Re-Authorization Application 

Section One: Personal Contact Information
SC Number: $\qquad$
Name: $\qquad$ Date: $\qquad$
Mailing Address: $\qquad$
City / State / Zip Code: $\qquad$
Home Phone: $\qquad$ Cell Phone: $\qquad$

E-Mail Address: $\qquad$
Section One: Attached is a copy of all the following required documents:

- A copy of my current CPR instructor credential (Must be one of the following):
$>$ AHA: Healthcare Provider
> ARC: Professional Rescuer
> ASHI: CPR Pro
- A copy of my current SC EMT Paramedic Certification
- A copy of my current NR EMT Paramedic Credential
- Documentation of 12 contact hours of SC DHEC-approved Instructor Methodology Classes during your last authorization period
- Documentation of teaching a minimum of one hundred (100) hours of an EMT course. (Attach a copy (copies) of the course approval letter(s) which list you as the course instructor) during you current authorization period

Please Note: "Current" means that the expiration of these credentials exceeds your current SC EMT instructor expiration date.

## Section Two: EMT Program Coordinator Endorsement

I endorse this individual to be re-certified as an EMT Instructor. In doing so, I agree to use this individual as an EMT instructor in my training institution's EMT program and will require this individual to teach a minimum of one full initial EMT course or a minimum of two EMT refresher course during this next authorization period.

EMT Program Coordinator's Signature:
Email application and all required documents to emscertifications@dhec.sc.gov

Enclosure 03B<br>Advanced / Paramedic - Instructor Re-Authorization Application

SC Number: $\qquad$
Name: $\qquad$ Date: $\qquad$
Mailing Address: $\qquad$
City/State/Zip Code: $\qquad$
Home Phone: $\qquad$ Cell Phone: $\qquad$
Email address: $\qquad$

- ADVANCED EMT INSTRUCTOR RE-AUTHORIZATION
- PARAMEDIC INSTRUCTOR RE-AUTHORIZATION

NO APPLICATION WILL BE ACCEPTED WITHOUT THE FOLLOWING DOCUMENTATION:

- Copy of current SC \& NR Paramedic cards
- Copy of current approved CPR (BLS) Instructor Card
- Copy of current approved Trauma Instructor Card
- Copy of current ACLS Instructor Card
- Copy of current approved Pediatric Instructor Card
- Documentation of 12 hours of approved educational CEUs)

READ THE FOLLOWING CAREFULLY BEFORE SIGNING.

I understand that my instructor authorization(s) will not be considered without submission of the above credentials. I also understand that I will not be re-authorized unless I gain the required endorsements listed on the reverse side of this form.

## INSTRUCTOR SIGNATURE

## DATE

Attach all documentation to this form and complete all information and obtain all required endorsements on the reverse side. Email completed packet, application and all required endorsements to emscertifications@dhec.sc.gov

[ ] Does not qualify for re-authorization because: $\qquad$

INSTRUCTOR NAME (Print)
List below any EMT courses (Advanced /Paramedic) you have taught during the last certification period.

|  |  | ] Initial | [ ] Refresher |
| :---: | :---: | :---: | :---: |
| Course \# | Course Sponsor |  |  |
|  | Course Sponsor | [ ] Initial | [ ] Refresher |
| Course \# | Course Sponsor | [ ] Initial | [ ] Refresher |

## TRAINING CENTER ENDORSEMENT

I agree endorse this person for: [ ] Advanced EMT Instructor Re-authorization
[ ] Paramedic Instructor Re-authorization
1): I will continue to use this instructor in my Advanced/Paramedic training program(s).

Name (Print): EMT Program Director

Signature: EMT Program Director
Date
2): I endorse this candidate for re-authorization as an Instructor.

## Name (Print): Medical Control Physician

## Signature: Medical Control Physician

Date
This form is to be completed at the first class meeting and may be requested by SC DHEC at any time.
Enclosure 04 A
$10 / 2016$
:GLVG / TUOLVNOIS \&OLOחYLSNI

 $\rightarrow$ -

LSEII / LSVVT
GWVN S،ALVGIGNVD




## ：SGLEGIGNVD LWAV ZTHSAप्रATV

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：亏̄GLVGIGNVD LWTV TVILINI
and written examination will not be accepted．
 instructions）that I must successfully complete the course and pass the NREMT practical and written examination prior to beginning the










## SGLVGIGNVD TTV


:GLVC / GYOLVNOIS YOLOחYLSNI
I verify that the above referenced class candidates have read and been provided with satisfactory explanations and discussions in regards to course
eligibility and attendance requirements. I have witnessed all signatures and verified the status of all candidates. All policies will be enforced. $\square$
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$\square$

## Enclosure 05: EMT Course Evaluation

## Lead Instructor (Name)

$\qquad$ Course \# $\qquad$

## Part A Course Evaluation:

Please answer the following by placing $a \sqrt{ }$ in the appropriate box. If you answer "No" to any question, please write an explanation in the space provided:

Did class start on time

| ssions | Yes | No |
| :---: | :---: | :---: |
|  | $\square$ | - |
|  | $\square$ | $\square$ |
|  | $\square$ | - |
|  | $\square$ | - |
|  | $\square$ | $\square$ |
|  | $\square$ | - |

Did class end on time
Were there ample amounts of various equipment for all practical sessions
Was the classroom clean with adequate learning space
Was the training equipment working properly
Do you feel the course prepared you to provide emergency care

Please provide your overall opinion of the course:

In what ways can this course be improved:

Additional comments concerning the course:

## Part B Instructor Evaluation:

Please fill out one evaluation per instructor. If additional evaluations are needed please reprint page 2 of this form until enough evaluations are provided.

Instructor Name: $\qquad$
Please mark 1-POOR, 2-FAIR, 3-AVERAGE, 4-GOOD, 5-EXCELLENT

1. Promote learning
2. Knowledge of subject matter
$\qquad$
3. Creates atmosphere receptive to questions
4. Presents material in manner easy to understand $\qquad$
Other comments:
$\qquad$
$\qquad$
$\qquad$

Instructor Name: $\qquad$
Please mark 1-POOR, 2-FAIR, 3-AVERAGE, 4-GOOD, 5-EXCELLENT

1. Promote learning
2. Knowledge of subject matter
3. Creates atmosphere receptive to questions
4. Presents material in manner easy to understand $\qquad$
Other comments:
$\qquad$
$\qquad$
$\qquad$

Instructor Name: $\qquad$

Please mark 1-POOR, 2-FAIR, 3-AVERAGE, 4-GOOD, 5-EXCELLENT

1. Promote learning
2. Knowledge of subject matter
$\qquad$
3. Creates atmosphere receptive to questions
$\qquad$
4. Presents material in manner easy to understand
$\qquad$
$\qquad$
Other comments:
$\qquad$
$\qquad$
$\qquad$

Instructor Name: $\qquad$
Please mark 1-POOR, 2-FAIR, 3-AVERAGE, 4-GOOD, 5-EXCELLENT

1. Promote learning
2. Knowledge of subject matter
$\qquad$
3. Creates atmosphere receptive to questions
$\qquad$
4. Presents material in manner easy to understand $\qquad$

Other comments:
$\qquad$

Enclosure 6: EMT / CEP Course - Minimum Required Equipment
Note: The following is a list of equipment for an EMT class size of twelve (12) or less students, and is considered as one (1) set of equipment.
Class sizes above twelve (12) students must have more than one (1) set of equipment.
Example: $\quad$ Class size $13-24=$ two (2) sets of equipment.
Class size 25-36 = three (3) sets of equipment, etc.
Only one (1) set of equipment is required for a CE program regardless of class size.

| Number on Hand | Minimum Number Required | Item |
| :---: | :---: | :---: |
| CPR MANIKINS, AIRWAYS \& AIRWAY TRAINERS |  |  |
|  | 1 | CPR Manikin - Adult (With feedback capabilities) |
|  | 1 | CPR Manikins - Adult |
|  | 2 | CPR Manikins - Infant |
|  | 2 | Airway Trainer - Adult |
|  | 2 | Airway Trainer - Infant |
|  | 1 | Blind Insertion Airway Device - Set of assorted sizes |
| OXYGEN EQUIPMENT / ADJUNCTS |  |  |
|  | 1 | Portable Oxygen Tank |
|  | 1 | Oxygen Tank Regulator |
|  | 1 | Oxygen Tank Wrench |
|  | 1 | Nasal Cannula - Adult |
|  | 1 | Non-Rebreather Face Mask - Adult |
|  | 1 | Non-Rebreather Face Mask - Child |
|  | 2 | Bag-Valve-Mask unit with Reservoir - Adult |
|  | 2 | Bag-Valve-Mask unit with Reservoir - Infant |
|  | 1 | Portable Suction Unit with Charger |
|  | 1 | Suction Catheter |
|  | 1 | OPA (Oral Airways) - Set of assorted sizes |
|  | 1 | NPA (Nasal Airways) - Set of assorted sizes |
| SPLINT MATERIALS |  |  |
|  | 1 | Traction Splint |
|  | 2 | 36" Padded Board Splints or Equivalent |
|  | 2 | 15" Padded Board Splints or Equivalent |
|  | 1 | Long Spine Board with 3 straps, (2) 9 foot straps, and/or a set of spider straps |


| Number on Hand | Minimum <br> Number <br> Required | Item |
| :---: | :---: | :---: |
|  | 1 | Head Immobilization Device for Long Spine Board |
|  | 1 | Vest-Type (Half) Spine Immobilization Device |
|  | 2 | Cervical Spine Immobilization Collars (Rigid Type) |
|  | 2 | Blankets (Wash after each course) |
|  | 1 | Pillow |
|  | 12 | Triangular Bandages (Wash after each course) |
| BANDAGE MATERIALS <br> These are disposable supplies and should be replaced with each course |  |  |
|  | 1 | Aluminum Foil / Vaseline Gauze |
|  | 12 | Roller - Type Gauze |
|  | 24 | $4 \times 4$ Dressings |
|  | 12 | $5 \times 9$ or larger ABD (Abdominal) Pads |
| MISC. EQUIPMENT |  |  |
|  | 1 | A.E.D. Trainer (Automatic External Defibrillator) |
|  | 1 | Elevating Stretcher (Not required for CEP courses that consist of only non-transporting services) |
|  | 1 | Childbirth Kit |
|  | 1 | Blood Pressure Cuff |
|  | 1 | Teaching Stethoscope |
|  | 2 | Regular Stethoscopes |
|  | 1 | Torso Model -or- Set of Anatomy Charts |
|  | 2 | Epi-Pen Trainer |
|  | 2 | Prescribed Inhaler Trainer |
|  | 1 | Set - Blood Glucose Monitoring Equipment |
|  | 1 | Commercial Tourniquet |

ADDITIONAL EQUIPMENT FOR AEMT \& PARAMEDIC PROGRAMS
\(\left.$$
\begin{array}{|l|c|l|}\hline & \mathbf{1} & \begin{array}{l}\text { Set - Endotracheal Intubation equipment } \\
\text { (Paramedic Only) }\end{array}
$$ <br>
(Tubes, Laryngoscope handles, blades and stylettes - <br>
pediatric \& adult - Macintosh \{curved\} \& Miller <br>

\{straight\} blades\end{array}\right]\)| EKG Monitor / Defibrillator with pacer capabilities |
| :--- |
| (Paramedic Only) |


| Number <br> on Hand | Minimum <br> Number <br> Required | Item |
| :--- | :---: | :--- |
|  | 1ea | Assorted Syringes (1,3,5,10,20,50cc) |
|  | 1ea | Assorted "state-approved" medications (may be "fake" or <br> expired) |
|  | $\mathbf{2}$ | Butterfly / Scalp Vein needles |
|  | $\mathbf{1}$ | Set - Equipment for drawing blood |
|  | $\mathbf{1}$ | IV / IO Arm |
|  | $\mathbf{2}$ | IO Needles or equivalent IO device |
|  | 2ea | Assorted bags of IV fluid (may be expired) |
|  | 2ea | Assorted IV drip sets (Micro/Macro) |
|  | 2ea | Assorted IV Needles (14,16,18,20ga) |
|  | 6ea | Alcohol/Iodine Preps |

Training Institution: $\qquad$
I verify that all the above equipment is present, clean and in working order. Instructor/Training Officer Signature / Date: $\qquad$
Program Director Signature / Date:

## Enclosure 07 <br> EMT Skills Remediation Form

Candidate's Name (please print): $\qquad$ CIS \# $\qquad$

## Section One: Cardio-Respiratory Skills

 (Per Current AHA Guidelines)Date Mastered Instructor Initials
Rescue Breathing: (Adult / Child / Infant)
Foreign Body Airway Obstruction (Infant)
Foreign Body Airway Obstruction (Adult / Child)
CPR - Infant (One and Two Rescuer)
CPR - Adult / Child (One and Two Rescuer)
Automated External Defibrillator
$\qquad$

## Section Two: EMT Skills

(Must use current NREMT skill check sheets)
Patient Assessment - Trauma
Patient Assessment - Medical
Oxygen Administration by NRB
Bag-Valve-Mask Ventilation
Supraglottic Airway Device (LMA/King Airway)
Cardiac Arrest, CPR and AED
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

Bleeding Control-Shock Management
$\qquad$
$\qquad$
$\qquad$

Joint Immobilization
Long Bone Immobilization (Radius/Ulna)
Spinal Immobilization - Seated
$\qquad$

Spinal Immobilization - Supine
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Section Three: Candidates Verification of Competency in All Skills

Candidate: I verify that I have been taught, tested and found competent in all skills listed on this Enclosure 7.

Candidate 's Signature and Date: $\qquad$
Instructor: I verify that I have taught, tested and found competent this student in all skills listed on this Enclosure 7.

Instructor's Signature and Date: $\qquad$
NOTE: This original form must be sent to DHEC along with a letter (on letterhead) from the training institution's Program Coordinator attesting to the remediation.

Enclosure 07

## Enclosure 08

## Out of State EMT Course Clinical Requirements with South Carolina

Out of State EMS programs often request for their personnel to perform ride along / clinical hours within the State of South Carolina. Out of State EMT Programs shall submit an official letter of request to the Department prior to conducting clinical rotations in South Carolina. Out of State EMT Programs may only conduct clinical rotations in South Carolina after the following criteria are met. The Department will issue a Letter of Out of State Clinical Compliance to approved Out of State EMT Programs for specific clinical rotation periods. Only approved programs may conduct clinical rotations in South Carolina.

* Must have on file MOA or MOU between teaching institution and agency providing clinical.
* The Out of State EMT Program must have a SC licensed Medical Director providing oversight to students performing clinical rotations in South Carolina. Submit a signed letter from SC licensed program Medical Director acknowledging oversight of students.
* Copies of Certificate of Insurance for each student or a signed statement from Program Coordinator stating copies are on file.
* Signed statement from Program Coordinator that all students have current Healthcare Provider CPR (or equivalent) and current National Registry credentials at the EMT or AEMT levels, or SC EMT or AEMT provisional certification as applicable. Candidates must maintain their NR or SC provisional credential for the duration of their clinical rotation period in South Carolina.
* Approximate period, length of time, area the clinical will occur. Examples being "Summer 2016: May-July - Horry County Fire Rescue". The Department must be notified of each subsequent period of clinical time requested or any extensions of more than 30 days to an approved clinical rotation.

Once these requirements have been verified as complete by the Training and Certification Manager, a Letter of Out of State Clinical Compliance will be issued to the Out of State EMT Program Coordinator.

Send official letter of request and all required documents to: SC DHEC Bureau of EMS, Attention: Manager for Training \& Certification, 2600 Bull Street, Columbia, SC 29201 - or email to emscertifications@dhec.sc.gov

## Continuing Education Program Application

|  | Agency / Institution |  |  |
| :---: | :---: | :---: | :---: |
| SC EMS Agency License Number |  | \# | Expiration Date |
| Training Institution Number |  | \# | Expiration Date |
| II. | Type Application |  |  |
|  | Initial (Request for approval of first-time program OR program which was suspended or discontinued) |  |  |
|  | Renewal (Renewal of current, on-going program for the next 4-year program cycle) |  |  |
|  | Change of Training Officer or Program Director |  |  |
|  | Change of Medical Control Physician (attach Medical Control Physician Form) |  |  |
| III. Agency Information |  |  |  |
| Primary Agency Name |  |  |  |
| Agency Mailing Address |  |  |  |
| City/State/Zip Code Phone \# |  |  |  |
|  | IV. Program Director Information |  |  |
| Name (Person responsible for all administrative aspects of program.) |  |  |  |
| Mailing Address |  |  |  |
| City/State/Zip Code |  |  |  |
| Work Phone \# Cell Phone \# <br> I have attended an Initial CEP Orientation Workshop. Y/N Month / Year_ |  |  |  |
| V. Training Officer Information |  |  |  |
| Name (Person responsible for all instruction aspects of program.) |  |  |  |
| Mailing Address |  |  |  |
| City/State/Zip Code |  |  |  |
| Work Phone \# Cell Phone \# <br> I have attended an Initial CEP Orientation Workshop. Y / N Month / Year  |  |  |  |
|  |  |  |  |
| -Continues on Next Page- |  |  |  |
| DHEC-2354 (08/2016) |  |  |  |



## CEP Class Attendance Roster



| Topic | Start Time | End Time |  |
| :---: | :---: | :---: | :---: |
|  |  |  | Instructor |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| EMT Name | SC Cert.\# | EMT Signature | Last four of SS\# |
| :--- | :--- | :--- | :--- |
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I verify that the above referenced class was conducted as indicated and ALL participants remained for the entire class and thereby are entitled to the appropriate credit.

Continuing Education Program Instructor Application

## Section One: Personal Contact Information

Name: $\qquad$ Date: $\qquad$

Mailing Address: $\qquad$

City / State / Zip Code: $\qquad$

Home Phone: $\qquad$ Cell Phone: $\qquad$

E-Mail Address: $\qquad$

SC\#: $\qquad$ Agency: $\qquad$

## Section Two: Requirements \& Credentials

All candidates must meet all of the following requirements:

- Must be endorsed by the EMS Director of the licensed SC EMS agency for which you will instruct
- Must be currently on the Continuum roster of the licensed SC EMS agency for which you will instruct
- Possess a current certification as a SC EMT (Attach a copy of your SC EMT, AEMT, or Paramedic Certification card)
- Have a minimum of two (2) years of experience at your current SC certification level
- Successful completion of a 40 hour Instructor Methodology course or equivalent: (Attach copy of your instructor education credential)
> SC EMS Instructor Training Program
> The National or State Fire Academy Instructor Training Program
$>$ National EMS Instructor Training Program
> Current certification as a SC EMT or Paramedic Instructor
-Continues on Next Page-


## Section Three: Candidate's Verification \& Signature

## PLEASE READ CAREFULLY BEFORE SIGNING

I verify that I have satisfied all requirements as listed in Section Two and have attached all required documentation to this application. I understand that I will not be considered for instructor certification if my application is incomplete or if I have failed to meet all requirements. I understand that I must be affiliated with a SC Licensed Agency in order to be a credentialed SC CE Instructor and that I will be considered an employee of that local training institution.

I understand that the use of false, fraudulent, or forged documents for the purposes of certification requirements or official documents is considered to be misconduct by DHEC and punishable by suspension or revocation of my certifications.

Candidate's Signature:

## Important Note: Give this completed application, plus a copy of all required documentation as mentioned in Section Two, to the CEP Program Coordinator of the SC CE Program where you will teach.

## Section Four: CEP Program Coordinator Endorsement

I endorse this candidate as a CE Instructor. Once this candidate receives instructor certification, I will use this candidate as a CE instructor in my agency's program.

I understand that failure to utilize this instructor in my program may jeopardize his/her ability to recertify his/her CE instructor certification.

CEP Program Coordinator's Signature: $\qquad$

## Section Five: EMS Director Endorsement

I endorse this candidate as a CE Instructor. Once this candidate receives instructor certification, I will use this candidate as a CE instructor in my agency's program.

I understand that failure to utilize this instructor in my program may jeopardize his/her ability to recertify his/her CE instructor certification.

EMS Director's Signature:

## Continuing Education Program Instructor Renewal Application

## Section One: Personal Contact Information

Name: $\qquad$ Date: $\qquad$

Mailing Address: $\qquad$

City / State / Zip Code: $\qquad$

Home Phone: $\qquad$ Cell Phone: $\qquad$

E-Mail Address: $\qquad$

SC\#: $\qquad$ Agency: $\qquad$

## Section Two: Requirements \& Credentials

All candidates must meet all of the following requirements:

- Must be endorsed by the EMS Director of the licensed SC EMS agency for which you will instruct
- Must be currently on the Continuum roster of the licensed SC EMS agency for which you will instruct
- Possess a current certification as a SC EMT (Attach a copy of your SC EMT, AEMT, or Paramedic Certification card)
- Have a minimum of two (2) years of experience at your current SC certification level
- Must be currently certified as a SC Continuing Education Program Instructor
- Must have completed a minimum of six (6) hours of DHEC approved CEUs in Instructor Methodology during current instructor certification period (Attach a copy of documentation of completion)
- Must have taught a minimum of twenty-four (24) hours in a SC Continuing Education Program during current instructor certification period (Attach a copy of documentation of completion)
-Continues on Next Page-


## Section Three: Candidate's Verification \& Signature

## PLEASE READ CAREFULLY BEFORE SIGNING

I verify that I have satisfied all requirements as listed in Section Two and have attached all required documentation to this application. I understand that I will not be considered for renewal of my instructor certification if my application is incomplete or if I have failed to meet all requirements. I understand that I must be affiliated with a SC Licensed Agency in order to be a credentialed SC CE Instructor and that I will be considered an employee of that local training institution.

I understand that the use of false, fraudulent, or forged documents for the purposes of certification requirements or official documents is considered to be misconduct by DHEC and punishable by suspension or revocation of my certifications.

## Candidate's Signature:

Important Note: Give this completed application, plus a copy of all required documentation as mentioned in Section Two, to the CEP Program Coordinator of the SC CE Program where you will teach.

## Section Four: CEP Program Coordinator Endorsement

I endorse this candidate as a CE Instructor. Once this candidate receives instructor certification, I will use this candidate as a CE instructor in my agency's program.

I understand that failure to utilize this instructor in my program may jeopardize his/her ability to recertify his/her CE instructor certification.

## CEP Program Coordinator's Signature:

## Section Five: EMS Director Endorsement

I endorse this candidate as a CE Instructor. Once this candidate receives instructor certification, I will use this candidate as a CE instructor in my agency's program.

I understand that failure to utilize this instructor in my program may jeopardize his/her ability to recertify his/her CE instructor certification.

## EMS Director's Signature:

Printed - March 2018
Total Printing Cost $\$ 173.00$
Total Number of Documents Printed - 100
Cost Per Unit $\$ 1.73$


[^0]:    $\checkmark \quad$ Repeat the national EMS or fire instructor methodology course
    $\checkmark \quad$ Present one, four (4) hour, CEP Training class session to DHEC EMS staff and receive a favorable evaluation by DHEC EMS staff.

[^1]:    ** Retest attempts must be completed at a regional testing site if the candidate chooses not to retest or does not pass the 1R1 attempt. Candidates must retest at a SC approved testing center once the leave this examination site.

