

**OFFICE OF EMERGENCY MEDICAL SERVICES**
Administrative Requirements Manual

Effective: 8/1/09 Authorization: AR Page 1 of 4

A/R Title: Exam Eligibility – Basic EMT and Advanced EMT Examination

Supersedes: 4/1/08

Purpose:

To define the application process for the certification examination of the Commonwealth of Massachusetts for EMT-Basics, EMT-Intermediates and EMT-Paramedics.

To define the time limits and number of attempts allowed for candidates taking the EMT-Basic, EMT-Intermediate and EMT-Paramedic examinations in the Commonwealth of Massachusetts.

A/R 2-236 and A/R 2-237A defines the process for EMT-Basics certified/licensed and trained out of state to apply to take the EMT-Basic examination.

A/R 2-323A defines the process for EMT-Intermediates certified/licensed and trained out of state to apply to take the EMT-Intermediate examination.

A/R 2-323B defines the process for EMT-Paramedics certified/licensed and trained out of state to apply to take the EMT-Paramedic examination.

Eligible Candidates:

The Commonwealth's EMT certification examination is administered to individuals who have successfully completed an EMT-Basic, EMT-Intermediate or EMT-Paramedic training program at a Department-accredited training institution; to others who meet DPH/OEMS criteria for equivalent training and are applying to take the examination to obtain Massachusetts certification; to those who wish to take the examination based on other Massachusetts licensure such as Registered Nurse, Physician or Physician Assistant; and to individuals whose Massachusetts EMT certification has lapsed and who meet certain refresher/retraining requirements for reinstatement through examination.

Fees:

There is a fee payable to the Commonwealth for EMT certification, and if the Commonwealth has directly administered any testing or retesting, for testing as well. The certification fee is \$150. There is a fee schedule for any tests administered by the Department at 105 CMR 170.910(B). The certification fee of \$150, and any fee for a test that the Commonwealth is directly administering must be submitted at the time of application, in the form of a check made payable to Commonwealth of Massachusetts.

Prerequisite of EMT Certification for ALS-Level EMT Candidates:

EMT-Intermediate and EMT-Paramedic candidates must include their current Massachusetts EMT number on their examination application. Candidates who are not Massachusetts certified EMTs must submit a copy of their current out-of-state EMT certification. The certification must be verified, in writing, before a candidate can be scheduled to take the examination.

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Administrative Requirements ManualEffective: 8/1/09Authorization: ARPage: 2 of 4A/R Title: Exam Eligibility – Basic EMT and Advanced EMT ExaminationSupersedes: 4/1/08**Deadlines:****A. EMT-Basic Candidates**

1. An EMT-Basic candidate has a maximum of one year from the official course end date to successfully complete the practical skills portion of the Massachusetts certification examination (practical examination). Please note that the official course end date for EMT-Basic program is the last day of the course as listed on the Registration of EMT Course form, unless amended in writing by the Instructor/Coordinator prior to the end of the course. A candidate has a maximum of three attempts within this one-year period to pass the practical examination.
2. An EMT-Basic candidate must successfully complete the written portion of the Massachusetts certification examination (written examination) within a maximum of six months of passing their practical examination. A candidate has a maximum of three attempts within this six-month period to pass the written examination.

B. EMT-Intermediates and EMT-Paramedic Candidates

1. EMT-Intermediate and EMT-Paramedic candidates may take the practical examination after successful completion of the didactic and lab or didactic, lab and clinical portions of the program. For those who do not do so, and instead take the practical examination after completion of all requirements for the course, including the field internship, the following deadlines apply:
 - a) The candidate has one year from the official completion date of the didactic and lab portions of the program to complete all clinical and field internship requirements. The official completion date of the didactic and lab portions of the program is the completion date indicated on the Registration of EMT Course form.
 - b) The candidate has one year from the official end date of the program to successfully complete the practical examination. Please note that the official course end date for an EMT-Intermediate or EMT-Paramedic program is the last day of the student's field internship. A candidate has a maximum of three attempts within this one-year period to pass the practical examination.
 - c) The candidate must successfully complete the written examination within a maximum of six months of passing their practical examination. A candidate has a maximum of three attempts within this six-month period to pass the written examination.
2. For those EMT-Intermediate and EMT-Paramedic candidates who take the practical examination after successful completion of the didactic and lab or didactic, lab and clinical portions of the program, the following deadlines apply:
 - a) The candidate cannot begin the clinical and/or field internship portions of the program, as applicable, until they pass the practical examination.



A/R 2-317

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- b) The candidate will have 18 months from the official completion date of the didactic and lab portions of the program to pass the practical examination. A candidate has a maximum of three attempts within this 18 month period to pass the practical examination.
 - c) The practical examination will remain valid for one year from the date the examination is passed. A candidate must be authorized by the Department's Office of Emergency Medical Services (OEMS) to take the written examination before the one year deadline expires and the practical examination is no longer valid.
 - d) The EMT-Intermediate or EMT-Paramedic candidate must complete both clinical and field internships within 18 months of the official completion date of the didactic and lab portions of the EMT-Intermediate or EMT-Paramedic training program
 - e) If a candidate is not authorized to take the written examination before their one-year deadline expires and their practical exam is no longer valid, and the candidate successfully completes the classroom, clinical, and field internship portions of the program within 18 months from the official completion date of the didactic and lab portions of the program, the candidate must retake the practical examination in order to qualify for the written examination. The candidate will have one year from the date they complete their field internship to successfully complete the practical examination. The candidate has a maximum of three attempts within this one-year period to pass the practical examination. The candidate must successfully complete the written examination within a maximum of six months of passing their practical examination. A candidate has a maximum of three attempts within this six-month period to pass the written examination.
 - f) An EMT-Intermediate or EMT-Paramedic candidate who takes the practical examination after completing the didactic and lab, or didactic, lab and clinical portion of the program, passes the practical examination, and successfully completes the clinical and/or field internship portions of the program, as applicable, must successfully complete the written examination within six months of the date the candidate completed the field internship portion of the program. A candidate has a maximum of three attempts within this six month period to pass the written examination.
- C. All Candidates: Failure to Successfully Complete Examinations on Time: If a candidate has not successfully completed the practical and written examinations within his or her time and attempts limits, the candidate will need to successfully complete another Department approved EMT-Basic, EMT-Intermediate or EMT-Paramedic training program in order to take the Massachusetts certification examination.



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- D. Candidates Mobilized for Active Military Duty After Submission of Approved Application for EMT Examination: Candidates who successfully completed their EMT training and submitted an approved application to the Department's OEMS for examination prior to being mobilized for active military duty as members of a reserve or national guard component of the armed forces, and whose active duty status caused the candidate to miss the deadline for passing the practical examination, as described above, should contact the Department's OEMS upon their discharge from active duty. Such candidates may be eligible for a waiver of the deadline described above. The Department strongly recommends that candidates for whom a waiver of the deadline is issued take a refresher-training course at the appropriate level of practice prior to taking the practical examination.

Examination Appointments:

When a candidate passes the practical examination, the candidate will receive instructions for scheduling the written examination.