

Vermont EMS

Instructor Coordinator

Administrative Guide



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Part I: Course Approval and the First Class Session

All EMS courses for state licensure need the approval of the EMS Office and the EMS District where the course is physically located.

Application

The EMS Course Approval form must be submitted to the EMS Office at least 2 weeks prior to the course start date. The District chairperson must sign the approval form on behalf of the district board before it is sent to the EMS Office.

Course Medical Director

All courses must have a medical director. The course medical director is a local physician with emergency medical experience who acts as the ultimate medical authority regarding course content, procedures, and protocols. The course medical director and course coordinator work closely together in the preparation and presentation of the program. The course medical director can assist in recruiting physicians to present materials in class, settling questions of medical protocol and acting as a liaison between the course coordinator and the medical community. During the program the medical director will be responsible for reviewing the quality of care rendered by the student. The course medical director or a designee is responsible for verifying student competence in the cognitive, affective and psychomotor domains. Frequently, the District Medical Advisor fills this role.

Clinical Affiliations

Use page 2 of the EMS Course Approval form to describe how your students will achieve the required hands-on training.

Course Syllabus

You are required to submit a course syllabus. It should include the class schedule, expectations, policies, etc. Examples can be obtained from the EMS Office.

State approval

When the EMS Office approves your course, you will receive student manuals, a course number and a copy of the signed EMS Course Approval form.

Student Manuals

The EMS Office publishes one student manual that encompasses the EMR, EMT, and AEMT levels. This booklet provides the students with a great deal of information about the course, the testing process and life after the course. It is recommended that you devote part of the first class session going through the manual with the students.

Course Enrollment Forms

The back page of the student manual is the Course Enrollment Form. Please have the students fill out this form during the first class session and return them to the EMS Office as soon as possible. This allows the EMS Office to create student records in our database

and promptly address criminal convictions, tax and child support compliance issues and other licensing concerns. Students with unresolved issues are not eligible for exam payment or state licensure, so early disclosure is important.

All documents referenced in this guide can be found on the VT EMS website: www.vermontems.org under the document section.

Becoming a NREMT Program Director

One of the first things you should do as a Vermont EMS Instructor/Coordinator is to become a NREMT Program Director. Through their online NREMT account, a NREMT Program Director can verify students' course completion and track their testing performance.

Your students will need to identify a Program Director as part of their application for the NREMT cognitive exam, so it is recommended that you establish your Program Director status as soon as possible.

Add Program Director to your online NREMT profile by selecting the "Account Settings" button near the login box and following the directions in the *Program Director Settings*. Be sure to select ALL applicable levels. For instance, if you will be coordinating courses at the EMR, EMT and AEMT levels, you must select all 3 levels. The NREMT will assign you Program Director status upon approval by the EMS Office.

Part II: State Licensing Psychomotor Examinations

The EMS Office uses the National Registry of EMTs for its licensing examinations. At the EMR and EMT levels, the psychomotor (practical) exam is managed and scored by the EMS Office. At the AEMT and Paramedic levels, the exams are managed entirely by the NREMT. Therefore, the exam approval and results reporting processes are different for the Basic and Advanced levels.

The psychomotor and computer-based cognitive exams may take place in any order. A student does not need to pass the psychomotor exam to become eligible for the cognitive exam.

Standardized Exam Site Schedule

- Each district is responsible for hosting one exam site each year, and the site must accommodate EMR, EMT and AEMT candidates unless a variance is granted by the EMS office.
- All exam sites are open to all candidates who have been approved by the EMS office.
- Districts do not need to submit an exam request form to the EMS office for the district's annual exam site, but they must notify the EMS office of the location and start time as far in advance as possible. (Establishing a permanent site in each district is strongly encouraged.)
- The district annual exam site will take place on the second Saturday of the month unless a variance is granted by the EMS office.
- A district may apply to host an independent exam site if a minimum of 20 initial-attempt candidates register for the site at least two weeks prior to the exam date. The independent exam request form must be received by the EMS office at least two months before the exam date.
- Candidates cannot register for an exam site less than two weeks prior to the exam date without the approval of the exam site coordinator.
- The district's annual exam site must accommodate at least 25 candidates. Districts may set a cap above that amount, or for a particular level (i.e., no more than 10 AEMT candidates).
- The district training coordinator is presumed to be the exam site coordinator unless the EMS office is notified otherwise.
- District 3 is not assigned an annual exam site but routinely hosts at least two exam sites per year that exceed 25 candidates. These exam sites are open to all eligible candidates.

The exam site schedule follows a roughly clockwise pattern around the state. The purpose is three-fold:

- 1) Allow districts to focus their efforts and resources on just one psychomotor exam site at the same time every year.
- 2) Diminish the need for candidates to wait a long time or travel a long distance if they cannot attend the annual exam site in their home district or need to retest a failed station.

- 3) Allow the EMS office a predictable means to schedule resources for proctoring and processing psychomotor exams.

Exam Site Schedule

Assignment to a month means each district is responsible for hosting an exam site on the second Saturday of that month each year (unless granted a variance by the EMS office to hold the site on a different day).

Month	District	Month	District
July	1	January	13
August	2	February	12
September	5	March	11
October	6	April	10
November	8	May	7
December	9	June	4

Psychomotor Testing Criteria

Copies of the psychomotor evaluation sheets for all levels are available on the NREMT website (www.nremt.org).

Vermont EMS Exam Representative

The Vermont EMS Exam Representative is an agent of the EMS Office. This person represents the EMS Office and the National Registry of EMTs and is responsible for ensuring that the exam site is managed in accordance with state and national requirements. All decisions of the Vermont EMS Exam Representative are final.

Retest Policies

Depending on the time and resources available, the Vermont EMS Exam Representative may allow same-day retests of failed psychomotor stations. A same-day retest will count as an additional attempt.

If a student fails more than half of the stations, or if they fail any station three times, they fail the entire psychomotor exam. To continue the testing process, they must retake the entire psychomotor exam after completing remediation with their course instructor.

Students may retest no more than two stations on the same day.

Examination Fee

There is no state fee for a NREMT psychomotor exam held in Vermont. Districts may individually elect to charge an exam fee to cover expenses, and if a student chooses to test in another state, a fee may be applied.

Requesting Approval for an Independent Exam Site

If you wish to hold an exam site in addition to the 12 regularly-scheduled sites described above, you must obtain the approval of the EMS Office and the District where the exam site will take place. Independent exam sites require at least 20 initial attempt candidates.

To request an independent exam site at the EMR or EMT level, you must submit a Request for Independent EMS Examination form to the EMS Office at least one month before the exam date to ensure adequate time to secure a proctor and advertise the exam site on the EMS website.

To request an independent exam site at the AEMT or Paramedic level, you must submit your request form at least TWO months ahead of time. Advanced level exam sites also require that a physician with emergency medical experience is on site or available by phone for the duration of the exam site to advise the exam coordinator and Vermont EMS Exam Representative.

At an independent exam site, the course coordinator is responsible for securing a test location, equipment, supplies, evaluators and patient models (see the Examination Coordination Administrative Guide found in the Documents link of the Vermont EMS website at www.vermontems.org).

Student Registration – EMR and EMT

You can register your students for the state EMR or EMT psychomotor exam by having them complete an EMR or EMT Licensing Exam Application form which can be downloaded from the Vermont EMS website. Collect and review these applications for completeness (Head of Service signature, all questions answered, all demographic information entered, etc.) and submit them to the EMS Office at least 2 weeks before the test date.

Psychomotor Exam Results – EMR and EMT

Within two weeks after the exam date, the EMS Office will report results to you and to the students directly. If a student fails any stations, they will be given instructions for retesting.

Testing and Licensure Information for Advanced Level Providers

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.

Early Eligibility and Course Completion Verification

NREMT allows AEMT and Paramedic students to take the psychomotor exam before completing the clinical internship portion of the class provided the student has satisfactorily completed the course's didactic and lab requirements. The clinical internship must be completed before the student may take the cognitive exam.

- 1) You may verify a student for early eligibility for the practical exam by using the Early Eligibility Verification option through your Program Director role on the NREMT website. This verification will not grant the student access to the cognitive exam. Verified students will receive a Practical Authorization to Test (PATT) number. The next section describes the exam registration process.
- 2) When the student has completed the clinical internship and has met all other course requirements, you can use the Course Completion Verification option to notify NREMT of their eligibility for the cognitive exam.

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

- 1) It is a good idea to have your students create their online NR-AEMT application at the beginning of the course.
- 2) 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 their PATT numbers to the EMS Office at least TWO WEEKS prior to the exam date. Students whose names are submitted less than two weeks before the exam date will not be admitted to the test site.
- 3) 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.

Part III: State Licensing Cognitive (Computer-Based) Examinations

Student Registration for the NREMT computer-based test

If a student doesn't already have a NREMT account, refer them to www.nremt.org and instruct them to select the "Create New Account" link near the top left corner of the home screen and follow instructions for creating an exam application.

After you verify the student's course completion and they enter a payment, the student will receive an Approval to Test (ATT) notification which will provide instructions for scheduling their cognitive exam. (NOTE: See **Exam Payment** section below.)

Underage Students

EMT students are not eligible for the NREMT certification exam until they are 18 years old. However, they may take the NREMT Assessment exam, which can be found further down the list of exam options on the application page. The Assessment exams are made available by the NREMT as a practice test or for other purposes such as underage testing. The Vermont EMS Office will honor the results of the Assessment exam and issue a Vermont license when the student reaches the age of eligibility. However, passing a NREMT Assessment exam does not automatically lead to NREMT certification. Students must contact the NREMT upon reaching the age of eligibility to find out how to turn their Assessment exam results into a NREMT certification.

Exam Payment

The Vermont Department of Health will cover the cost for all attempts of the NREMT cognitive exam for students who meet all licensure eligibility requirements (licensed squad affiliation, satisfactory answers to questions regarding crime, tax, child support, etc.) Eligible students should select "Direct Bill to Home State" in the Application Payment box of their on-line NREMT exam application.

Cognitive Exam Results – EMR and EMT

At the EMR and EMT levels, the NREMT will report cognitive exam results to the student, the Program Director and the EMS Office via their on-line accounts, usually within one day of the test.

Cognitive Exam Results – AEMT and Paramedic

At the AEMT and Paramedic levels, the NREMT will report cognitive exam results to the student only. A limited amount of information about the students' performance will be available to you on the NREMT website.

NREMT Certification

The NREMT will send a certification card and supporting materials to the student upon completion of all requirements.

State Licensure – EMR and EMT

As a matter of routine, NREMT instructs students to contact their state office to apply for state licensure, but this is not necessary for Vermont-based EMR and EMT students. The

EMS office receives NREMT updates weekly and will send a license card and supporting materials to the student automatically upon successful completion of all requirements.

State Licensure – AEMT and Paramedic:

Upon receipt of their NR-AEMT or NR-Paramedic certification, students must submit an AEMT or Paramedic License Application to the EMS Office with a copy of their current NREMT certification card.

Part IV: Students with Criminal, Tax, Child Support Issues

Criminal Convictions

Students must disclose all criminal convictions (misdemeanor and felony) in Vermont or elsewhere. Additionally, the EMS office checks the Vermont Crime Information Center database for each licensure candidate. Criminal convictions do not automatically disqualify a student from obtaining an EMS license; applicants' criminal histories are investigated on a case-by-case basis.

The investigation could be a lengthy process depending on the complexity of the student's criminal history. For this reason, it is especially important that you submit your students' course enrollment forms to the EMS office as early in the course as possible.

In most cases, students with pending criminal investigations will be allowed to take the psychomotor exam, but their results and payment approval for the cognitive exam will be withheld until the investigation has concluded.

Your students are expected to be honest on their course enrollment form and license exam application. Failure to disclose a criminal conviction will be a major factor in the EMS office's determination of the student's fitness to serve as an EMS provider.

Tax and Child Support Compliance Issues

All candidates for state licensure of any kind must be current with tax and child support payments, or they must be in compliance with a plan to pay any and all owed taxes and child support. Students not in compliance with their tax and child support obligations will not be eligible for EMS licensure or state payment for their computer-based test. They will be cleared for licensure only upon providing a letter or other approved documentation from the Department of Taxes or the Office of Child Support attesting that they have returned to compliance.

In most cases, students not in compliance with tax and child support obligations will be allowed to take the psychomotor exam, but their results and payment approval for the cognitive exam will be withheld until their return to compliance has been verified.

Part V: I/C Licensing Process

Vermont licensed EMS personnel may become eligible for EMS Instructor/Coordinator licensure by:

- 1) Showing evidence of one of the following:
 - a) Successful completion of a 40-hour Vermont Department of Health-sponsored instructor/coordinator course; or
 - b) Successful completion of a public safety instructor/coordinator course approximately 40 hours in length; or
 - c) Successful completion of Modules 1 and 2 of a National Association of EMS Educators (NAEMSE) instructor/coordinator course; or
 - d) A Bachelor's or higher degree in education; or
 - e) A current Vermont state teacher's license
- 2) Completing the Vermont EMS Instructor/Coordinator 1-day bridge course sponsored by the Vermont Department of Health (*not required for method 1(a) above*);
- 3) Participating in a peer-mentored instructional program, including lecture evaluations. A minimum of 4 hours of peer-mentored observation is required. Additional information will be provided during the I/C Bridge course program. Additional hours of observation, coaching and remedial education may be required to ensure competency based on the candidate's performance evaluations.
- 4) Holding a current Vermont EMS license and affiliation with a Vermont-licensed EMS agency or medical facility that requires you to hold EMS licensure.

Part V: I/C Renewal Process

Renewal Guidelines as outlined in Vermont EMS Rule (awaiting rule revision approval):

7.5.2 EMS Instructor/Coordinator. To be eligible for relicensure as an EMS instructor/coordinator, a person must, during the previous certification period:

7.5.2.1 Compete the specified number of hours of continuing education, not to exceed 12 hours every 2 years, as detailed on the Department's relicensure application; and

7.5.2.2 Continue to meet requirements Sections 7.5.1.2 and 7.5.1.3; and

7.5.2.3 Participate in a system of quality improvement, including peer review, approved by the Department; and

7.5.2.4 Submit a completed application on forms available from the Department

The 12 hours may be obtained by using a combination of the offerings below:

1. Completing Educator specific courses on LearnEMS
2. Complete "Educator Specific" courses at the VT EMS Conference (1 hour classes)
3. Attend an "Educator Day" class (4-8 hours depending on class)
4. Instruct a class and be peer reviewed (hours based on length of class)
5. Attend out of state EMS Education: conferences, courses, NAEMSE courses, etc. (hours based on length of class)

Part VI: I/C Exam FAQs

Below is information that both VT EMS and the National Registry/Vermont EMS Exam Representatives feel is important for you to know as a VT Instructor/Coordinator (I/C).

1. What is the difference between the roles of the VT I/C and an Exam Coordinator?
The I/C is the coordinator of the class/education; the Exam Coordinator is the person assigned by the EMS District to manage the exam site. The Exam Coordinator is the National Registry/Vermont EMS Exam Representative's principal contact. The Exam Coordinator is responsible for selecting a suitable testing location and ensuring there are enough qualified evaluators, patient models, and supplies for the number of candidates testing. On the exam day, this person is responsible for setting up the skill stations and assigning persons to serve as evaluators and patient models. The I/C and the Exam Coordinator may be the same person.
2. How should the I/C pick an exam date? **The Standardized Exam Site Schedule is as follows:**

Month	District	Month	District
July	1	January	13
August	2	February	12
September	5	March	11
October	6	April	10
November	8	May	7
December	9	June	4

I/Cs are encouraged to schedule courses to end when there will be a standardized exam site in or near their district. Alternatively, they may request State approval for an Independent Exam Site by obtaining support from their District and submitting a Request for Independent Exam form found in the Documents section of the VT EMS website. The exam request must be received by the EMS office at least two months before the exam date. Independent exam sites require a minimum of 20 initial-attempt candidates unless expressly waived by the EMS office.

3. How early should students be registered for an exam site? **At least TWO WEEKS before the exam date.**
4. How should an I/C prepare their students for the psychomotor exam? **The I/C should explain each station to the students and explain the expectation of each station (i.e., verbalize management versus actually perform the skill, perform a full assessment or only a specific skill, etc.). I/Cs are encouraged to run skill practice sessions using the actual evaluation sheets that are used at the exam site (see www.nremt.org).**
5. What equipment is the I/C responsible for at an exam? **The I/C should consult with the Exam Coordinator to ensure the site will include equipment that is familiar to the students. The I/C may bring equipment to the exam site, but it must comply with the approved equipment list in Appendix 2 of the VT EMS Examination Coordination Guide and be approved by the Exam Representative.**
6. Should the I/C go to the exam with their students? **Yes, but NOT as an evaluator. The I/C should go to the exam to help keep their students organized. In addition, the I/C could be utilized by the Exam Coordinator to be a runner, help with registration, general help, etc.**
7. Can students be patient models at an exam prior to their own testing? **Yes! Enrolled students (EMR, EMT, and AEMT) can be patient models at exams. In many ways it provides the students with a “sneak peek” into the exam process. I/Cs should check the exam schedule on the VT EMS website and coordinate their students’ participation with the Exam Coordinator.**
8. What should students bring to the psychomotor exam? **Students must bring at least one form of picture ID and have a watch that will allow them to take vitals. Cell phones or clocks within the testing areas are not appropriate.**