



Testing and Licensure Information for Advanced Level Instructors

The testing and state licensing procedures for Advanced-EMT and Paramedic are different from the process for becoming an EMR or EMT. At the lower levels, the registration and management of the psychomotor examinations are handled by the state EMS office. At the higher levels, the exams are managed by the NREMT with only minimal involvement by the state office.

The following is important information to help your students register for an Advanced Level exam and obtain a state license:

- 1) During the first class session, have the students fill out the course enrollment form stapled to the back of their student manual. As soon as possible, send these forms to the EMS office so that we can record their enrollment in the course.
- 2) You are responsible for setting up the NREMT psychomotor exam site. For detailed information about the stations, go to the NREMT website at www.nremt.org. The NREMT approval process can be lengthy, so select your date and location as soon as possible. In addition to having sufficient equipment and qualified evaluators, you must have a physician on site or available by telephone for the duration of the exam site. Apply for exam site approval by filling out the Request for EMS Examination form found in the Documents section at www.vermontems.org and sending it to the EMS Office no later than TWO MONTHS prior to the desired exam date. We will arrange with the NREMT for approval and provide a NREMT on-site proctor.
- 3) Unlike for EMR and EMT exam sites, your students do not need to submit an exam application prior to the psychomotor exam date. It is your responsibility to register your students for the psychomotor exam by submitting a list of their names and NREMT-B numbers to the EMS Office at least ONE MONTH prior to the exam date. If a student does not have a NREMT number, contact the EMS Office for other options. Students whose names are submitted less than one month before the exam date may not be admitted to the test site.
- 4) The Vermont Department of Health will pay for all attempts on the NREMT computer-based cognitive exam for candidates who hold an affiliation with a Vermont EMS agency licensed at the Advanced level. When your students register for the test, instruct them to select "Direct Bill to State" as the Application Payment method.
- 5) If you are not already approved by the NREMT as an AEMT Program Director, you will need to apply for that status before your students can register for the cognitive exam.
- 6) When your students receive their NR-AEMT certification card, they must apply for state licensure by submitting a Vermont A-EMT License Application and copy of the NR-AEMT card to the EMS Office. Possession of a NR-AEMT card alone is not sufficient to practice as an AEMT in Vermont.

If you have any questions about the Advanced Level testing and licensing process, please don't hesitate to contact the EMS Office at 800-244-0911 or 802-863-7310.