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| **DEPARTMENT OF HEALTH SERVICES**Division of Public HealthF-02841 (07/2021) | **STATE OF WISCONSIN**Office of Preparedness and Emergency Health CareWisconsin Technical College System |
| **NREMT PSYCHOMOTOR EXAMINATION HOST SITE CHECKLIST** |
| 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 checklist is intended to assist Wisconsin Emergency Medical Services (EMS) Training Centers hosting an Out-of-Hospital Scenario (OOHS) NREMT Emergency Medical Technician (EMT) Psychomotor Examination. Questions on the examination process may be directed to timothy.weir@wtcsystem.edu. |
| **Prior to the Examination**Preparation for an OOHS NREMT Examination should begin several weeks prior to the date of the examination. The following steps should be completed before the day of the examination: |
| [ ]  Schedule your requested examination date with the Wisconsin Technical College System by completing and submitting a [NREMT Psychomotor Examination Request Form](https://mywtcs.wtcsystem.edu/wp-content/uploads/2021/02/NREMT-EMT-Exam-Request-Form-020321.pdf).[ ]  Determine the number of eligible candidates that will be participating in the examination. Eligible candidates should have all of the following:[ ]  A training center training permit for their course[ ]  Successfully completed their EMT training course, including the 10 patient contacts (which may be simulated)[ ]  Course completion with an 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.[ ]  If testing for initial certification, have set up a NREMT account, applied for the NREMT Psychomotor Examination, and be issued an Authorization to Test (ATT) letter from the NREMT.[ ]  Create a NREMT psychomotor examination within the E-Licensing system. The NREMT psychomotor examination in E-Licensing will serve as the primary repository for most examination documents going forward.[ ]  Add the examiner designee and examination candidates (as they demonstrate eligibility) to the course roster for the NREMT psychomotor examination in E-Licensing[ ]  Complete the [NREMT Candidate Schedule](https://www.dhs.wisconsin.gov/forms/f02847.docx) and upload into the NREMT psychomotor examination in E-Licensing[ ]  Complete the [NREMT Candidate Roster](https://www.dhs.wisconsin.gov/forms/f02846.docx), listing all candidates participating in the examination in alphabetical order and upload into the NREMT psychomotor examination in E-Licensing. A copy of the [NREMT Candidate Roster](https://www.dhs.wisconsin.gov/forms/f02846.docx) will need to be provided to the examiner designee on the day of the examination.[ ]  Have examination staff complete and provide course completion certificates for the OOHS NREMT Psychomotor Examination training and the OOHS Staff Orientation trainings in [Train Wisconsin](https://www.train.org/WI/login). [ ]  Have all examination staff serving as station evaluators, professional partners, and patients review, complete, sign and date an [NREMT Examination Orientation for Station Evaluators, Professional Partners, and Patients form](https://www.dhs.wisconsin.gov/forms/f02844.docx). A document containing the signed and dated form for each staff member, along with copies of their course completion certificates for the OOHS NREMT Psychomotor Examination training and the OOHS Staff Orientation training must be loaded into E-Licensing.[ ]  Schedule examination staff, rooms, and equipment at your facility per local protocols. If the examiner designee will not be at the examination site on the day of the examination, ensure each station has video capabilities that can be accessed by the examiner designee.[ ]  Schedule each candidate’s examination time.[ ]  Send out a notification to each of the candidates with their scheduled examination time. The notification should also inform the candidates to:[ ]  Arrive at the examination site 15-20 minutes before their scheduled examination time[ ]  Dress professionally for the examination[ ]  Bring the course completion certificate Wisconsin OOHS 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](https://www.dhs.wisconsin.gov/forms/f02840.docx)[ ]  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[ ]  Prepare and print copies of the examination forms[ ]  Complete the [NREMT Psychomotor Examination Host Site Affirmation form](https://www.dhs.wisconsin.gov/forms/f02840.docx) and upload into E-Licensing. |
| **Day of the Examination** The following steps must be completed on the day of the examination: |
| [ ]  Prepare testing stations and equipment.[ ]  Have each candidate present a state-approved identification to gain entry into the examination site.[ ]  Provide the examiner designee with a copy of the [NREMT Candidate Roster](https://www.dhs.wisconsin.gov/forms/f02846.docx) for the examination.[ ]  If the examiner designee is not physically present on the examination date, upload examination documentation into E-Licensing for validation by the examiner designee.[ ]  Have each candidate complete a [NREMT Psychomotor Examination Results Affirmation form](https://www.dhs.wisconsin.gov/forms/f02849.docx) prior to receiving the examination results. |
| **After the Examination** The following steps must be completed within 24 hours of the examination (if not already completed by the end of the examination): |
| [ ]  Upload a copy of the NREMT Schedule, NREMT Staff Information, and the NREMT Exam Candidate Roster into E-Licensing. This may be done by either uploading each of document separating or uploading the NREMT Forms Document from the Wisconsin Technical College System as an “open” MS Excel file or as separate files into E-Licensing. The latter document contains the NREMT Schedule\*, NREMT Staff Information and the NREMT Exam Candidate Roster. If using the separate forms, the documents shall be labeled using the following naming convention: MMDDYYYY (exam date)\_NREMT Forms\_Form Title (EXAMPLE: 06182020\_NREMT Forms\_NREMT Schedule). If uploading this information using the MS Excel file from the Wisconsin Technical college System, the NREMT Forms Document shall be labeled using the following naming convention: MMDDYYYY (exam date)\_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).[ ]  Upload a copy of the completed NREMT Psychomotor Examination Host Site Affirmation form into E-Licensing. The NREMT Psychomotor Examination Host Site Affirmation form shall be labeled using the following naming convention: MMDDYYYY (exam date)\_NREMT Host Site Affirmation (EXAMPLE: 06182020\_NREMT Host Affirmation).[ ]  Upload a copy of the NREMT examination staff orientation documents as one PDF into E-Licensing. This should for each station evaluator, professional partner, and patient a copy of the signed and completed NREMT Psychomotor Examination Staff Orientation form and the course completion certificates for the OOHS NREMT Psychomotor Examination and OOHS Staff Orientation courses through [Train Wisconsin](https://www.train.org/WI/login). The staff orientation document shall be labeled using the following naming convention: MMDDYYYY (exam date)\_NREMT Station Staff Orientations (EXAMPLE: 06182020\_NREMT Station Staff Orientations).[ ]  Upload a copy of each candidate’s NREMT candidate file as a PDF into E-Licensing. Every candidate shall a candidate file consisting of the following (in this order):1. NREMT Candidate’s completed, validated and signed PERS Form
2. NREMT Candidate’s retesting email (only required if the candidate is a retest candidate)
3. NREMT Candidate’s ATT letter
4. NREMT Candidate’s [Train Wisconsin](https://www.train.org/WI/login) course completion certificate for the Wisconsin Out-of-Hospital Scenario Candidate Orientation
5. NREMT Candidate’s [Train Wisconsin](https://www.train.org/WI/login) course completion certificate for the NREMT Station Orientation
6. NREMT Candidate’s signed NREMT Psychomotor Examination Orientation Form
7. NREMT Candidate’s Attestation Form(s) as indicated
8. NREMT Candidate’s Assessment Grid Forms and retesting assessment grids under the corresponding initial grid form

When complete, each candidate file should be loaded into E-Licensing as a PDF file and labeled. Candidate files for candidates from the host 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 the host 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).[ ]  Once the examination paperwork is uploaded into E-Licensing, the examination host site staff should mark each successful candidate as course completed on the examination roster in E-Licensing by entering the date the examination was completed. |