

**US Army**  
**National Registry**  
**EMT-Basic**  
**Examination Coordinator**  
**Policy/Procedure Manual**

The National Registry of  
Emergency Medical Technicians  
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## SECTION I

## EMT-BASIC REGISTRATION ENTRY REQUIREMENTS

All individuals applying for EMT-Basic registration must meet the following requirements to be eligible for the national registration:

1. Applicant must be 18 years of age or older.
2. Successfully complete, within the last two years, a state-approved\* National Standard EMT-Basic training program, as developed and promulgated by the U.S. Department of Transportation.
  - Candidates who are not state certified and fail to become registered within two (2) years following EMT-Basic Course completion must retake the entire EMT-Basic training program.
  - If the candidate's initial training is beyond two (2) years and the candidate has maintained state certification, the candidate must complete a current state-approved\* National Standard EMT-Basic refresher training course.
  - If the candidate's initial training is beyond two (2) years and state certification has not been maintained, the candidate must complete the entire EMT-Basic training program.
3. All candidates are required to successfully complete within the past twelve months, all sections of a state-approved\* EMT-Basic practical examination that equals or exceeds the criteria established by the National Registry.
4. Truthfully complete the felony statement on the application and submit the appropriate documentation, if necessary.
5. Submit current CPR credentials that meet or exceed the criteria listed on the NREMT application. Verification may be in the form of an instructor signature or copies of both sides of a current card affixed to the appropriate spaces on the back of the National Registry EMT-Basic application.
6. Submit an acceptable application attesting to the satisfaction of the above requirements.
7. A registration fee of \$15.00 [*\$20.00 on or after 1 January 2002*] (money order or institutional check), payable to the National Registry of Emergency Medical Technicians, must be submitted with the application. This fee covers the cost of all printed material, examination postage, data processing, reporting of examination results and administration.

The fee will be refunded if an application is not accepted. The fee will not be refunded if the application is accepted and entered into data processing.

8. Successfully complete the above requirements and the National Registry EMT-Basic written examination.

\* These include EMT-B training programs approved by the U.S. Air Force, U.S. Navy, and U.S. Army EMT Program Managers.

## EXPIRATION DATE

Initial expiration dates are established in reference to the date of successful completion of the examination. Individuals initially registered during the first six months of the year will revert to the beginning of that year for an anniversary date. Those initially registered during the last six months of the year will begin their biennium the first day of the following year. All subsequent registration periods will be for the full two-year period.

For example:

Individuals successfully completing the examination between the dates of 1 January, 2000 and 30 June 2000 will receive an expiration date of 31 March 2002.

Individuals successfully completing the examination between 1 July 2000 and 31 December 2000 will receive an expiration date of 31 March 2003.

## LAPSED REGISTRATION

To be reinstated once EMT-Basic national registration has lapsed, candidates must:

If lapsed **within a two-year period**, successfully complete a state-approved\* National Standard EMT-Basic Refresher Training Course; submit a new application and fee; and successfully complete the National Registry EMT-Basic written examination and state-approved\* practical examination that meets or exceeds the established criteria of the National Registry.

If lapsed **beyond a two-year period** and still currently state-certified at the EMT-Basic level, successfully complete a state-approved\* National Standard EMT-Basic Refresher training course; submit a new application and fee; and successfully complete the National Registry EMT-Basic written examination and state-approved\* practical examination that meets or exceeds the established criteria of the National Registry.

\* These include EMT-B training programs approved by the U.S. Air Force, U.S. Navy, and U.S. Army EMT Program Managers.

## EXAMINATION PROCESS

### EMT-BASIC WRITTEN EXAMINATION

The written examination, consisting of 150 multiple-choice questions, is based on tasks identified in the EMT-Basic Practice Analysis conducted by the National Registry of Emergency Medical Technicians and the 1994 National Standard EMT-Basic Curriculum. The range of questions in each subtest are as follows:

<u>SUBTEST</u>	<u># of Questions</u>
Airway and Breathing	25-31
Cardiology	24-30
Trauma	23-29
Medical	21-27
Obstetrics and Pediatrics	18-24
Operations	21-27
<b>TOTAL</b>	<b>150</b>

Each candidate must realize an overall minimum score of 70% (105 items correct) to pass the examination. Candidates failing the examination may reapply for subsequent examinations by meeting the current entry requirements and submitting another application and fee. If a candidate fails the written examination, the practical examination remains valid for a 12-month period from the date it was successfully completed. Candidates are allowed three (3) opportunities to complete the written examination. Candidates applying for the fourth (4th) time must submit, at a minimum, official verification (certificate) of successful completion of 24 hours of refresher education which adheres to requirements outlined in Section I of this manual. This refresher must be completed between the third (3rd) and fourth (4th) attempts of the examination. Candidates who fail the examination on the sixth (6th) attempt must repeat the entire EMT-Basic training program in order to apply for subsequent examination attempts.

Candidates should allow three to four weeks for reporting of examination results. When results are not received or applications are not returned within six weeks, candidates or coordinators are urged to contact the US Army EMT Program Manager.

A self-assessment examination to aid students in preparing for the registration examination is available from the National Registry for a fee of \$15.00.

The National Registry reserves the right to review and investigate any written examination that may be in question.

## THE PRACTICAL EXAMINATION

Section I of the National Registry EMT-Basic application requires official verification of CPR credentials. This verification may be in the form of an instructor signature or a copy of the candidate's current BLS card affixed to the appropriate space in Section I of the application. The attached card or affixed signature must verify competence in the following skills: Adult 1&2 Rescuer, Adult Obstructed Airway Maneuvers, Child CPR, Child Obstructed Airway Maneuvers, Infant CPR, and Infant Obstructed Airway Maneuvers.

The practical examination requires the candidate to physically apply the necessary skills of the EMT-Basic. All candidates are required to successfully, complete, within a 12-month period prior to sitting for the written examination, all sections of a state-approved\* EMT-Basic practical examination that meets or exceeds the established criteria of the National Registry.

Section II of the National Registry EMT-Basic application requires the Course Medical Director, Program Director, or the Service Director of Training/Operations to verify, by signature, that the candidate has demonstrated an acceptable level of competency in each of the following skill areas as a result of the training program:

1. Patient Assessment/Management – Trauma
2. Patient Assessment/Management – Medical
3. Cardiac Arrest Management/AED
4. Spinal Immobilization (Seated Patient)
5. Spinal Immobilization (Supine Patient)
6. Bag-Valve-Mask Apneic Patient with a Pulse
7. Long Bone Fracture Immobilization
8. Joint Dislocation Immobilization
9. Traction Splinting
10. Bleeding Control/Shock Management
11. Upper Airway Adjuncts and Suction
12. Mouth-to-Mask with Supplemental Oxygen
13. Supplemental Oxygen Administration

Section III of the National Registry EMT-Basic application requires state-approved\* officials to verify by signature, successful completion of a state-approved\* practical examination that, at a minimum, evaluates the following skills and meets or exceeds the established criteria of the National Registry.

*\* These include EMT-B training programs approved by the US Air Force, US Navy, and US Army EMT Program Managers.*

Station #1	Patient Assessment/Management – Trauma
Station #2	Patient Assessment/Management – Medical
Station #3	Cardiac Arrest Management/AED
Station #4	Spinal Immobilization (Seated or Supine Patient)
Station #5	Bag-Valve-Mask Apneic Patient with a Pulse

*\* These include EMT-B training programs approved by the U.S. Air Force, U.S. Navy, and U.S. Army EMT Program Managers.*

Station #6      Random Skill Station (one of the following):  
                         Long Bone Immobilization  
                         Joint Dislocation Immobilization  
                         Traction Splinting  
                         Bleeding Control/Shock Management  
                         Upper Airway Adjuncts and Suction  
                         Mouth-to-Mask with Supplemental Oxygen  
                         Supplemental Oxygen Administration

The National Registry reserves the right to review and investigate any practical examination that may be question.

### **EXAMINATION ACCOMMODATIONS**

The National Registry will offer reasonable and appropriate accommodations for the written component of the examination for those persons with a documented learning disability. The documentation must include a diagnosis of learning disability in the area of reading decoding and/or reading comprehension and/or written expression based upon the results of standardized psychoeducational assessment, including an appropriate standardized measure of intelligence and an appropriate standardized measure of achievement in reading decoding and/or reading comprehension and/or written expression.

Individuals requesting accommodations for the written component of the examination should contact the National Registry for copies of the Examination Accommodations Policy.

### **INACTIVE STATUS**

An inactive status is designed for Nationally Registered EMTs who are not actively engaged in ambulance service/rescue service or health care activity. Inactive status is designed for those registrants who must be inactive for a period of time due to moving, illness, pursuit of education, family responsibilities, etc. Those reregistering for the first time must provide evidence of a minimum of six (6) months affiliation with an EMS service (or functioned in a patient health care setting as an EMT-Basic). Inactive status will be awarded only to those who have fulfilled refresher, CPR and continuing education requirements. Prior to the end of the inactive period, the registrant may request a return to EMT-Basic status by way of official written verification from their employer or supervisor.

Registrants who have been granted inactive status must fulfill all reregistration requirements during the inactive period.

### **DISCIPLINARY POLICY / REVOCATION OF CERTIFICATES**

National Registry has disciplinary procedures, rights of appeals and due process within its policies. Individuals applying for registration or reregistration who choose to exercise these rights may contact the National Registry for copies of Disciplinary Procedures. Requests to appeal must be submitted within thirty (30) days of receipt of notice of determination.

## EMT-BASIC REREGISTRATION REQUIREMENTS

Reregistration is on a biennial basis (once every two years) upon completion and verification of required continuing education and submission of the reregistration form and fee. All EMT-Basics reregistering will have to meet the full requirements currently in effect.

To renew registration, the Registrant must:

1. Complete the official National Registry reregistration and continuing education report form and return it, with the proper documentation and fee, to the Registry office. The National Registry reserves the right to investigate reregistration materials at any time from any registrant. Registrants may be required to resubmit all materials upon written notice from the National Registry.
2. Be actively working within the emergency ambulance service, rescue service, or patient/health care activity.
3. Complete all continuing education requirements in Section I-A, I-B, and II prior to his/her expiration date.

Reregistration forms are mailed in November prior to the expiration date. Reregistration forms must be postmarked no later than the March 31 expiration date. **Be sure to notify the National Registry of any change in your mailing address.**

## SECTION II

## PROCEDURE FOR ORDERING NREMT-BASIC EXAMINATIONS

This procedure is for US Army EMT training sites that will be ordering examinations via the DANTES Test Control Officer for a one-time administration. These examinations are shipped to the DANTES Test Control Officer and returned to National Registry at the conclusion of the examination.

US Army EMT training sites desiring to host a National Registry EMT-Basic examination order examinations directly from National Registry a minimum of four (4) weeks prior to the scheduled written examination date. All requests for examination material must be on official letterhead following the criteria listed below. US Army EMT training sites requesting National Registry EMT-Basic examinations may be denied the opportunity if, in the sole opinion of National Registry, the examination site, the personnel connected with the examination, or any other unforeseen circumstance cause National Registry to believe the examination security or administration policies and procedures may not be followed.

A US Army EMT training site requesting examinations must forward a letter four (4) or more weeks ahead of the scheduled examination date. The letter must be on official letterhead and be officially signed by the Course Medical Director or Course Coordinator and the DANTES Test Control Officer, who is accepting responsibility for examination administration. In order to assure timely delivery of requested materials, the letter must include all information and preferably be completed in the format below:

- The date and time of the written and practical examinations.
- The exact location of the written and practical examinations, including the name of the institution, exact street address, building and room numbers, city, state, and ZIP code.
- Information relative to the person maintaining a reservation list (Examination Coordinator), including name, exact street mailing address, and phone number.
- The name, exact address, and phone number of the DANTES Test Control Officer who will be accepting responsibility for the examination administration as listed under **“EXAMINATION DANTES TEST CONTROL OFFICER RESPONSIBILITIES”**
- The number of candidates requesting to take the examination.

An examination coordinator may alter the number of request examinations within 14 days of the scheduled examination. This alteration must be based upon reservations made by candidates wishing to test who were not on the initial roster. Alterations in the number of examination shipped may be made via telephone call by the DANTES Test Control Officer to the National Registry Basic Examination Scheduler at 614-888-4484.

The test material will be shipped via certified mail or United Parcel Service (UPS) from the National Registry 7 to 10 days prior to the scheduled written examination date. If the DANTES Test Control Officer has not received the examination materials three (3) days prior to the examination date, he/she must contact the National Registry for assistance in resolving the problem.

Failure to contact the National Registry if examination materials have not arrived three (3) days prior to the scheduled examination could result in delay, postponement or cancellation of the examination.

Upon receipt of the examination materials by the DANES Test Control Officer, he/she must inventory and secure the examination booklets in a locked cabinet and follow all policies and procedures outlined under **“EXAMINATION SECURITY.”** **Course coordinator, primary instructor, or assistant instructors of any US Army EMT training course must NOT have access to the examination material.**

OFFICIAL LETTERHEAD

DATE

MEMORANDUM FOR National Registry of EMTs  
6610 Busch Blvd  
P O Box 29233  
Columbus OH 43229

ATTN: EMT Basic Department

SUBJECT: Request for NREMT-Basic Exam

SITE \_\_\_\_\_

Course Coordinator: \_\_\_\_\_

Medical Director: \_\_\_\_\_

1. I request (\_\_\_\_) EMT-Basic Examination Booklet and application for site \_\_\_\_\_ be sent to the local Education Services Center and DANTES Test Control Officer at the following address:

Exam Location: (Shipping Address)

\_\_\_\_\_  
ATTN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Date of Examination: Practical Examination \_\_\_\_\_  
Written Examination \_\_\_\_\_

3. This examination will be administered and proctored by \_\_\_\_\_, Primary testing officer. This person has been briefed on his/her role as test proctor and understands the US Army policy on test compromise.

5. If you have any questions or comments, please contact the Course Medical Director or Course Coordinator at the phone numbers provided above. Any discrepancies will be reported promptly to the US Army EMT Program Manager at (210) 221-6130 or DSN 471-6130

SIGNATURE BLOCKS

\_\_\_\_\_  
Course Coordinator

\_\_\_\_\_  
Course Medical Director

\_\_\_\_\_  
DANTES Test Control Officer

CF:  
US Army EMT Program Manager

## SECTION III

## **NATIONAL REGISTRY EMT-BASIC EXAMINATION DANTES TEST CONTROL OFFICER RESPONSIBILITIES**

The DANTES Test Control Officer of an examination is the sole responsible agent for the administration of National Registry EMT-Basic examinations when administered for the U.S. Army EMT Training Programs.

The DANTES Test Control Officer may not delegate the responsibility for administration of the written examination. Written examinations are not required to be scheduled on the same date as the practical examination. The DANTES Test Control Officer must maintain security of the examination prior to, during, and after administration of the examination. **At no time may the DANTES Test Control Officer permit anyone to review, copy, or record the examination by any means whatsoever.** Only the candidate may look at the examination during the time of examination administration. The DANTES Test Control Officer must ship the examination via certified mail or United Parcel Service to the National Registry within five (5) days following the administration of the examination.

## **NATIONAL REGISTRY EMT-BASIC EXAMINATION COURSE PHYSICIAN MEDICAL DIRECTOR'S RESPONSIBILITIES**

The Course Physician Medical Director provides a quality assurance system for the approved practical examination. All practical examinations must meet or exceed the established criteria of National Registry. The Course Physician Medical Director is urged to contact the National Registry and obtain copy of the National Registry publication **EMT-Basic Practical Examination Users Guide** should he/she be unfamiliar with National Registry criteria.

The Course Physician Medical Director may be present at the practical examination or may permit a reliable agent or assignee the responsibility of reviewing the practical examination. If the Course Physician Medical Director is not personally present at the examination, he/she must review all skill evaluation instruments and examiner qualifications prior to the practical examination. The Course Physician Medical Director must review the overall report forms (which indicate the pass/fail status of each candidate) prior to permitting the agent or assignee to affix his/her signature on the reverse side of the National Registry EMT-Basic application. The Physician Medical Director must be available via telephone at the time of the practical examination should the agent or assignee need assistance or clarification on skill performance.

## **NATIONAL REGISTRY EMT-BASIC EXAMINATION COORDINATOR RESPONSIBILITIES**

**The EMT-Basic Examination Coordinator assumes the below responsibilities.** The coordinator must work closely with the National Registry, DANTES Test Control Officer, and the Course Physician Medical Director in order for the examination to occur in a smooth manner. The examination coordinator may assume many of the Course Physician Medical Director's responsibilities, provided this is approved by the Course Physician Medical Director. The Examination Coordinator is responsible for:

- a. Serving as the quality assurance person, agent or assignee of the Course Physician Medical Director during practical examinations as outlined in the National Registry publication **EMT-Basic Practical Examination Guide**. This includes having the Course Physician Medical Director review, prior to the examination, all skill instruments and pass/fail criteria. After the examination, the overall report forms indicating pass/fail status of each candidate must be reviewed with the Course Physician Medical Director.

- b. Completing the reverse side of the candidate's application as outlined in the National Registry publication **EMT-Basic Practical Examination Guide**.
- c. Ordering and scheduling the examination per National Registry policy outlined under "Scheduling an Examination".
- d. Maintaining a reservation list of candidates who will be taking the examination.
- e. Assuring candidates have completed an approved practical examination within the past 12 months that meet or exceed National Registry criteria prior to sitting for the written examination. Candidates that have not completed the practical examination within 12 months must be scheduled for the practical examination.
- f. Ensuring that facilities for the written and practical examination meet the National Registry and educational standards.
- g. Selection of qualified skill station examiners approved by the Course Physician Medical Director.
- h. Selection of EMT assistants.
- i. Selection of appropriate individuals to serve as victims in the skill stations.
- j. Obtaining all appropriate equipment for each skill station.
- k. Overseeing the timely flow of all candidates through the skill stations.

## NATIONAL REGISTRY EMT-BASIC APPLICATION REVIEW PROCESS

**The Course Physician Medical Director or Examination Coordinator must review each application for completeness and accuracy with special emphasis in the below listed areas.** Any discrepancy or missing information on a candidate's application will delay the processing of the exams when they are received at the National Registry.

**BIRTH DATE:** All applicants must be at least 18 years of age. A common error in this section is for the applicant to put the current year instead of their birth year.

**ADDRESS:** Ensure the applicant's complete address, including zip code, is listed and correct.

**SITE:** Ensure the correct site code has been entered. Applications without or with incorrect site code will be returned by the National Registry.

**FELONY STATEMENT:** Ensure the felony statement has been completed. If applicant answers yes to this question, they must submit, with the application, documents that fully describe the nature of the offense, date of the offense, copies of the offense, and relevant court documents indicating the disposition and current status.

**EMT COURSE:** The EMT course name, length (in hours), completion date, location and instructor should be listed. The EMT course is valid for a period of two years for National Registry examination purposes.

**SIGNATURE:** Ensure the applicant has signed the application.

**PRACTICAL EXAM:** The **DATE** and **LOCATION** of the practical examination must be listed. Ensure the practical examination is verified by a physician's signature or an approved agent or assignee for the physician.

All incomplete applications, as well as applications not meeting entry requirements, will be returned with a cover letter explaining the reason for the return. The candidate has 30 days to correct the problem and return the corrected application to the National Registry. Upon receipt of the corrected application the applicant's test will be processed and the results released. If the applicant is uncertain of the reason for the returned application or feels the application was returned erroneously, he/she should contact the National Registry for assistance.

## METHODS OF PAYMENT

Methods of payment may include the following:

1. Issuance of a valid purchase order. The National Registry will invoice against this purchase order number.
2. Issuance of a group check/money order prepared by the educational institution.
3. Issuance of an individual bank or postal money order.

## FACILITIES FOR NATIONAL REGISTRY EMT-BASIC WRITTEN EXAMINATIONS

While a great variety of facilities may be used for the NREMT written examination, each must conform to minimum facility guidelines within acceptable educational criteria for administration of a bubble response, multiple choice examination.

Each facility must contain adequate seating with an appropriate writing surface for each person scheduled to participate in the written examination. When multiple written sessions are scheduled, such seating must be adequate for the proportionate number of persons scheduled to participate in each session.

Ideally, the testing room should have sufficient seats to allow seating of candidates in alternate seats so that no two candidates taking the examination are seated immediately next to each other. Depending on the size and arrangement of the seats in the testing room and the number of candidates, the DANTES Test Control Officer should use his/her best judgment in seating the candidates to minimize the possibility of any irregularities occurring during the examination. No candidate should sit immediately next to another candidate who is taking the same level of examination.

Additional, each facility must:

- Provide adequate and effective heating/cooling, ventilation, and lighting.
- Provide an environment that is free of excess noise and distraction.
- Contain a pencil sharpener and a table or desk adequate for registering candidates, packaging test materials as each candidate completes the exam, and proctoring the examination process.
- Provide adequate security for the examination materials during the examination.
- Provide adequate rest room facilities, a drinking fountain, and adequate parking within reasonable access to the examination site.
- Contain a wall clock which is visible to all candidates to assist with pacing and/or a chalkboard on which the proctor can announce and post the time remaining in the examination at one (1) hour, one-half (1/2) hour, and fifteen (15) minutes.

## **NATIONAL REGISTRY EMT-BASIC WRITTEN EXAMINATION INSTRUCTIONS**

### **DANTES TEST CONTROL OFFICER'S INSTRUCTIONS FOR THE WRITTEN EXAMINATION**

The DANTES Test Control Officer must be familiar with the policies and procedures governing the written examination. While serving as the proctor for the written examination, you will be responsible for following all of these guidelines as well as maintaining written examination security from the time the specific examination instructions are provided until all written examination materials are returned to the National Registry office.

As the DANTES Test Control Officer and proctor, you are here to supervise the examination and maintain the integrity of the examination process. You may not answer any questions relative to any particular item in the examination. During the examination, you must quietly circulate around the room to assure that no candidate is writing in the examination booklets, copying or recording any examination material, or committing any other act of misconduct during the examination.

During the examination, you should refer to the two topics –**“RETURNING TEST MATERIALS TO THE NATIONAL REGISTRY FOR PROCESSING,”** and **“THE APPLICATION REVIEW PROCESS.”** The reviewing of these two areas will assist in our processing the examinations after they arrive at the National Registry.

During the examination if a candidate raises his/her hand, proceed to his/her seat and address the concern as quietly as possible. If any particular question is brought to your attention, you should respond to the candidate by stating, “by request of the National Registry, I am not able to respond to your specific questions”. Examination booklets are checked for defects at National Registry prior to mailing.

### **INSTRUCTIONS TO THE CANDIDATE FOR THE NATIONAL REGISTRY EMT-BASIC WRITTEN EXAMINATION**

The DANTES Test Control Officer, serving as proctor, must read the following instructions to all candidates sitting for the written examination:

1. We are ready to start the written examination. Remove all material from your desk. You are not to open the examination booklet prior to receiving the instructions.

NOTE: [At this time, you must hand each candidate his/her own examination booklet, one answer sheet, and one sheet of scratch paper. It is absolutely essential that each candidate only receive one of each of the above items. You must also make sure that all candidates have only #2 pencils for marking the answer sheet as only #2 graphite can be scanned in the computer scoring process.]

2. You will be given two and one-half (2 ½) hours to complete the written examination. During this time period, no candidate is permitted to leave the room.

A DANTES Test Control Officer may, under certain emergency circumstances, permit a candidate to leave the room with an escort.

3. You must understand that any irregularities occurring during this examination, such as giving or obtaining unauthorized information or aid, as evidenced by direct observation of the proctor(s) or subsequent analysis of examination results, may be sufficient cause to terminate your participation, to invalidate the results of your examination, or to take other appropriate action. In such cases, the National Registry reserves the right to delay processing of examination results until a thorough and complete investigation may be conducted. **YOU MUST NOT COPY ANY MATERIAL FROM THE EXAMINATION OR MAKE RECORDINGS OF THIS EXAMINATION AT ANY TIME OR IN ANY WAY. EFFORTS TO CONSTRUCT THE EXAMINATION USING YOUR MEMORY OR THAT OF OTHERS ARE PROHIBITED. YOU MUST NOT DUPLICATE ANY QUESTIONS AND SHOULD REPORT ANY EVIDENCE OF ACTIVITIES OF THIS NATURE TO THE NATIONAL REGISTRY.**
4. No calipers, calculators, or other mechanical devices may be used during the examination. All calculations must be made on the scratch paper provided.
5. If you finish the examination early, you will be permitted to leave the examination room one at a time. Be sure that you have returned all examination materials which were issued, including the examination booklet, scratch paper, answer sheet, and any borrowed pencils to the proctor. When you come up to turn in your materials, be prepared to show all materials to the proctor along with some personal photo identification.

At this time, please take out your photo ID and place it on the table. Please raise your hand if do not have any form of photo ID with you.

NOTE: [If a candidate has no ID, and the examination coordinator can not verify their true identity, the DANTES Test Control Officer must dismiss the candidate from the examination and collect his/her materials.]

6. Now take your answer sheet and fill in the blank lines with the information requested, beginning with the "Exam Series Number." In the lower left-hand corner of the front cover of your examination booklet, locate the number that follows the word "Series" and print the number on the appropriate line of your answer sheet. This number is printed in brown ink on the booklet cover.
7. Print the Examination Booklet Number on the appropriate line of your answer sheet. This number is the red number printed on the lower left-hand corner of the booklet cover.
8. Print the remaining information legibly, including today's date which is \_\_/\_\_/\_\_, your social security number, your name, address, city, state, and ZIP code. Finally, sign the form with your legal signature.

Please turn your examination booklets over to the back cover and read the directions silently while I read them aloud.

[The DANTES Test Control Officer must now read the instructions printed on the reverse side of the EMT-Basic examination test booklet out loud to the candidates.]

As the proctor, I am here merely to supervise the exam. I am not allowed to answer any questions relative to any particular item in the examination.

If you have a question, suggestion, or complaint about the written examination submit them in writing to the National Registry office. Any candidate who questions the accuracy of the reported results may request a hand score. This request must be submitted in writing to the National Registry and accompanied by a \$10.00 check or money order to cover the cost of hand scoring. Does anyone have any questions?

[Continue reading to all candidates:]

When you have completed the examination, place your examination booklet, scratch paper and answer sheet together. Do not place any materials inside of the examination booklet. Then, one at a time, you will need to come to the front of the room to turn in your materials. Stay seated until the candidate at the table begins to exit the room. Have your answer sheet and photo identification out so that I may verify your identity. After I verify your identification and collect all of your materials, including any borrowed pencils, you may quietly exit this room. Please be considerate of others who are working to complete the examination by keeping all noise, both inside and outside this room, to a minimum.

NOTE: [The DANTES Test Control Officer must now note and announce the starting time for the examination to the nearest five (5) minutes. For example, if it is 6:22 pm post the starting time as 6:25 PM and ending time as 8:55 PM. We suggest you announce and post the starting and ending times for the examination on a chalkboard large enough for all candidates to see.]

[Continue reading to all candidates:]

Please keep track of the time as you take the examination. It is now (XX:XX AM/PM). You will have 2-1/2 hours from now, or until (XX:XX AM/PM), to complete the examination. There will be an announcement when there is one (1) hour, one-half (1/2) hour, and fifteen (15) minutes remaining in the examination as you proceed through the test. Are there any questions?

We wish you success on the examination. You may now start the examination.

## EXAMINATION INTERRUPTION/INAPPROPRIATE BEHAVIOR

Once the examination has started, no candidate is permitted to leave the room for any reason (except an emergency in which a proctor should accompany the candidate, if possible). If a candidate withdraws from the examination for any reason prior to completion, collect the candidate's materials in the usual manner. You should write a note of explanation and paper clip it to the candidate's answer sheet.

Because this examination could possibly be administered in the presence of a course instructor, the DANTES Test Control Officer must not, at any time, in any way, permit a course instructor the opportunity to review, copy, read or record the examination. EMT Instructors are teaching the National Standard Curriculum from which this test was developed. National Registry and the medical community do not want instructors teaching National Registry examinations, which are designed to constitute only a sample of the prescribed knowledge necessary to be a competent EMT-Basic. Your assistance in maintaining the integrity of National Registry examinations is absolutely necessary.

Candidates are not permitted to use notes of any type which were brought into the examination. Candidates must not copy any material from the examination or make recordings of the examination at any time or in any way. The candidates are not permitted to have anything on their desk except for the materials provided by the DANTES Test Control Officer. The use of calculators, slide rules, calipers, or any other mechanical or computing device is strictly prohibited.

If a candidate is discovered engaging in any kind of inappropriate behavior during the examination, such as giving or receiving help; using notes, books, or papers of any kind; using recording or photographic devices; removing or attempting to remove examination materials or notes from the examination room; or taking part in any act of impersonation, the candidate must be dismissed by the DANTES Test Control Officer.

If you suspect any candidate of committing any of the above actions, prepare a written report, paying particular attention to the following criteria:

- Identify each suspected candidate by name, social security number, and examination booklet.
- Identify any other candidate(s) from whom the suspected candidate may have been copying. Place their name(s), social security numbers(s), and examination booklet numbers(s) in the report. Please explain the degree to which the additional candidate(s) was/were cooperating in the misconduct.
- Identify the names, addresses, and phone numbers of all proctors who also observed the incident.
- Provide a sketch of the seating arrangement, spacing, and so forth at the time of the incident. Be sure to identify the position of the suspected candidate and all others involved. Submit completed reports to the National Registry office when examination materials are mailed.
- The DANTES Test Control Officer must sign the report.

If a candidate's behavior during the examination disturbs or prevents others from doing their best work, warn the candidate that he/she will be dismissed if the behavior persists.

Because of the need to maintain order and examination security in the examination room, you have the authority to dismiss a candidate for misconduct. However, dismissal from the examination may have serious consequences for a candidate and should be a last resort.

You may decide to dismiss when warranted, but you should use your best judgment in handling the situation. Take no action until you are certain a candidate has given or received assistance, used prohibited aids, disturbed others who were taking the examination, or purposely worked longer than the time allowed on the examination after being warned. When you are sure of a violation, immediately collect all of the candidate's material and dismiss him/her/them from the room. Tell the candidate only that failure to abide by the examination regulations has made your actions necessary. Give a full account of the incident on a report following the criteria outlined above. Paper clip the incident report with the candidate's application and answer sheet and return them to the National Registry.

### **LATE ARRIVALS**

Situations, such as inclement weather conditions or ambulance runs are typical examples in which the candidate should be granted permission to begin the examination late. Candidates arriving late may be given the full two and one-half (2 ½) hours for the examination at the discretion of the DANTES Test Control Officer. No candidate must be required to complete the examination without being afforded the full two and one-half hour time limit. If permission is granted, the DANTES Test Control Officer must orient the candidate to the written examination as quietly as possible and inform them of the adjusted completion time.

## RETURNING NATIONAL REGISTRY EMT-BASIC TEST MATERIAL TO THE NATIONAL REGISTRY FOR PROCESSING

When returning test material to the National Registry for processing, the DANTES Test Control Officer and Examination Coordinator must utilize the following procedure:

1. Ensure all examination booklets are present and in numerical order.
2. Each individual application must be paper clipped to the form of the corresponding written answer sheet. NOTE: Do not staple applications to the answer sheet.
3. Place the applications, with written answer sheets attached, in alphabetical order.
4. Prepare a test roster. List, in alphabetical order, only those candidates with valid applications and written answer sheets.
5. If the registration fee is being paid by a group check or by a purchase order, paper clip the check or purchase order to the back of the test roster. If the registration is being paid by individual money order, paper clip them to the top of the corresponding application.
6. Place the test roster on top of the applications and written answer sheets.
7. Secure the entire package in a damage resistant envelope or a box and send it via UPS/certified mail, to:  
  
National Registry of Emergency Medical Technicians  
Rocco V. Morando Building  
6610 Busch Boulevard  
PO Box 29233  
Columbus, OH 43229-0233
8. Examination results will not be processed until all written examination booklets are returned to the National Registry.

**NOTE: DO NOT FOLD OR STAPLE THE WRITTEN ANSWER SHEETS**

**AT NO TIME MAY THE COURSE COORDINATOR, PRIMARY INSTRUCTOR, OR ASSISTANT INSTRUCTORS REVIEW, COPY OR RECORD THE CONTENTS OF THE WRITTEN EXAMINATION. SECURITY OF THE EXAMINATION IS THE SOLE RESPONSIBILITY OF THE DANTES TEST CONTROL OFFICER.**

## SECTION IV

## NATIONAL REGISTRY EMT-BASIC EXAMINATION SECURITY

At no time may any instructor of a US Army EMT training program review, copy, or record an examination booklet in any way whatsoever.

Where examinations are forwarded on written request from the Course Coordinator, Course Medical Director, and DANTES Test Control Officer, examinations are shipped via UPS/certified mail as outlined in the policy for ordering examinations. In these cases the following security must be maintained:

- Examination materials must be shipped on to the DANTES Test Control Officer, who will personally proctor the examination.
  - Upon receipt the DANTES Test Control Officer must secure the booklets in his/her possession.
  - They may not be stored at the teaching institution. The DANTES Test Control Officer should open and inventory the shipment to assure all examination materials are present.
  - The DANTES Test Control Officer must take the examination materials with him/her to the test site and administer the examination according to the instructions that will accompany the materials.
  - The DANTES Test Control Officer must re-inventory all materials following the examination and return them to National Registry via UPS/certified mail. No examinations may be shipped via a carrier who cannot trace the shipped materials if necessary.
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26 September 2000

//Original Signed//

ALLEN C. WHITFORD, MAJ, MC  
U.S. Army EMT Program Physician Medical Director  
U.S. Army Academy of Health Sciences  
Fort Sam Houston, Texas

//Original Signed//

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