



Wisconsin
Department of Health Services

**High School-Based
Emergency Medical Technician - Basic
Educational Program Guide**



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PROGRAM OVERVIEW

Preface

The increasing emergency medical needs of an aging population and a decrease in volunteers have placed a burden on many communities in meeting demands for emergency care. One of the mechanisms for meeting this demand is to introduce emergency medical programs to students during high school.

Emergency Medical Services, more commonly known as EMS, is a system that provides emergency medical care. It is activated by a call for help after an incident of serious illness or injury. The focus of EMS is emergency medical care of the patient(s). EMS is most easily recognized when emergency vehicles or helicopters are seen responding to emergency incidents. But EMS is much more than a ride to the hospital. It is a system of coordinated response and emergency medical care, involving multiple people and agencies. A comprehensive EMS system is ready every day for every kind of emergency. You can find more information about the EMS system at the National Highway Transportation Safety Administration website www.ems.gov.

Emergency Medical Services is a career field filled with excitement, rewards, and public service. Research indicates EMS providers love the work they do, are committed to patient care, and enjoy the education and the “team work” part of work life. Mental stability, physical fitness and remaining “calm” during the storm of activities one faces as an EMT are important attributes of EMS professionals. Often used as an entry portal for other health care professions, EMS can be an enjoyable and rewarding life’s work.

Purpose

The purpose of this document is to propose guidelines to ensure quality and consistency in Emergency Medical Technician-Basic (EMT-B) programs offered in high schools throughout the state of Wisconsin. This document is intended to be distributed to high school administrators that are interested in offering pre-hospital emergency medical training within the curriculum design of their school. Ultimately, the school administrator will determine if offering this program will be possible and if the school will be able to give credit to the student for participation.

There are already established programs of this type between Wisconsin Technical Colleges and local high schools for other professional training that provide college credit. This document is not intended to replace these programs, but rather to offer guidance if such an arrangement cannot be made with a local technical college or is unavailable.

Scope

This document is to provide the foundation for establishing and conducting an EMT-B program within a high school setting in accordance with the Department of Health Services, EMS Unit and the Wisconsin Department of Public Instruction administrative rules and state statutes. This document will outline the requirements for course length, medical direction, Instructor II selection criteria, student selection criteria, student/parent information, textbook selection, clinical requirements, testing requirements and equipment requirements.

Course Length

The course length will allow for 170 to 200 hours of student/instructor contact in didactic and lab settings and taught by a Wisconsin Licensed EMS Instructor II. The course length must take into consideration requirements for other school activities (i.e., assemblies, field trips, required testing, etc.) and may require additional course hours to complete. The ratio for practical labs must be maintained at a 6:1 student instructor ratio. This may also increase the course length to complete the course if sufficient additional instructors are not available.

COURSE MANAGEMENT

Program Director Selection

The program director must meet the requirements of Administrative Rule DHS 110.25:

(1) **ELIGIBILITY.** Before an individual may act as a program director, the individual shall be approved by the department under this section. The applicant shall be 18 years of age or older and shall successfully complete an EMS instructor orientation workshop conducted by the department and the WTCS board or equivalent training or experience as approved by the department prior to, or within 6 months after accepting the position of program director.

APPLICATION. To apply for approval the applicant shall submit all of the following to the department:

A letter from the training center designating the individual as the program director.

Documentation of successful completion of an EMS instructor orientation workshop conducted by the department and the WTCS board or equivalent training or experience as determined and approved by the department, or a letter indicating intent to complete the EMS instructor workshop within six months and to submit documentation of successful completion of the workshop.

Any other documentation required by the department.

Medical Direction

All EMT-B courses must be endorsed by the training center medical director and meet the requirements of Administrative Rule DHS 110.26:

(1) **ELIGIBILITY.** Before an individual may act as a training center medical director, the individual shall be approved by the department under this section. The applicant shall be licensed as a physician in Wisconsin, shall have experience in emergency medicine, and shall have completed the department-approved medical director training.

APPLICATION. To apply for approval, the applicant shall submit all of the following to the department:

(a) In the manner specified by the department, a fully completed application for training center medical director.

A letter from the training center stating that the applicant will serve as training center medical director.

A copy of the individual's physician license.

Documentation that the individual has experience in emergency medicine as a physician.

Documentation that the individual has successfully completed the department approved medical director training or will do so within six months of accepting the position of training center medical director.

Other information requested by the Department.

Instructor II Selection

The EMS Instructor II must meet the requirements identified in Administrative Rule DHS 110.28:

(1) **ELIGIBILITY.** Before an individual may act as an EMS Instructor II, the individual shall be certified by the department under this section. The individual shall be licensed by the department at or above the level of instruction the individual will provide and shall have: current certification with the NREMT at or above the level for which the individual requests approval; the equivalency of two years of experience as a licensed, practicing EMT at or above the level of EMS instructor certification being requested or equivalent critical care experience as determined by the department; supervised teaching experience; and EMS Instructor II orientation training.

APPLICATION. To apply for EMS Instructor II certification, the applicant shall submit to the Department, in the manner specified by the Department, all of the following:

Documentation of current certification with the NREMT at the EMT basic level or higher and at or above the level for which the applicant seeks department certification. If the applicant is an EMT-paramedic licensed under this chapter before January 1, 2013, certification with the NREMT is not required. Certification with the NREMT at the EMT-paramedic level is required for critical care paramedic EMS Instructor II certification.

Proof of licensure by the Department at or above the practice level for which the EMS Instructor II approval is sought.

Proof of equivalency of two years' experience as a licensed, practicing EMT at or above the level of EMS Instructor II certification sought, or equivalent critical care experience as determined by the department.

Proof of prior supervised teaching experience sufficient for the training center to consider the instructor competent and to authorize the EMS Instructor II to lead a training course.

Proof of successful completion of an EMS Instructor II orientation workshop conducted by the department and the WTCS board, or an equivalent determined by the Department.

If previously certified at any level as an EMS instructor, demonstration of competent instruction as evidenced by a minimum 70 percent pass rate on the state approved examination for the last course taught.

Any other information requested by the department.

WTCS APPROVAL. If employed by the WTCS board, the applicant shall be jointly approved by the department and the WTCS board.

EMS INSTRUCTOR II RENEWAL CERTIFICATION.

Certification for EMS Instructor II shall expire on June 30 of the even numbered year of the biennial period unless renewed. If an individual does not renew his or her EMS Instructor II certification on a timely basis, the certification expires and the individual may not act as an EMS Instructor II until the certification is renewed.

To renew EMS Instructor II certification, the individual shall submit in the manner specified by the department the application and documentation required under sub. (2) and documentation

of continued affiliation with the training center on or before June 30 of the even numbered year of the biennial licensing period.

If the EMS Instructor II is employed by the school system, they must possess a Professional Technical License as a teacher. As the physical and developmental ages of high school students are different than those of students in regular EMT courses, it is highly recommended that any EMS Instructor not employed by the school system be encouraged to obtain Professional Technical Licensure as a teacher.

Training Center Oversight

All Wisconsin approved EMS training centers must meet the requirements of Administrative Rule DHS 110.29:

(1) QUALITY ASSURANCE.

The Department is responsible for quality assurance of training centers and instructors. If a training center or instructor is part of the WTCS, quality assurance is a joint responsibility of the Department and the WTCS.

The Department may review the performance of training centers and instructors and conduct quality assurance assessments and audits to assure quality education and compliance with educational standards and curriculum. Failure to meet educational, professional, or ethical standards may result in Department action under subchapter V against a training center or instructor.

WISCONSIN TECHNICAL COLLEGE SYSTEM. The WTCS office and the Department will work to assure that the training centers and instructors under their authority are jointly regulated. The responsibilities of the department and the WTCS will be outlined in a memorandum of understanding, which will be reviewed at least once every five years and updated as appropriate.

Student Selection Criteria

Due to the nature of emergency medicine and the potential stresses the student will be exposed to, it is important that students and parents be aware of the nature of the course. All students enrolled in the EMT-B course must be 16 years of age at the start date of the course and meet all student requirements. All students less than 18 years old at the start of the course must have a signed parental permission form on file with the program director prior to the start date of the course. Students enrolled in this course will be required to complete clinical training and will be exposed to physical and mental stress above that which is normally experienced in the school setting. These rotations may require after-school or weekend hours to complete. An informational packet outlining the course requirements shall be given to each prospective student and parent for review prior to being enrolled in the course. The information packet should include, at a minimum, the following:

- Costs for the course and testing fees
- Letter from the school system
- Letter from the program director
- Letter from the course instructor
- Parent notification form
- Parental approval form
- EMT-B job description
- Prerequisites for EMS training

- Student permission form
- Immunization requirements and checklist
- Hepatitis-B Non-Participation form
- EMT-B course syllabus
- Understanding requirements for EMT Training Center Training Permits
- Understanding requirements for EMT Initial Licensure
- Checklist of required forms needing signatures

COURSE REQUIREMENTS

Curriculum

The EMT-B course is to be taught in accordance with the Wisconsin [EMT-Basic](http://www.ems.gov/pdf/811077a.pdf) Curriculum, which is based upon the National Emergency Medical Services Education Standards document <http://www.ems.gov/pdf/811077a.pdf> and the National EMS Scope of Practice document <http://www.ems.gov/education/EMSScope.pdf>.

Clinical Requirements

The Educational Standards provide for ten clinical patient assessments. The standards suggest that the assessments be accomplished in an emergency department, ambulance, clinic, nursing home or doctor's office. In addition, the student must participate in and document their patient contacts in field experience.

Testing Requirements

Testing requirements for the completion of the EMT-B course of study to receive school credit are established by the school system. It is highly recommended that comprehensive written and practical exams be administered at the end of each module. Students that expect to receive a Wisconsin EMS License must meet the requirements of Administrative Rule DHS 110.06:

“(1) ELIGIBILITY. To apply for an initial license as an EMT or certificate as a first responder, the applicant shall meet all of the following requirements:

The individual is 18 years of age or older.

The individual is capable of performing the actions authorized by the Department in the Wisconsin scope of practice for the practice level for which the applicant applies.

The individual satisfies the following training requirements:

If trained in Wisconsin, the individual has successfully completed training in the applicable Wisconsin curriculum within the 24 months immediately preceding submission of the application to the department for an initial license or certificate.

Equipment Requirements

The required list of equipment can be found through the following link at the WTCS website: <http://systematic.wtcsystem.edu/Instruction/Emergency-Med-Services/SnPManual7-21-08.pdf>.

General Recommendations

It is recommended that each school system enter into an agreement with the local community technical college. It is also strongly recommended that each program director hold a conference with each prospective student and his or her parents/guardian prior to enrollment in the course. During the conference, it is a good opportunity for the instructor to assure that the student and parent/guardian understand the costs, course requirements, and physical and mental requirements for the EMT Basic.

Emergency Medical Technician (EMT)

The Emergency Medical Technician's scope of practice includes basic skills focused on the acute management and transportation of critical and emergent patients. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a health care facility, between health care facilities, or in other health care settings.

In many communities, Emergency Medical Technicians provide a large portion of the out-of-hospital care. In some jurisdictions, especially rural areas, Emergency Medical Technicians provide the highest level of out-of-hospital care. Emergency Medical Technicians work alongside other EMS and health care professionals as an integral part of the emergency care team.

Emergency Medical Technicians' scope of practice includes basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Emergency care is based on assessment findings. Additionally, Emergency Medical Technicians provide care to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an emergency care facility.

An Emergency Medical Technician's knowledge, skills, and abilities are acquired through formal education and training. The Emergency Medical Technician level is the minimum licensure level for personnel transporting patients in ambulances. The scope of practice is limited to basic skills that can be performed safely in an out-of-hospital setting with no direct medical oversight and limited training.

EMT-Basic Psychomotor Skills

A complete list and description of the skills of an EMT-Basic can be found on the Wisconsin EMS Office website at: http://www.dhs.wisconsin.gov/ems/Training_education/SPManual07-21-2008_final.pdf.

APPENDIX A: PREREQUISITES FOR EMT-BASIC PROGRAMS

PREREQUISITES FOR EMT BASIC PROGRAM

To be eligible to attend an EMS course in Wisconsin you must:

- Be proficient in reading, writing and speaking the English language.
- Be a minimum of 16 years of age at the beginning date of the certification course. If less than 18 years of age, the student must provide the course instructor with a completed parental permission form, with the signature of a parent or guardian, verifying approval for enrollment in the course.
- Have no physical or mental impairment that would render the student unable to perform all practical skills required for the level of licensure without accommodation.
- Hold current certification from a Department-approved provider course approved for healthcare professionals operating as a legal crew of an ambulance as outlined in Administrative Rule DHS 110.17 CPR certification and AED Training and Instruction.
- Not have an arrest or conviction record that is substantially related to performing the duties of a first responder or EMT, as determined by the department.
- Be clean and neat in appearance.
- Not be under the influence of any drugs or intoxicating substances that impair your ability to provide patient care or operate a motor vehicle while in class or clinicals, while on duty, or when responding or assisting in the care of a patient.

APPENDIX B: PARENT/STUDENT INFORMATION PACKET

General Information Letter

(SAMPLE LETTER)

Dear Parent of Students Enrolled in the EMT-Basic course:

Your son/daughter (insert student's name here) is interested in enrolling in the EMT-Basic course at (insert school name here). This program is an elective course of study that your son/daughter has chosen. As with many courses dealing with emergency medical services, there are certain risks associated with participation in this course. Enclosed you will find information concerning the curriculum and numerous documents that require your signature. Please review the materials with your child and sign your name, where appropriate. Please be aware that students enrolled in the EMT-Basic course will be required to show proof of current immunizations. Any and all costs incurred for the immunizations are the sole responsibility of the student or their parents.

The EMT-Basic course is challenging both physically and mentally. Regular attendance is required for your student to succeed. Equally important is that your student comes to class prepared. Please discuss these issues with your child to ensure they are prepared to undertake the responsibility of fulfilling the requirements necessary for successful course completion.

All students less than 18 years old at the start of the course must have a signed parental permission form on file with the program director prior to the start date of the course. Students enrolled in this course will be required to complete clinical training and will be exposed to physical and mental stress above that which is normally experienced in the school setting. These rotations may require after-school and/or weekend hours to complete.

Should you need assistance or have questions, please contact (insert point of contact here).

Sincerely,

(Your signature block here)

NOTE:

- Consider including costs and any other course information that is appropriate to properly inform the student and the parents
- **Actual form should be reviewed by the school's legal counsel**

(SAMPLE DOCUMENT)

PARENTAL NOTIFICATION FORM

Dear Parent/Legal Guardian,

Your student has enrolled in the Emergency Medical Technician (EMT) Basic program at (insert school name here). (Insert your instructor name here) will serve as the coordinator of the EMT course with a cadre of instructors. If you have any problems or concerns in reference to the program at any time, I would encourage you to contact (insert your instructor name here).

You should be aware that emergency response work is an inherently dangerous activity. Although individual safety of response personnel is paramount and occupies a considerable portion of our training effort, there are risks: specifically, accidents, traumatic injury, exposure to communicable disease and emotional stress. It is strongly encouraged to pay close attention to your student's behavior during the semester and to note any negative indications of stress to the instructional staff.

If we can provide further information, answer any questions or be of any benefit to you or your student, please do not hesitate to contact me.

Sincerely,

(Your signature block here)

Please sign this document and have your student return it to (insert your Instructor name here).

I acknowledge that I have reviewed this document with my child.

Signature of Student/Date

Signature of Parent/Legal Guardian /Date

NOTE:

- Consider including costs and any other course information that is appropriate to properly inform the student and the parents
- **Actual form should be reviewed by the school's legal counsel**

(SAMPLE DOCUMENT)

Parental Approval for Students to Enroll in EMT-Basic

My child, (insert student name here) has my permission to enroll in an EMT-Basic course. I have read information from (insert name of school here) about the program and fully understand the scope and intent of the program. These forms have been signed and returned to the appropriate personnel.

I further understand that I will not hold the school personnel, the school administration or (insert school name here) liable for any accidents and or injury to either person or property incurred during participation in the program.

Signature of Parent/Legal Guardian /Date

NOTE:

- Consider including costs and any other course information that is appropriate to properly inform the student and the parents
- **Actual form should be reviewed by the school's legal counsel**

Functional Position Description of an EMT-Basic

Introduction

The following is a position description for the EMT-Basic. This document identifies the minimum qualifications, expectations, competencies and tasks expected by the EMT Basic.

Qualifications for State Licensure

To apply for an initial Wisconsin EMS license, the applicant shall meet all of the following as required by Administrative Rule DHS 110.06 (1):

- The individual is 18 years of age or older.
- The individual is capable of performing the actions authorized by the Department in the Wisconsin scope of practice for the level that the applicant applies for.
- If trained in Wisconsin, the individual has successfully completed training in the applicable Wisconsin curriculum within the 24 months immediately preceding submission of the application to the Department for an initial license or certificate.
- The individual has current registration with the NREMT at or above the practice level for which the application is made. If the individual does not hold a current NREMT certification, the applicant must complete a written and practical assessment exam through the NREMT, which must be authorized by the Department.
- The individual is certified in CPR at the healthcare professional level by a CPR organization specified under Administrative Rule DHA 110.07 (1):
 - American Heart Association
 - American Red Cross
 - American Safety and Health Institute
 - American Academy of Orthopedic Surgeons
 - Medic First Aide
 - EMS Safety Services
- Subject to Wisconsin Statutes 111.321, 111.322, and 111.335, the individual does not have an arrest or conviction record that is substantially related to performing the duties of a first responder or EMT, as determined by the Department.

Competencies

The EMT-Basic must demonstrate competency in handling emergencies utilizing basic life support equipment and skills as described in “Emergency Medical Technician: A Practice Based Approach to EMS Education,” and the National Emergency Medical Series Education Standards. You will find this curriculum by using this web link:

http://www.dhs.wisconsin.gov/ems/Training_education/Curricula/emtcurriculum2012.pdf

The EMT-Basic must also demonstrate the ability to:

- Verbally communicate in person and utilizing telecommunications.
- Hear spoken information from co-workers, patients, physicians and dispatchers despite background sounds common to the emergency scene.
- Lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance) at a height of 33 inches and a distance of 10 feet.
- Read and comprehend written materials under stressful conditions.
- Document, in writing, patient information in a prescribed format.

- Complete a WARDS (Wisconsin Ambulance Run Data System) report.
- Demonstrate manual dexterity and fine motor skills with the ability to perform all tasks related to quality patient care in a safe manner.
- Bend, stoop, crawl and walk on uneven surfaces.

Description of Tasks

The EMT-Basic must demonstrate the ability to complete the minimum tasks in handling emergencies utilizing basic life support equipment and skills based on the “Emergency Medical Technician: A Practice Based Approach to EMS Education” with the inclusion of the National Emergency Medical Series Education Standards. The EMT-Basic must demonstrate the ability to perform these tasks:

- Receive a dispatched call, verbally acknowledges the call
- Read road maps, uses global positioning system devices
- Observe traffic laws and regulations
- Upon arrival at the scene, ensure that the vehicle is parked in a safe location. Safely determine scene safety including the presence of hazardous materials
- Identify mechanism of injury or illness, and the total number of patients
- Perform triage
- Request additional assistance as necessary
- Take precautions to protect the patient(s) and the providers assisting in the care of the patient(s)
- Use body substance isolation techniques to protect the patient(s) and providers from possible contamination
- Inspect for medical identification emblems or other documentation that provide emergency medical care information about the patient(s)
- Determine nature and extent of illness or injury
- Check respirations, listen to breath sounds, take pulses, auscultate/palpate blood pressure, including proper placement of the cuff
- Visually observe changes in skin color
- Establish priority for emergency care based on assessment findings
- Render emergency care to adults, children and infants

Skills performed (include but not limited to)

- Establishing and maintaining an airway
- Ventilating patients
- Cardiac resuscitation
- Use of automated external defibrillators
- Provide pre-hospital emergency care of single and multiple system trauma
- Controlling hemorrhage, bandage wounds
- Treatment of shock (hyperfusion)
- Spinal immobilization and splinting of painful swollen or deformed extremities

Manage Medical Patients (included but not limited to)

- Assisting in childbirth
- Management of respiratory patient(s)
- Management of cardiac patient(s)
- Management of diabetic patient(s)
- Management of allergic patient(s)
- Management of behavioral patient(s)
- Management of suspected poisoning
- Management of environmental emergencies
- Perform interventions and assist patient(s) with prescribed medications including sublingual nitroglycerine, epinephrine auto injectors and metered dose inhalers, while observing safety measures for others and self
- Responsible for the administration of oxygen, oral glucose and activated charcoal
- Reassures patient(s) and bystanders by working in a confident, efficient manner
- Functions in varied environmental conditions such as lighted or dark work areas, extreme heat, cold and moisture
- Performs on a regular basis in situations that create stress and tension
- Where extrications are required:
 - Assess extent of entrapment
 - Provide all possible emergency care to the patient(s)
 - Use recognized techniques and equipment for removing patients safely
 - Communicates verbally for additional assistance as needed
- Complies with policies for handling crime scenes
- Complies with policies for handling pre-hospital deaths
- Lift and move patient(s) into ambulance
- Assures patient stretchers are secured
- Continues emergency medical care and monitors patient en route following protocols
- Determines most appropriate facility for patient(s) transport
- Ability to maneuver to all points in the patient compartment while transporting with a stretchered patient
- Reports to receiving facility the nature and extent of injuries and the number of patients being transported
- Assists in lifting and carrying patient and appropriate equipment from ambulance and into receiving facility
- Reports, verbally and in writing, observations and emergency care given to the patient(s) at the scene and in transit to the receiving staff for record keeping and diagnostic purposes
- Upon request, provide assistance to the receiving facility staff
- Disposes of contaminated supplies in accordance with established guidelines
- Decontamination of vehicle interior
- Decontamination of used equipment and supplies
- Maintains ambulance in operable condition including the following:
 - Cleanliness
 - Orderliness
 - Restocking of equipment and supplies

- Checking engine oil level
- Refueling the ambulance with gas
- Check water in the battery
- Check fluid level in the radiator
- Check tire pressure
- Check all medical equipment for future readiness
- Maintains familiarity with all specialized equipment
- Attends continuing education refresher training programs as required by EMS service, medical director and DHS 110.07
- Meets all qualifications within the functional job analysis of the EMT Basic

APPENDIX C: INDIVIDUAL EDUCATIONAL PLAN

Introduction

This information is intended to be distributed to students who, after a formal review of the administrative aspects of a Wisconsin EMT-Basic program, believe they need to pursue an accommodation. Completion of an Individual Educational Plan (IEP) will not substitute for a Wisconsin EMS accommodation.

The Americans with Disabilities Act (ADA) of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skill competency. Among the provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent of the ADA is that individuals with disabilities emphasized that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skill examinations during an EMS course and passing certification examinations are prerequisites for obtaining Wisconsin EMS licensure to perform the duties of a Wisconsin EMT-Basic.

This law permits testing that requires the use of sensory, listening, or speaking skills where the tests are intended to measure essential functions to the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession and the examination is designed at least in part to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example is dealing with skill examinations that must be performed within established periods.

Specific Directions

Coordinators must review the standard function position description and the information concerning the ADA with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession before entering into the training program. Students cannot be discriminated against on the basis of a disability in the offering of programs or services.

Accommodations will not be allowed during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency in advance. Students who have received an accommodation during the course need to understand that there is a separate process for requesting an accommodation for the state written and practical certification examinations. The certification agency will establish eligibility for an accommodation on a case-by-case basis. According to policy, documentation confirming and describing the disability must be submitted for consideration. You will find more detailed information on how to request an accommodation on the NREMT website at:

https://www.nremt.org/nremt/about/policy_accommodations.asp.

Here are some examples of accommodations that would not be allowed during the instructional program:

- Additional time for skills with a specific time frame will not be allowed. Patients would suffer due to life threatening conditions in emergency situations.
- No accommodation will be made in a training program that is not reasonably available in a pre-hospital environment. Students may use performance aids, which could be readily available and easily accessible in the pre-hospital setting. It is the responsibility of the student to provide any personal aids they or the certifying agency deems necessary and appropriate.
- Unlimited time to complete a written examination is not allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
- Written examinations are not to be administered with an oral reader. The ability to read and understand small English print (12 point font) is an essential function of the profession and written examinations are designed to measure that ability.
- A written examination with a reading level that is lower than the reading level required by the profession to function safely and efficiently should not be administered.

Documented Learning Disability

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time and a half. This means that if the examination is usually administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be allowed because the individual would be able to perform the essential functions of the position description. The critical nature of reading in emergency situations requires reading a finite amount of material in measured amounts of time, as is required for taking an examination. In addition, the reading level of an exam is not impacted by the time requirement of the exam.

The certification agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. The certification agency will provide written notification upon review of the requests.

Disability Accommodation Policy

Individuals needing an accommodation request will need to contact the NREMT. For more details on how to request an accommodation form from the NREMT, please visit:

https://www.nremt.org/nremt/about/policy_accommodations.asp.

This is where you will locate the questionnaire for applicants requesting examination accommodations, the examination accommodations disability policy, and the information to establish eligibility for accommodations for national certification due to a disability.