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| **DEPARTMENT OF HEALTH SERVICES**Division of Public HealthF-02853 (07/2021) | **STATE OF WISCONSIN**Office of Preparedness and Emergency Health CareWisconsin Technical College System |
| **NREMT PSYCHOMOTOR EXAMINATION ORIENTATION****Out of Hospital Scenario Format** |
| The State of Wisconsin uses the National Registry of Emergency Medical Technicians® (NREMT) cognitive and psychomotor examinations as the state licensing examination for emergency medical practitioners specified in Wis. Stat. § 256.15(6)(a)3 and Wis. Admin Code § 110.06(1)(d). This document is intended to prepare training centers to host an out-of-hospital scenario (OOHS) State of Wisconsin Emergency Medical Technical (EMT) Psychomotor Examination. Questions on the examination process may be directed to timothy.weir@wtcsystem.edu or 608-266-0995. |
| **Preparing for the NREMT Examination**Step 1 Determine the number of eligible students participating in this examination.Eligible candidates are those who have successfully completed allportions of the EMT program, including their 10 patient contacts or an approved equivalent, which can include the use of high-fidelity simulation. Additionally, eligible candidates must be course completed with a course end date within the previous twenty-four months in both the Wisconsin EMS licensing management system (E-Licensing) and the NREMT database system prior to the examination. Candidates testing for initial certification must have received a training center training permit for their initial course, set up a NREMT account, apply for the NREMT Psychomotor Examination, and be issued an Authority to Test (ATT) letter from the NREMT. Please contact Helen Pullen at helen.pullen@dhs.wisconsin.gov for questions regarding eligibility qualifications for candidates not seeking initial certification. |
| Step 2 Request an Examination Date/Scheduling an Examination.Complete the NREMT examination request form - [NREMT Psychomotor Examination Request Form.](https://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=1e852b36-c5ae-4f62-a367-124a7494ba5a) Please contact Tim Weir at timothy.weir@wtcsystem.edu or 608-266-0995 to make the needed revisions. |
| Step 3 Create the Examination in E-Licensing.The training center coordinator or training center administrative staff designee must create a NREMT Psychomotor Examination within E-Licensing prior to the date of the examination. NREMT Psychomotor Examinations are setup in E-Licensing similar to setting up a training course. The NREMT Psychomotor Examination in E-Licensing will serve as the repository for most examination documents. Documents pertaining to the examination may be uploaded into the Documents tab of the examination in E-Licensing. The examiner designee and examination candidates, as they demonstrate eligibility, should be added to the course roster for the examination in E-Licensing. For assistance with creating an examination within E-Licensing, please contact Helen Pullen at helen.pullen@dhs.wisconsin.gov. |
| Step 4 Complete the NREMT Candidate ScheduleThis is the schedule for NREMT candidates testing at the examination site. While it is not a requirement to use the document provided, it is a requirement to submit a NREMT Candidate Schedule with each examination that contains all of the information found on this document. Once completed, this schedule is required to be uploaded in the E-Licensing. |
| Step 5 Complete NREMT Candidate Examination Roster This is the pass/fail document used by the examiner designee to track exam activity. Please add NREMT candidates in alphabetical order who are eligible and testing during your examination. Please print and provide a copy to the examiner designee before the start of the examination. Once completed, this document is required to be uploaded in the E-Licensing. |
| Step 6 Complete NREMT Out of Hospital Examination Orientation Training for Exam StaffIndividuals that will be performing the roles of station evaluator, professional partner, and patient will need to complete the orientation training for the OOHS NREMT Psychomotor Examination process. This training consists of two online courses available through the online [Train Wisconsin](https://www.train.org/WI/login) platform. Individuals who complete the courses and the short quizzes that follow will be awarded a certificate for each course. All individuals performing the role of station evaluator, professional partner, or patient must complete both training courses within the twelve months prior to the examination and provide copies of the course completion certificates to the testing site prior to the examination. |
| Step 7 Schedule Examination Rooms, Staff and Equipment Schedule examination rooms and staff according to your capabilities. Manikins are allowed in lieu of patients if appropriate to the scenario. Each room must be set up with the required equipment and decontamination supplies. Each station is staffed with a station evaluator, professional partner and patient or manikin. Station evaluators, professional partners and patients are required to review and sign the Staff Orientation form prior to participation in the examination. Copies of the full, signed orientations, including copies of each staff member’s certificates from Train Wisconsin, are uploaded as one document into the E-Licensing. |
| Step 8 Notification of NREMT CandidatesOnce the schedule has been set, the examination host site is required to send notification to each candidate with the scheduled time for their examination. The notification must also include a copy of the NREMT Candidate Orientation Form for the candidate to review prior to the examination date. Completion of the Psychomotor Examination Results Summary (PERS) form is optional, but also recommended for completion prior to the exam to expedite the registration process |
| In addition to informing the candidates of their scheduled examination time, the notifications to the candidates must explain that they will need to do the following in order to be admitted to the examination site:* Arrive at the examination site 15-20 minutes before their scheduled examination time.
* Dress professionally. No service or professional fire, law enforcement, or EMS association apparel as these may create conflicts of interest. Training center uniforms are appropriate.
* Bring the course completion certificate from the Wisconsin Out-of-Hospital Scenario Candidate Orientation training from [Train Wisconsin](https://www.train.org/WI/login).
* Bring state-approved identification (current driver’s license or photo identification card issued by Wisconsin or another state or United States territory, current United States military identification, or a current United States passport).
* Bring a signed and dated copy of the NREMT Candidate Orientation.
* Bring a copy of the NREMT ATT letter.
* Any local site information pertinent to entry (personal protective equipment requirements, facility access information, etc.), if applicable.
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| **Day of the Examination****NREMT Candidate Registration**The NREMT psychomotor examination is utilized for professional certification and state licensure. Verification of the identity of the candidate is imperative to the integrity of the examination process. Because of the significance of this examination, each candidate is required to show proof of identity by producing state-approved identification to gain entrance into the examination site even if the candidates have taken training courses at the examination host site or are known by the examination staff. State-approved identification includes current driver’s license or photo identification card issued by Wisconsin or another state or United States territory, current United States military identification, or a current United States passport. If there are any questions regarding whether a form of identification is state-approved, it should immediately be referred to the examiner designee. |
| **Assemble NREMT Examination Packet**The candidate’s PERS form, NREMT Candidate Orientation Form (signed and dated) and three blank copies of the NREMT assessment grid forms are assembled together, given to the candidate and will follow them throughout the examination. When the candidate completes their exam, all forms are given to the examination staff and returned to the examiner designee for validation. Once the examiner designee validates the grid forms and adds the signed attestation form, this packet will go to the examination staff responsible for uploading into E-Licensing. |
| **Personal Protective Equipment (PPE)**Each candidate will be expected to utilize appropriate PPE according to the Centers for Disease Control and Prevention (CDC) guidelines and local policies. |
| **Remote Examination Video Capabilities**If the examiner designee is working remotely, testing centers are required to have video capabilities in each station that can be accessed by the examiner designee for purposes of monitoring examination fairness, reliability, and validity. This requirement does not apply if the examiner designee is physically present at the testing center during the examination. |
| **Examination Scenarios**The NREMT Psychomotor Examination also serves as the State of Wisconsin examination for EMT licensing. These documents are therefore confidential and can only be printed and maintained by the examination coordinator and distributed to the station evaluators. When the NREMT examiner designee is onsite to conduct the examination, they will distribute the station materials. When the NREMT examiner designee will be conducting the examinations remotely, the exam coordinator will receive an email with exam scenarios for the adult, geriatric and pediatric assessment stations. The exact number of copies shall be made for each station, but must be controlled by the examination coordinator, which includes their return and destruction after completion of the examination. Evidence of non-compliance will result in the nullification of examination results for that testing center. |
| **Notification of Pass/Fail**Candidates completing all three stations are directed back to the candidate holding area while their exam paperwork is validated. If the examiner designee is onsite, the station paperwork will be directed to them for validation and notification of pass/fail results to the candidate. When the examiner designee is working remotely, the examination staff will upload all documents into E-Licensing for validation by the examiner designee and notification of pass/fail results to the candidate. |
| **Attestation Form** Each NREMT candidate is required to sign an attestation form stating their agreement or conflict with the initial or retest examination process prior to the delivery of pass/fail results as directed by the examiner designee. |
| **Document Uploading into E-Licensing**The examination host site must upload all required documentation into E-Licensing within twenty-four (24) hours of the examination in the format specified by the Wisconsin Technical College System. Required documentation consists of the NREMT Forms document, the NREMT Staff Orientations, and an NREMT Candidate File for each candidate. Naming conventions and specific information on each document is listed below. |
| ***NREMT Forms Document (MS Excel)***This document contains the NREMT Schedule\*, NREMT Staff Information and the NREMT Exam Candidate Roster. Please upload as an “open” MS Excel file or as separate files into E-Licensing. The NREMT Forms Document shall be labeled using the following naming convention: MMDDYYYY (exam date) 06182020-NREMT Forms Document (Example: 06182020\_NREMT Forms Document\_WTCS). |
| This document can be edited to meet specific time/station alterations, or you can use your own schedule. If using your own schedule, it must be uploaded separately as a PDF document and labeled with the following naming convention: MMDDYYYY (exam date)\_NREMT Candidate Schedule\_Training Center Name (Example: 06182020\_NREMT Candidate Schedule\_WTCS). |
| ***NREMT Station Staff Orientations***Documentation shall be provided for each station evaluator, professional partner and patient participating in the examination demonstrating eligibility to orientation forms are required to be uploaded into the E-Licensing as one PDF file. This should include the following for each individual:1. A completed and signed NREMT Psychomotor Examination Staff Orientation form
2. A copy of the course completion certificate for the OOHS NREMT Psychomotor Examination training from [Train Wisconsin](https://www.train.org/WI/login).
3. A copy of the course completion certificate for the OOHS Staff Orientation training from [Train Wisconsin](https://www.train.org/WI/login).

The combined files shall be labeled using the naming convention: MMDDYYYY (exam date)\_NREMT Station Staff Orientations (Example: 05162020\_NREMT Station Staff Orientations). |
| ***NREMT Candidate File*** Every candidate shall have a candidate file consisting of the following (in this order):1. NREMT Candidate’s completed, validated and signed PERS Form
2. NREMT Candidate’s signed NREMT Psychomotor Examination Orientation Form
3. NREMT Candidate’s Attestation Form as indicated
4. NREMT Candidate’s Assessment Grid Forms and retesting assessment grids under the corresponding initial grid form
5. NREMT Candidate [Train Wisconsin](https://www.train.org/WI/login) course completion certificate for the Wisconsin Out-of-Hospital Scenario Candidate Orientation.

When complete, each candidate file should be loaded into E-Licensing as a PDF file and labeled. Candidate files for candidates from your training center shall be labeled using the following naming convention: MMDDYYYY (exam date)\_last name, first name and middle initial (Example: 05162020\_Smith, John L.). Candidate files for candidates from outside your training center shall be labeled using the following naming convention: MMDDYYYY (exam date)\_last name, first name, middle initial\_RETEST\_Training center of origin (Example: 06232020\_Smith, John L.\_RETEST\_FVTC). |