



# GUIDE FOR EMS INSTRUCTORS AND CERTIFYING OFFICERS IN ALASKA

7 AAC 26.050

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State of Alaska  
Department of Health & Social Services  
Division of Public Health  
Office of Emergency Medical Services  
2018



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## Purpose of this Manual

The purpose of this manual is twofold:

1. To establish an explanation of the legal standards outlined in State of Alaska Emergency Medical Services (EMS) regulations, Chapter 7, Alaska Administrative Code (AAC), Section 26; and the *Guide for Alaska EMS Instructors and Certifying Officers*<sup>1</sup> as amended from time to time and adopted by reference. This manual provides additional details for EMS instructors and Certifying Officers to the intent of State of Alaska Regulations: 7 AAC 26.010 to 7 AAC 26.999, as it relates to instruction, certification examinations and EMS provider certification process (background check and confirmation that all requirements of the state licensing management system, hereby known as “licensure”); and
2. To establish current EMS education guidelines that meet the highest standards of evidence-based medicine, best practices for EMS education and specifics for Alaska.

Certifying Officers may only certify EMS candidates that are testing for a level equal to, or lower than their own EMS provider certification/license. Additionally, the intent of this guide is to help the EMS Instructor understand their responsibilities, which include but is not limited to, submitting a course request application for approval by the department, submitting supportive documents as required and knowing the role of the instructor during the psychomotor examination process.

This manual along with the appropriate National Registry of EMTs (NREMT) Basic or Advanced psychomotor examination guidebook should be part of a packet which contains forms, copies of statutes and regulations, policies and procedures and other testing related materials. This packet of materials should be available at every state psychomotor certification examination. Often, this is assembled by the Regional EMS Council for the Certifying Officer.

The State of Alaska extends its appreciation for the leadership demonstrated by the National Registry of EMTs in the implementation of professional standards for the EMS profession. For the purposes of fairness, evidence-based examination theory and legal liability protection, the State of Alaska Office of EMS and with the support of the Governor’s Alaska Council on EMS State Training Committee, have selected the NREMT psychomotor examination policies and guidelines for use in certification examination of an Alaska EMS provider.

Some of the responsibilities outlined in this manual may be delegated to others. The EMS Certifying Officer (CO) ultimately has the responsibility for a fair and impartial examination. The guiding principle for the “CO” is to administer the examination in a consistent manner that meets the intent of these examination standards in validating the candidate’s competence to administer quality patient care.

This manual is available for download at the Section’s web site: State of Alaska Office of EMS  
<http://dhss.alaska.gov/dph/Emergency/Pages/ems/default.aspx>

Questions, comments, or suggestions for improving this manual or guidebook can be sent to:

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Office of Emergency Medical Services  
P.O. Box 110616  
Juneau, AK 99811-0616  
FAX: (907)465-4101  
[www.emt.cert.HSS@alaska.gov](mailto:www.emt.cert.HSS@alaska.gov)

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<sup>1</sup> The *Guide for State of Alaska EMS Instructors and Certifying Officers manual* is reviewed and updated annually  
[Guide for EMS Educators and Certifying Officers in Alaska](#)

## Guidelines for Alaska Instructors and Certifying Officers Overview

7 AAC 26.030, 7 AAC 26.050, 7 AAC 26.06<sup>2</sup>

### **A. Responsibilities of the Alaska Department of Health & Social Services, Division of Public Health, Office of EMS:**

1. Establish regulatory standards that improve Alaska's EMS system and programs of education and training; [AS 18.08]
2. Support Alaska Regional EMS Councils, Certification Officials, EMS instructors and providers with improvements from evidence-based medicine, EMS best practices and National EMS Education Standards; [AS 18.08.010(3)]
3. Follow the psychomotor examination guidelines used by the National Registry of EMTs to determine an EMS provider's competence for certification and licensure; [7 AAC 26.060]
4. Perform continuing quality improvement across EMS education systems to support effectiveness and efficiencies.

### **B. Responsibilities of State EMS Instructors and Instructor Coordinators, MICP Course Coordinators and other adjunct certified EMS educators:**

1. Promote state and national EMS standards with quality education for improved patient care; [AS 18.08]
2. Submit the application online via the instructor's own EMS account in the Public Portal for an EMS course which ends in a certification for an individual to receive EMS licensure by the State of Alaska Office of EMS; [7 AAC 26.050(a)]
3. Ensure the EMS certification course application includes objectives that are based on evidence-based medicine and meet or exceed National EMS Education Standards current EMS curriculums or best practices; [7 AAC 26.050(b)(2)]  
[https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National\\_EMS\\_Education\\_Standards.pdf](https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National_EMS_Education_Standards.pdf)
4. Ensure an instructor designed, specialized, or EMS bridge course is submitted for approval to the State of Alaska Office of EMS 60 days before the first day of the course; [7 AAC 26.050(j)(6)]
5. Promote an enriched learning environment, treat each student with fairness, respect and exhibit quality instructor attributes; [https://one.nhtsa.gov/people/injury/ems/instructor/instructor\\_ems/2002\\_national\\_guidelines.htm](https://one.nhtsa.gov/people/injury/ems/instructor/instructor_ems/2002_national_guidelines.htm) [7 AAC 26.030(c)(b)(3)]
6. Ensure the students meet the minimum requirements for entry into the course, i.e. prerequisite education and that they are advised of the criminal background check guidelines that may bar the person from certification or licensure; [7 AAC 26.050(b), 7 AAC 26.950 and 7 AAC 26.960] (refer criminal background questions to the State of Alaska Office of EMS)
7. Agree to provide the student educational content necessary for successful completion of the educational experience and assist the certification official through the certification examination process; [7 AAC 26.050(b)(6)]
8. Ensure that all course completion documentation is submitted within 14 days after the last enrolled student completes all course requirements [7 AAC 26.050(a)].

### **C. Responsibilities of State of Alaska Certification Official, Representative for the National Registry of EMTs, or other approved State of Alaska certification persons:**

1. A State of Alaska EMS approved Certifying Officer represents the State of Alaska in conducting an objective and respectful certification examination process that verifies without bias the pre-hospital competence of a candidate for certification. State approved cognitive and psychomotor testing processes shall follow the NREMT examination guidelines and is coordinated, scheduled and arranged through the respective Regional EMS Council office or another designee unless the department grants a waiver of the requirement showing a reasonable justification that the department determines does not threaten public health; [7 AAC 26.060];
2. Psychomotor examinations for EMT levels certification will follow the testing guidelines of the National Registry of EMTs, (available at the State of Alaska Office of EMS or online at): <https://www.nremt.org/rwd/public/document/policy-psychomotor-exam>
  - a) **Basic Life Support Psychomotor Exam**  
<https://content.nremt.org/static/documents/2016%20EMT%20User%27s%20Guide%20v1.pdf>
  - b) **Advanced Life Support Psychomotor Exam**  
<https://content.nremt.org/static/documents/AdvancedLevelExaminationCoordinatorManual2017.pdf>
3. State of Alaska Office of EMS may approve other persons, such as examination proctors, skill examiners or representatives of a certifying body, i.e. NREMT, or other designated certifying official in administering examinations via mechanisms such as online or by electronic testing systems [7 AAC 26.060];
4. It is the responsibility of the Certifying Officer or designee of record to submit all completed certification testing documentation to the Regional office, State of Alaska Office of EMS or its designee in a timely fashion following the examination of candidates. [7 AAC 26.050(a)]

<sup>2</sup> All referenced documents can be found at <http://dhss.alaska.gov/dph/Emergency/Pages/ems/default.aspx> or the Alaska Department of Health & Social Services, Division of Public Health, Office of EMS, physical location: 350 Main Street, Suite 530, Juneau, AK 99801

## Standards for an Alaska EMS Instructor

7 AAC 26.030 - 7 AAC 26.050

The information contained herein is intended to support quality in an EMS course that leads to certification and licensure by the State of Alaska Office of EMS.

EMS Instructors should find this content supportive to their efforts. Instructors should reach out to the Regional EMS Councils, State of Alaska Office of EMS and other experienced instructors if they have questions or need additional resources to support a student's best chance for success.

More details may be found in the *Guidelines for Alaska Instructors and Certifying Officers -Resource Handbook, 2018*

EMS documents adopted by reference and available for review at the State of Alaska Office of EMS, Juneau, Alaska or available for download:

**National Guidelines for EMS Instructors, 2002** [7 AAC 26.030(e)(3)(B)]

[https://one.nhtsa.gov/people/injury/ems/instructor/instructor\\_ems/2002\\_national\\_guidelines.htm](https://one.nhtsa.gov/people/injury/ems/instructor/instructor_ems/2002_national_guidelines.htm)

**National Highway Traffic Safety Administration (NHTSA) National EMS Education Standards** [7 AAC 26.050(b)(2)]

[https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National\\_EMS\\_Education\\_Standards.pdf](https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National_EMS_Education_Standards.pdf)

Other documents:

***Guidelines for Alaska Instructors and Certifying Officers – Resource Handbook, 2018***

**National Registry of EMTs –Psychomotor Examination Policy**

<https://www.nremt.org/rwd/public/document/policy-psychomotor-exam>

**National Registry of EMTs – EMT Psychomotor Examination Guide Book**

<https://content.nremt.org/static/documents/2016%20EMT%20User%27s%20Guide%20v1.pdf>

**National Registry of EMTs – Advanced Psychomotor Examination Guide Book**

<https://content.nremt.org/static/documents/AdvancedLevelExaminationCoordinatorManual2017.pdf>

## Overview of Certification, Credential, Refresher Criteria

\*Military or as non-Alaska EMS provider

EMS Level	Prerequisite	Approximate Course Hours	Course Objectives	Accepted by NREMT	Alaska EMS Certification
ETT (or ^other)	None	40-50 hours	ETT Course	None	SEREMS ETT Credential
EMT-1 Bridge Course	ETT, EMR, other: i.e. ^ Wilderness First Responder	80-120 hours	EMT-1 Bridge course @ 80-120 hours (follows Nat'l EMS Standards)	Yes, with NREMT cognitive EMT examination	EMT-1
Emergency Medical Dispatch (EMD)	Telecommunicator (9-1-1, Public, Private)	24 hours minimum	Approved EMD Course	N/A	Emergency Medical Dispatcher
EMR (NREMT only)	None	60-80 hours	EMR - required NREMT	N/A	ETT reciprocity
EMT-1	None	120-160 hours	Nat'l EMS Standards (NES)	Yes, with NREMT cognitive test	EMT-1
EMT-2	EMT-1	50-80 hours	AK 2002 EMT-2 Objectives	None	EMT-2
EMT-3	EMT-2	50-80 hours	AK 2002 EMT-3 Objectives	None	EMT-3
AEMT *(NREMT only) via reciprocity)	EMT (NREMT) EMT-1	160-200 hours	AEMT course	Yes, NREMT test required	Reciprocity to EMT-Advanced
Alaska EMT-Advanced	EMT (NREMT) EMT-1	160-200 hours	AEMT or EMT-2, EMT-3 Bridge	Yes, NREMT test required	EMT-A & NREMT if cert. maintained

### EMS Provider Credential / Refresher

EMS Level	Prerequisite	Approximate Course Hours	Course Objectives	Accepted by NREMT	Alaska EMS Certification
Medevac Escort Tech.	All EMT levels	16-24 hours	AK Medevac Course	None	Alaska only
Critical Care Medevac i.e. FPC Certification	EMS, RN, PA-C, other	Objectives dependent	Objectives to flight certification body	None	N/A
All EMS Refreshers ~ NREMT Certification	EMT, AEMT, MICP Others	24 hours or 48 hours	Designed CME or follows NCCP for EMS levels	~ Nat'l Continued Competency Program	Provider EMS Recertification (recommended)
ETT Refresher	ETT provider	16 hours min.	ETT SEREMS Refresher	None	N/A
Instructor Trainer	AK Instructor Coordinator	TBA	TBA	Yes, to AK EMS	Yes
AK Certifying Officer	CO Training	Per Objectives	NREMT & Region criteria	Yes for NREMT	Yes, for AK EMS
Healthcare Provider CPR/BLS & AED	None, valid for 2 years	8 – 16 hours	Follows current ILCOR or AHA Guidelines	Yes	Required credential for EMS licensure

### Instructor

Certification	Prerequisite	Standards or Objectives	Level can instruct	Accepted by NREMT	Alaska EMS Certification
EMD Instructor	Per Certification body	EMD Objectives	Emergency Medical Dispatch provider	N/A	Yes
NREMT AEMT* Instructor, i.e. military (via reciprocity)	3 years NREMT EMT provider	NREMT AEMT Course dependent	AEMT only (NREMT), or AK AEMT with AK EMS Instructor credential	Yes	Yes, must attend an AK EMS Instructor course
EMS Instructor [EMT-2 and EMT-3 Paramedic only]	3 years EMT provider, with AK EMS Instructor Course	Alaska EMS Instructor	Level of provider cert. (EMT-1, EMT-2, EMT-3, AEMT) [EMT-2/3 by Paramedic Only]	Yes, with NREMT criteria met	Yes
EMS Instructor Coordinator [EMT-2 and EMT-3 Paramedic only]	3 years as an AK EMS Instructor	None at this time	Level of provider cert. (EMT-1, EMT-2, EMT-3, AEMT) [EMT-2/3 by Paramedic Only]	Yes, with NREMT criteria met	Yes
MICP Course Coordinator	MICP or NRP	N/A	As required by certification authority	Yes, with NREMT criteria met	Yes
Alaska Certifying Officer [at the level of provider certification]	3 years EMS Instructor or Instructor Coordinator	Must take CO Training and Region EMS training	N/A	Yes, as approved by State of Alaska EMS for EMT-1 and NREMT	Yes
NREMT Advanced Exam Representative (Certification Official)	NREMT Advanced EMT or NRP	Must complete NREMT Rep Training	N/A	Yes, when NREMT criteria are met and kept current	Only if an NRP & AK EMS Instructor Coordinator



## State of Alaska EMS Provider and Instructor Levels

### **Emergency Medical Dispatcher (EMD) Instructor** 7 AAC 26.810 and 7 AAC 26.999 (21), (22)

An EMD instructor is credentialed by a national or state recognized EMD training organization and approved by the department to teach subjects related to EMD activities. The EMD course is a minimum of 24 hours in length. Licensure for EMD is valid two years and must operate under Medical Director permissions.

### **Emergency Trauma Technician (ETT) Instructor** 7 AAC 26.440, 7 AAC 26.485 and 7 AAC 26.999 (26)

An ETT course is a product of the Southeast Region EMS Council, Inc. (SEREMS) and overseen by State of Alaska Office of EMS. The Emergency Trauma Technician training program is 40+ hours in length and teaches the basics of emergency medical and trauma care. The provider credential is awarded by Southeast Region EMS Council. An experienced ETT provider may enroll in the ETT instructor course. The instructor's certification is awarded by the State of Alaska Office of EMS.

#### **Minimum Prerequisites of Emergency Medical Technician Certification – all levels**

- Must be 18 years of age or older to obtain an Alaska EMT-1;
- Must have legal identification;
- Has no criminal background that bars them from an EMS licensure;
- Has successfully completed the EMS course, cognitive and psychomotor certification examinations within one year of applying for any EMS licensure.

### **State of Alaska EMS Provider**

#### **EMT-1** 7 AAC 26.030 (a)

The Emergency Medical Technician-1 (EMT-1) course is approximately 120-160 hours in length and follows National EMS Education Standards and the NHTSA EMT Instructor Guidelines to prepare an individual to provide basic life support and administration of some lifesaving procedures and medications as set out in state regulations, 7 AAC 26.040. Candidates must complete the department approved National Registry of EMTs psychomotor exam and department approved cognitive examination. Those who successfully complete the NREMT cognitive exam for certification as a NREMT EMT are certified as a State of Alaska EMT-1. A NREMT EMT is equivalent to a State of Alaska EMT-1 through a reciprocity application. An EMT-1, with three years of experience, may apply for an Alaska EMS Instructor course, with ability to them to teach ETT and EMT-1.

#### **EMT-2** 7 AAC 26.030 (b)

A certified EMT-1 with mastery of basic life support knowledge and care techniques may enroll in an EMT-2 course (40-80 hours). The EMT-2 provider is the first provider level with an ability to use advanced lifesaving procedures and medications as per state regulations, 7 AAC 26.040. Instructors for the EMT-2 course are EMS Instructors who are current MICP or National Registered Paramedics. EMT-2 Instructors must include current evidence-based medicine from the NHTSA Instructor Guidelines and EMT-2 course objectives. Candidates must complete the department approved NREMT psychomotor skills and State of Alaska approved cognitive exam to obtain an EMT-2 certification. This provider level is not nationally recognized.

#### **EMT-3** 7 AAC 26.030 (c)

A certified EMT-2 with mastery of basic and EMT-2 level advanced life support knowledge and techniques may enroll in an EMT-3 course (40-80 hours). The EMT-3 provider is an EMS provider with an ability to use advanced lifesaving procedures and medications as per state regulations, 7 AAC 26.040. Instructors for the EMT-3 course are EMS Instructors who are current MICP or National Registered Paramedics. EMT-3 Instructors must include current evidence-based medicine from the NHTSA Instructor Guidelines and EMT-3 course objectives. Candidates must complete the department approved NREMT psychomotor skills and State of Alaska approved cognitive exam to obtain an EMT-3 certified. This provider level is not nationally recognized.

### **Advanced Emergency Medical Technician (AEMT) 7 AAC 26.030 (d)**

An AEMT is a nationally recognized advanced EMS certification level that provides basic and limited advanced life support emergency medical care for critical and emergent patients. An EMT-1, EMT-2, or EMT-3 may enroll in an AEMT course which is 160-200 hours in length or AEMT Bridge course, which ends with a NREMT certification as AEMT. A certified NREMT AEMT meets licensure as a State of Alaska EMT-Advanced with an ability to use advanced lifesaving procedures and medications as per state regulations, 7 AAC 26.040.

State of Alaska EMT-Advanced was included in the list of EMS levels in 2018. An NREMT AEMT with 3 years of experience may become an AEMT instructor. This will be especially valuable for military personnel, as NREMT AEMT is an accepted advanced life support level on federal installations. Only an Alaska EMS Instructor who meets NREMT AEMT provider requirements may apply to the department and become an instructor to instruct an AEMT course.

### **State of EMS Instructors**

#### **EMS Instructor 7 AAC 26.030 (e)**

A State of Alaska EMS provider with a minimum of 3 years of experience as an EMT or higher may enroll in a department approved EMS Instructor course. A department approved method of instruction course may also be accepted as partial criteria of an EMS Instructor course. An EMS Instructor may be the primary instructor for a course that is equal to or lower than the level of their current provider licensure. Only current MICP or Nationally Registered Paramedic (NRP) may instruct an EMT-2 and EMT-3 course.

An Alaska EMS Instructor is not required to teach a complete EMT course to remain certified. EMS Instructors must show evidence of continuing education in instructor educational based content, with required hours, to remain certified, 7 AAC 26.110 (c)(3).

#### **EMS Instructor Coordinator 7 AAC 26.030 (f)**

A State of Alaska EMS Instructor with 3 years of experience as an EMS instructor may enroll in a department approved EMS Instructor Coordinator program. An EMS Instructor Coordinator may be the primary instructor for a course that is equal to or lower than the level of their current provider licensure. Only current a MICP or Nationally Registered Paramedic (NRP) may instruct an EMT-2 and EMT-3. A NREMT AEMT with 3 years of experience as an NREMT AEMT may become an AEMT instructor with permissions on federal installations.

An Alaska EMS Instructor Coordinator must show evidence of continuing education in instructor-based content and have taught a complete EMS Course in the past 3 years to remain certified as an EMS Instructor Coordinator, or revert to a certification as an EMS Instructor until a complete course is taught.

#### **Medevac Escort Technician 7 AAC 26.390(a) and 7 AAC 26.999 (16)**

Medevac Escort Technician is a credential on a EMS provider's certification that affirms they have completed 16 to 24 hours of education and training as outlined in the intent of 7 AAC 26.999 (16) and (17), current evidence-based medicine and best practices for patient care during an air ambulance flight. The Medevac Escort Technician credential carries the weight of a certification with approval by the instructor that the student has successfully met the learning objectives of the course. The Medevac Escort Technician should maintain continuing medical education, but is not required to recertify this credential. It is the responsibility of the Medevac Escort Technician course instructor to teach the Medevac Escort Technician to determine when the needs of the patient requires a higher level of medical care during air transport.

### **Affiliated EMS Certifications as a Credential**

Affiliated EMS course certifications from recognized organizations, i.e. American Heart Association (AHA), National Association of EMTs (NAEMT), American Safety and Health Institute (ASHI), etc., are accepted as a credential and approved for meeting educational requirements associated with EMS course objectives or recertification requirements of Alaska EMS licensure, i.e. Healthcare BLS CPR card.

**Method of Instruction (MOI): 7 AAC 26.050(e)(3)(A) (B)**

Method of Instruction (MOI) is a specific course that provides the basic instruction principles of education and training. It is not an Alaska EMS Instructor course unto itself. An individual will need to complete a department approved EMS Instructor program to obtain an EMS Instructor certification. An EMS Instructor course may also include the MOI guidelines. An EMS Instructor Coordinator with 3 years of experience may submit an application for a specific Alaska instructor trainer course objectives for approval by the State of Alaska Office of EMS as long as it meet or exceed the MOI objectives outlined by the United States Department of Transportation, National Highway Traffic Safety Administration's National Guidelines for Educating EMS Instructors, 2002, (7 AAC 26.030(e)(3)(B) as amended time to time and adopted by reference. Current acceptable courses that meet only MOI equivalency are:

- **A Specific Method of Instruction Course (MOI)** which is approved by the department that meets or exceeds the basic guidelines and objectives of *NHTSA National Guidelines for Educating EMS Instructors, 2002*.
- **Fire Service Instructor I:** (*NFPA 1041 2012 ed., 3.3.2.1*):  
An individual who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and jurisdiction having authority; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of authority having jurisdiction. See: AFSC Fire Service Instructor I.
- **Fire Service Instructor II or greater:** (*NFPA 1041 2012 ed., 3.3.2.2*):  
An individual who has met the requirements for Fire Service Instructor - Level I qualifications and has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids and evaluation instruments; schedule training sessions based on overall training plan of jurisdiction having authority; and supervise and coordinate the activities of other instructors. See: AFSC Fire Service Instructor III.

**Minimum Standards for Alaska EMS Instructor**

An EMS provider with 3 years of experience, who has acquired elements of methods of instruction (MOI) that the department determines meets or exceed the NHTSA National Guidelines for Educating EMS Instructors, 2002 (7 AAC 26.030(e)(3)(B) may apply for an EMS Instructor Course. The course is designed by an EMS Instructor Coordinator to teach and validate the individual's ability to structure lesson plans, teach EMS core content and assess a student's competence. The EMS Instructor Coordinator must submit an application for approval that includes the instructor course learning objectives and course completion competency process. Alaska specific orientation for EMS instructors is based upon specifically merging the gap of national EMS education content and department approved specific content found in the Instructors Resource Handbook.

## Instructor Guidelines for Requesting EMS Course Approval 7 AAC 26.050

Alaska EMS Instructors must submit an EMS Course Application through their EMS account via the Public Portal <https://emsdata.chems.alaska.gov/licensure/public/alaska/public-portal/Login/>. Instructors should contact the State of Alaska Office of EMS for guidance, support or before submission of a paper EMS Course Application if one is necessary.

**Emergency Trauma Technician** (A prepared ETT Course): Minimum of 14 days before the first day of the course.

EMT courses for certification that meets licensure by State of Alaska as an EMT-1 should follow this guideline:

Previously approved or commercial EMT course objectives Apply 30 days before the first day of the course	EMT course objectives designed by the Instructor Apply 60 days before the first day of the course
A previously approved EMT course, vendor or commercially prepared learning objectives, syllabus and course schedule:	Specialized or educator drafted or first time submission of EMT learning objectives, syllabus and course schedule:
<b>Course Application information required by the State of Alaska Office of EMS:</b> <ul style="list-style-type: none"> <li>EMS level of the course</li> <li>Type of course (initial, refresher, other)</li> <li>Name, mailing address, contact phone number, email of the Instructor and institution if needed</li> <li>Name of Medical Director and Co-Instructors (if required)</li> <li>Location of the Course</li> <li>Start date, end date, psychomotor (State Exam) test date, cognitive examination process or date</li> <li>Number of classroom hours; blended education hours may be included as meeting these criteria</li> <li>Expected number of students</li> <li>Electronic or physical signature of the Instructor</li> </ul>	<b>Course Application information required by the State of Alaska Office of EMS:</b> <ul style="list-style-type: none"> <li>EMS level of the course</li> <li>Type of course (initial, refresher, other)</li> <li>Name, mailing address, contact phone number, email of the Instructor and institution if needed</li> <li>Name of Medical Director and Co-Instructors (if required)</li> <li>Location of the Course</li> <li>Start date, end date, psychomotor (State Exam) test date, cognitive examination process or date</li> <li>Number of classroom hours; blended education hours may be included as meeting these criteria</li> <li>Expected number of students</li> <li>Electronic or physical signature of the Instructor</li> </ul>
<b>Course Syllabus must include, if not provided already:</b> <ul style="list-style-type: none"> <li>Define which vendor/commercially prepared learning objectives to be used throughout the course and/or</li> <li>Submit a copy of the previously approved documents with updated details and new dates of the course seeking approval;</li> <li>Course description or educational goals that provide a summary of the course details and expectations;</li> <li>Textbook and/or ebook publisher, year/edition and other required and optional learning materials or equipment used and where or how to obtain it;</li> <li>Define the prerequisite(s) of the course;</li> <li>Define the method of meeting the CPR certification requirement required for the course and license expected</li> <li>Attendance policy of the course;</li> <li>Grading mechanism, with a minimum of three periods in the course that provides the student feedback as to their academic performance;</li> <li>Define expectations of the physical and cognitive expectations, including studying, homework or out of classroom tasks considered as part of the course; provide respect to any documented disability; give consideration to the need for a medical physical or prophylaxis vaccination(s) if required before field/clinical attendance, this may include any malpractice insurance if needed;</li> <li>Provide expectations by course policy of behavior, cheating, personal or patient privacy (HIPAA), respect, professional standards during the course and field/clinical attendance, dress code, social media or cellular phone use during the course; it is suggested this be a signed agreement with the student;</li> <li>Optional Information: study, test taking, organizational tips and websites that may lead a student to success; outside of course resources and assistance; grievance and resolution plan.</li> </ul>	<b>Course Syllabus must include:</b> <ul style="list-style-type: none"> <li>An EMS Instructor designed course must include learning objectives with the detail that the student can understand the topics and expectations of the course;</li> <li>Textbook and/or ebook publisher, year/edition and other required and optional learning materials or equipment used and where or how to obtain it;</li> <li>Define the prerequisite(s) of the course</li> <li>Define the method of meeting the CPR certification requirement required for the course and license expected;</li> <li>Attendance policy of the course;</li> <li>Grading mechanism, with a minimum of three periods in the course that provides the student feedback as to their academic performance;</li> <li>Define expectations of the physical and cognitive expectations, including studying, homework or out of classroom tasks considered as part of the course; provide respect to any documented disability; give consideration to the need for a medical physical or prophylaxis vaccination(s) if required before field/clinical attendance, this may include any malpractice insurance if needed;</li> <li>Provide expectations by course policy of behavior, cheating, personal or patient privacy (HIPAA), respect, professional standards during the course and field/clinical attendance, dress code, social media or cellular phone use during the course; it is suggested this be a signed agreement with the student;</li> <li>Optional Information: study, test taking, organizational tips and websites that may lead a student to success; outside of course resources and assistance; grievance and resolution plan.</li> </ul> <p><i>*example of a syllabus available in the Guidelines for Alaska Instructors and Certifying Officers – Resource Handbook</i></p>
<b>An EMS Course Schedule</b> course content must be outlined in 4 hours increments; a class shall be no longer than 10 hours in a 24-hour day.	<b>An EMS Course Schedule</b> course content must be outlined in 4 hours increments; a class shall be no longer than 10 hours in a 24-hour day.

## Alaska Instructor Duties

### Pre-Course Duties

- Decide the course type and schedule with enough time in advance for planning and preparation,
- Contact the Regional EMS Council early to determine that a Certifying Officer will be available and equipment, proctors and other resources is accessible, as needed.
- The EMS Instructor or EMS Instructor Coordinator must apply online for an EMS course that provides the ability for a student to meet licensure by the State of Alaska.
- EMS courses previously submitted by the EMS instructor and approved by the department, or courses that use commercial (textbook publisher) learning systems must be submitted with the course request application no less than 30 days before the first day of the class unless the department grants a waiver. In addition to the course request application, the instructor must submit the (as outlined on page 13 left side):
  - course schedule in 4-hour increments; a class can be no longer than 10 hours in a 24-hour day,
  - syllabus of the course objectives, grading mechanism and expectations of the student
  - commercial publisher name, textbook edition or year (electronic or paper) used by the student during the course. An online learning system may be substituted for the textbook requirement.
- If the course is designed by the course instructor, previously submitted course or is not a commercially prepared curriculum, the course objectives must meet or exceed National EMS Education Standards. EMS instructors may contact the State of Alaska Office of EMS for assistance or see examples provided in the *Guidelines for Alaska Instructors and Certifying Officers – Resource Handbook*. Instructors must submit, no less than 60 days before the first day, the course request application document and information (as outlined on page 13 right side):
  - course schedule in 4-hour increments; a class can be no longer than 10 hours in a 24-hour day,
  - syllabus of the course objectives, grading mechanism and student expectations
  - textbook, resource(s), the edition or year (electronic or paper) used by the student during the course. An online learning system may be substituted for the textbook requirement.
- Upon approval of the EMS Course Application by the department an email will be sent automatically whereby the instructor should contact the Regional EMS Council and make arrangements for the certification examinations.
- Assemble the teaching materials, student supplies and equipment for the course. The classroom should be conducive for learning.

### During the Course and Pre-Certification Examination Duties

- Perform the course orientation, review the course syllabus, confirm course prerequisites; and advised students of criminal background check guidelines that may bar the person from certification; [7 AAC 26.050(b), 7 AAC 26.950 and 7 AAC 26.960] (refer criminal background questions to the State of Alaska Office of EMS).
- Provide the student the information to establish their EMS account online via the Public Portal.
- Establish a class roster of students registered for the course to track their progress.
- Provide the students at least three opportunities during the course for feedback of academic progress.
- Prepare the students for the expectation of cognitive and psychomotor certification exam.
- Contact the Regional EMS Council in advance to arrange for a Certifying Officer.
- Make arrangement far enough in advance to assure availability of exam proctors, scenario patients and equipment needed for the psychomotor stations.

### Post Course

- Before the conclusion of the course instruct students to file their EMS application in State licensure system online via the Public Portal through their EMS account;
- Finalize course completion documents for all students who have completed the course, failed or withdrew. Submit course documents for the course within 14 days after the last enrolled student completes the course requirements via the State of Alaska Office of EMS Public Portal.

At all test sites, the instructor is responsible for:

- Obtaining simulated patients;
- Providing or arranging for appropriate equipment and supplies;
- Assisting with the setup of practical examination stations;
- Obtaining appropriately credentialed and trained proctors; and
- Securing an adequate site for the examination.

### Instructor's role at the Certification Examination

- Arrange for the initial cognitive and psychomotor test (State or NREMT ) 7 AAC 26.060;
- Agree to assist the Certifying Officer during the administration of the cognitive and psychomotor examination for certification under 7 AAC 26.060; the department will, in its discretion, grant a waiver, by policy, for a certification official who is unable to attend the examination because of unforeseen circumstances;
- The instructor will be present during the entire examination, unless prior arrangements have been made with the Regional EMS Office and certifying official.

### Retesting and Remedial Training Overview (refer to NREMT Retesting Requirements, page 26)

Remedial training following failure of the psychomotor examination:

Upon failure of a second psychomotor exam, the candidate is encouraged to prepare themselves before making a third retest attempt. Failure of a third retest, requires subsequent remediation prior to attempting any further retests. A certification official will provide the candidate documentation of eligibility to retest a third time before remedial training is required. Remedial training has no required hours or required content. The Certification Official is only allowed to provide the candidate what psychomotor exam station they failed and not the individual elements of the score sheet. It is the obligation of the candidate to seek remedial training; often their course instructor can provide them guidance. The psychomotor examination must be passed within 12 months of conclusion of the course.

### Who Can Teach Who? 7 AAC 26.050

Provider Level	May Become an Instructor Level
<b>ETT</b>	Southeast Region EMS Council sponsors the ETT course and allows an experienced ETT provider to become a certified ETT Instructor. Can only instruct ETT courses
<b>EMR</b> (a NREMT certification level)	EMR is allowed only under reciprocity* as equivalent to ETT may enroll in an ETT to EMT-1 Bridge Course. May not become an EMR instructor, but may become an ETT level instructor.
<b>EMT</b> (NREMT)/ <b>EMT-1</b> reciprocity & 3 years of experience may become an	<b>Alaska EMS Instructor</b> – for ETT, EMT-1; with 3 years-experience may become
<b>EMT-1</b> (Alaska) with 3 years-experience may become	<b>Alaska EMS Inst. Coordinator</b> – ETT, EMT-1, Certifying Officer for EMT-1
<b>EMT-2</b> (Alaska) with 3 years-experience may become	<b>Alaska EMS Instructor</b> – for ETT, EMT-1; with 3 years-experience may become
<b>EMT-3</b> (Alaska) with 3 years-experience may become	<b>Alaska EMS Inst. Coordinator</b> – ETT, EMT-1, Certifying Officer for EMT-1
<b>AEMT</b> (NREMT) via reciprocity to <b>EMT-Advanced</b> (Alaska) with 3 years-experience may become: (NREMT AEMT Inst. can teach AEMT)	<b>Alaska EMS Instructor</b> – for ETT, EMT-1; with 3 years-experience may become
<b>Paramedic</b> (NREMT/AK MICP) with 3 years-experience may become:	<b>Alaska EMS Inst. Coordinator</b> – ETT, EMT-1, Certifying Officer for EMT-1, EMT-2, EMT-3
<b>MICP Course Coordinator</b>	<b>Alaska EMS Instructor</b> – for ETT, EMT-1; with 3 years-experience may become
	<b>Alaska EMS Inst. Coordinator</b> – who can also teach, as a department approved instructor trainer for ETT, EMT-1, AEMT (if NREMT); CO for EMT-1, EMT-2, EMT-3; and may become NREMT approved Advanced Representative Skills Examiner with 3 years-experience as NREMT AEMT Instructor or NRP
	NREMT/MICP as an <b>Alaska EMS Instructor</b> may instruct all provider levels, & NREMT Paramedic/AK MICP Refresher, with 3 years-experience may become
	<b>Alaska EMS Instructor Coordinator</b> – for all certification levels; may become department approved EMS Instructor trainer and NREMT approved Advanced Representative Skills Examiner
	May instruct all EMS provider and instructor levels, Paramedic course and MICP Refresher and as a department approved EMS Instructor and Instructor Coordinator course –may become NREMT approved Skills Examiner

\* NREMT approved courses taught in Alaska but outside Alaska EMS jurisdiction, i.e. military installations

## Administration of Examinations 7 AAC 26.060

See: *Standards for an Alaska Certifying Officer* on page 21

### Responsibilities of the State of Alaska Office of EMS for the Certification Examination

#### Process 7 AAC 26.060

The State of Alaska Office of EMS, (known as “department”) may modify the exam, no other entity may modify any portion of the department-approved cognitive and psychomotor examination for certification. The department or its designee, commonly the Regional EMS Council, will administer the examinations through an Alaska Certifying Officer or approved certification official..

The department is the official testing agency for the National Registry of EMTs, or other department-approved EMS examinations and will control the release of all examinations approved for certification within Alaska. 7 AAC 26.060 (b)

The cognitive certification examination is not meant as a substitute for an EMS course completion examination.

### Accommodations Policy for Americans with Disability Act (ADA)

A candidate for examination with documentation in accordance with the Americans with Disability Act (ADA) may request accommodations if such accommodations are required for licensure and it is reasonable to expect that such certification/license is a requirement for a vocation or workplace and when sufficient notice of the request for accommodation has been given.

### General Examination Guidelines

The instructor of record is required to make the arrangements with the Regional EMS Council ahead of time for the state cognitive exam. The cognitive examination is administered by the Regional EMS Council or NREMT. It is the responsibility of the certification official to maintain the security of the examination. It is the responsibility of the student to arrange a cognitive examination with the National Registry of EMTs if such national certification is sought. See Page 26

The Psychomotor examination for EMT certification will follow the testing guidelines of the National Registry of EMTs. The psychomotor examination is administered by the Regional EMS Council or by the National Registry of EMTs for AEMT. The instructor of record is required to make the arrangements ahead of time for the psychomotor examination.

Exam guidebooks are available at the State of Alaska Office of EMS Office or:

- **Basic Life Support Psychomotor Exam**  
<https://content.nremt.org/static/documents/2016%20EMT%20User%27s%20Guide%20v1.pdf>
- **Advanced Life Support Psychomotor Exam**  
<https://content.nremt.org/static/documents/AdvancedLevelExaminationCoordinatorManual2017.pdf>

Upon completion of the examination, the certification official will complete the documents and forward them in the most expedient manner to the Regional EMS Council, or when advised to the State of Alaska Office of EMS for processing.

## State of Alaska EMS Initial and Recertification Certification

### EMS Provider and Instructor Recertification Criteria as set out in 7 AAC 26.110

- (a) To be recertified, an EMT-1, EMT-2, EMT-3, or EMT-Advanced, not more than one year after the date of expiration of that person's EMT certification, must:
  - (1) Apply for recertification in writing on a form provided by the department;
  - (2) Provide evidence of a valid CPR credential;
  - (3) Provide documentation of current certification with the National Registry of EMTs; or
  - (4) Provide evidence of successful completion of a total of at least 48 hours of department-approved continuing medical education within the two years before the date of recertification application by submitting:
    - (a) Continuing medical education defined in 7 AAC 26.999(14);
    - (b) Documentation of a department-approved refresher training course that may be applied, on an hour-for-hour basis, towards satisfaction of the requirement of this paragraph; and
  - (5) Either
    - (a) Provide evidence of successful completion, not more than one year before the date of expiration of the person's certification, of the cognitive and psychomotor examination for recertification at the appropriate level; or
    - (b) Submit verification from a department-approved instructor that the person has, not more than one year before the date of expiration of the person's certification, successfully demonstrated competence in skill areas set out in the department's skill sheets for the EMT level for which recertification is sought.
- (b) An EMT-2 or EMT-3, or EMT-Advanced applying for recertification must also provide a written statement, provided by the department, of sponsorship from a medical director who accepts the responsibilities set out in 7 AAC 26.640.
- (c) To be recertified, an EMS Instructor and EMS Instructor Coordinator must, not more than one year before the date of expiration of the person's certification, apply for recertification, on a form provided by the department and must:
  - (1) provide evidence of at least one of the following valid credentials:
    - (a) EMT-1, EMT-2, EMT-3, or EMT-Advanced certification by the department;
    - (b) EMT, Advanced-EMT, or Paramedic certification from the National Registry of EMTs;
    - (c) Authorization to practice in the state as a physician, physician assistant, or mobile intensive care paramedic under AS 08.64 or as a registered nurse under AS 08.68;
  - (2) Provide evidence of a valid CPR Instructor credential, unless the department grants a waiver based on evidence that a credentialed CPR Instructor is available for each course taught;
  - (3) Provide evidence of department-approved instructor continuing education that meets one or more of the following:
    - (a) Evidence that the person has been the primary instructor for one or more EMT training courses in the two years before the expiration date of the person's EMS Instructor Coordinator certification; and
    - (b) Evidence that the person has taught a total of at least 24 hours of instruction, within the two years before the date of application, in unique content areas included in an EMS training program; hours teaching in courses approved under 7 AAC 26.050 or that provide continuing medical education may be applied to satisfy this requirement; or
    - (c) documentation from a state-certified emergency medical service or state-approved EMS training agency, EMS Instructor or EMS Instructor Coordinator as evidence that the person has satisfactorily team-taught an EMS certification course with a department-approved instructor; or
    - (d) documentation of an instructor certification from a department-approved source is equivalent as instructor continuing education; and
    - (e) acknowledgement of participation in a peer review process as outlined in the department's Guide for EMS Instructors and Certifying Officers in Alaska, adopted by reference in 7 AAC 26.050(b)(6), unless a waiver is granted by the department.<sup>3</sup>
- (d) An EMS Instructor Coordinator who fails to meet continuing education criteria outlined in 7 AAC 26.110(b)(4)(A)-(D) of this section shall be recertified for a period of two years at the EMS Instructor level until such time all recertification EMS

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<sup>3</sup> A peer review process is a creative method of instructor development to share ideas, gaining feedback and relationship building. Peer review is considered in person, however, use of technology is allowed. Instructors are allowed to count up to 6 hours, calculated on an hour for hour basis. No minimum hour criteria exist. This sub-section is waived when another instructor (peer) is not immediately available.



Instructor Coordinator continuing education can be documented and applied to the recertification as an EMS Instructor Coordinator. *The EMS Instructor Coordinator will remain certified as an EMS Instructor as set out in (e) of this paragraph.*

- (e) An EMS Instructor must submit evidence of 24 hours of instructor continuing education that meets one or more of the following:
  - (1) instructor continuing education sources are determined by the EMS Instructor;
  - (2) instructing provider level continuing education training classes may be applied, on an hour-for-hour basis, towards satisfaction of the requirement of this section; or
  - (3) evaluating provider level practical skills may be applied, on an hour-for-hour basis, towards satisfaction of the requirement of this section.
- (f) An EMT-1, EMT-2, EMT-3, or EMT-Advanced who did not timely apply for recertification under (a) of this section and whose certification has been expired for more than one year but less than three years, must apply for recertification in writing, on a form provided by the department and
  - (1) must provide evidence of a valid CPR credential;
  - (2) must, when the certification has been lapsed for more than two years, successfully complete the appropriate cognitive and psychomotor examinations administered by the department under 7 AAC 26.130;
  - (3) must provide evidence of successful completion of a total of at least 48 hours of department-approved continuing medical education within the two years before the date of application;
  - (4) not more than one year before the date of application, must have successfully completed a department-approved refresher training course for EMT-1, EMT-2, EMT-3, or EMT-Advanced; and
  - (5) must submit, on a form provided by the department, verification from a department-approved instructor that the person has successfully demonstrated, during the year before the date of application, competence in skill areas set out in the department's skill sheets for the EMT level for which recertification is applied for, if it has not been satisfied under (2) of this subsection.
- (g) An EMT-1, EMT-2, or EMT-3, EMT-Advanced with a certification expiration date after December 31, 2014, whose training did not include the skills contained in the United States Department of Transportation, National Highway Traffic Safety Administration's National EMS Education Standards, adopted by reference in 7 AAC 26.050(b)(2) must take a department approved refresher training program or curriculum transition program that includes those skills appropriate to the level of recertification before being recertified.
- (h) An applicant for recertification may not have a history that includes one or more of the grounds for denial of recertification set out:
  - (1) in 7 AAC 26.950(a); or
  - (2) in 7 AAC 26.950(b) and (c) unless the department's consideration of one or more of the factors in 7 AAC 26.950(f)(1) - (5) results in a finding that issuance of the certificate is appropriate.
- (i) If the department determines that the curriculum originally used to train an applicant for recertification whose certificate has been lapsed for more than two years has changed substantially, the department may require the applicant to repeat the initial EMT-1, EMT-2, EMT-3, AEMT, EMS Instructor, or EMS Instructor Coordinator course, as applicable and apply as for initial certification.
- (j) No more than 24 hours of continuing medical education obtained through distributed learning in which the learner, the instructor and the educational materials are not all present at the same time and students and instructors are not able to interact in real time, may be applied to satisfy the applicable recertification requirements of this section.
- (k) Except for courses approved under 7 AAC 26.050 or 7 AAC 26.115 or as otherwise provided in this subsection, a single continuing medical education course may not be applied to satisfy more than 16 hours of the requirements of this section for continuing medical education. The department will permit a single continuing medical education course to be applied to satisfy more than 16 hours on a course-by-course basis if the department determines that the nature and extent of the content of that course warrants a greater number of hours.
- (l) Continuing medical education hours may be applied only to satisfy the applicable recertification requirements of this section for one certification period.

#### **Continuing Medical Education 7 AAC 26.115**

- (a) An individual who is required under 7 AAC 26.110 to successfully complete continuing medical education may request the department to review a proposed continuing medical education program and determine the number of hours of continuing medical education that the department will approve for application toward the continuing medical education requirements set out in 7 AAC 26.110 based on successful completion of the proposed program.

- (b) The provider of a proposed continuing medical education program who requests department review and approval of that program must:
- (1) Provide evidence that the provider possesses expertise to teach the proposed material; and
  - (2) Agree to provide each student who successfully completes the continuing medical education course with documentation that states:
    - (a) The name of the provider awarding the hours of continuing medical education;
    - (b) The number of hours of continuing medical education awarded;
    - (c) The date on which the hours of continuing medical education were awarded; and
    - (d) Brief description of the medical content for which the hours of continuing education were awarded.
- (c) A provider requesting department review and approval under (b) of this section of a proposed continuing medical education program via distance delivery education means must show that the provider:
- (1) Has a system in place to ensure that the individual being awarded the hours of continuing medical education is the individual who completed the work;
  - (2) Has a methodology for determining the number of hours of continuing medical education to be awarded based on a certain amount of work; and
  - (3) Uses an evaluation process to verify the student's acquisition of the subject matter.
- (d) The department will award up to 12 hours of continuing medical education for serving as a certifying officer, simulated patient, bystander, or proctor in a practical examination conducted under 7 AAC 26.060.

**Continuing Medical Education Definition** 7 AAC 26.999 (15)

- (a) In topics included in the initial training course objectives for certified EMD, EMR, EMT-1, EMT-2, EMT-3 or EMT-Advanced or continuing education requirements of cognitive and psychomotor learning for which the provider is certified;
- (b) Other department-approved educational subjects required for maintenance of professional organization certification;
- (c) College courses in anatomy, physiology, biology, chemistry, pharmacology, psychology, sociology, injury prevention, statistics or department accepted courses;
- (d) Content presented using critiques, didactic sessions, practical drills, workshops, seminars, commercial educational systems, distributed learning, or other department-approved means; in this subparagraph, "distributed learning" means an educational activity in which the learner, the instructor and the educational materials are not all present at the same time and students and instructors are not able to interact in real time;
- (e) Professional EMS education systems such as the National Continued Competency Program (NCCP) by the National Registry of EMTs or accredited education by the Commission on Accreditation for Pre-Hospital Education (CAPCE);

**Recertification Requirements After Certification Expiration** 7 AAC 26.110(f)

Expiration Dates	CME	Skills	Examination	Late Fee
0 to 12 months	48 hours	Recertification Skills check off	None	\$50.00
12 to 24 months	72 hours	Recertification Skills check off	None	\$50.00
24 to 36 months	72 hours, that includes a 48 hours refresher	Complete Psychomotor and Cognitive Examination		\$50.00
After 36 months	Must repeat the entire EMT course		Certification Exam	\$0

**Reciprocity** (annotated) 7 AAC 26.150

- (a) The department will issue a certificate for the equivalent level to a person who has a valid certification which is equivalent in another state or territory or has a valid certification from the National Registry of EMTs, if the person provides the department with the following:
- (1) A copy of the valid state, territory, or National Registry of EMT certification;
  - (2) Evidence of a valid CPR credential;
  - (3) Other proof that the department will require as necessary to assess the person's qualifications;
  - (4) For applicants for an advanced level certification must submit evidence of the sponsorship of a medical director, approved by the department, who accepts the responsibilities set out in 7 AAC 26.640; and
  - (5) Pay a non-refundable application fee of \$25.

## Standards for an Alaska Certifying Officer

### **Administration of Examinations** 7 AAC 26.060

The information contained herein is intended to support quality EMS certification examination processes that meet licensure requirements by the State of Alaska Office of EMS.

To date, the State of Alaska allows dual pathways for cognitive certification testing, that being the State of Alaska examination or National Registry of EMTs examination to meet licensure by the State of Alaska Office of EMS. For purposes of standardization and limits of liability the State of Alaska shall utilize current National Registry of EMT policies and procedures for official examination processes.

The role of the certification official is appreciated and extremely beneficial to the State of Alaska and EMS providers. Certification officials should find this content supportive to their duties. The Regional EMS Councils and the State of Alaska Office of EMS support the certification officials with resources for fair and impartial examinations which give candidates the best chance for success.

Certifying Officers are empowered to use their good judgment and will be supported in those decisions when executed in the best interest of the public and State of Alaska.

Documents adopted by reference available for review at the State of Alaska Office of EMS, Juneau, Alaska or:

- **National Guidelines for EMS Instructors, 2002** 7 AAC 26.030(e)(3)(B)  
[https://one.nhtsa.gov/people/injury/ems/instructor/instructor\\_ems/2002\\_national\\_guidelines.htm](https://one.nhtsa.gov/people/injury/ems/instructor/instructor_ems/2002_national_guidelines.htm)
- **National Highway Traffic Safety Administration (NHTSA) National EMS Education Standards** 7 AAC 26.050(b)(2)  
[https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National\\_EMS\\_Education\\_Standards.pdf](https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National_EMS_Education_Standards.pdf)

Other documents:

- **National Registry of EMTs –Psychomotor Examination Policy**  
<https://www.nremt.org/rwd/public/document/policy-psychomotor-exam>
- **National Registry of EMTs – EMT Psychomotor Examination Guide Book**  
<https://content.nremt.org/static/documents/2016%20EMT%20User%27s%20Guide%20v1.pdf>
- **National Registry of EMTs – Advanced Psychomotor Examination Guide Book**  
<https://content.nremt.org/static/documents/AdvancedLevelExaminationCoordinatorManual2017.pdf>

## State of Alaska Certification Officials

A certification official is a person who participates in determining the competence of a candidate for certification and verifies the fair, respectful and impartial delivery of the psychomotor and cognitive certification examination, be it for the State of Alaska or National Registry of EMTs. There is no reason to merge these roles or titles at this time (circa 2018).

The Certifying Officer is responsible for the consistency of the examination and selected by the Regional EMS Council to serve as a certification official for the State of Alaska Office of EMS in administering examinations. The Certifying Officer is empowered to use sound judgment in ensuring that the examination is administered in accordance under applicable standards and regulations. In essence, the Certifying Officer has overall authority for the activities at a test site. They are required to follow the policies and procedures as outlined in this manual.

The Alaska Certifying Officer must have a minimum of 3 years of experience as a State of Alaska EMS Instructor Coordinator, or as approved by the State of Alaska when determined the individual has received proper training in the duties and expectations of the certification official's activities to administer components of an exam and places no risk to public health.

### **Certifying Officer/Exam Coordinator**

Certifying Officer (Alaska title) and Exam Coordinator (NREMT title), perform the same basic tasks in psychomotor examination or officiating a cognitive test. They have the responsibility to conform to National Registry EMTs certification policies and the Psychomotor Examination User Guide to see both EMT and Advanced policies are followed. Their role is primarily to affirm fairness and to summarize the examination scores of the candidate(s). They are not to examine incremental skills of a candidate for certification. Both roles follow the National Registry of EMTs Examination Policies. (7 AAC 26.060, as amended time to time and adopted by reference, 2018). Certification officials are required to identify and manage any conflict of interest.

### **Examination Proctor/Skill Examiner**

An Examination Proctor/Skill Examiner has ultimate responsibility in evaluating the incremental acts of a candidate for certification and records them on a psychomotor skill testing sheet for the station or skill for which they are evaluating. Because of this responsibility, a certification official is not prohibited from including more than one proctor per psychomotor station. An unbiased 'EMT Assistant' or the 'Simulated Patient' may confirm for the Examination Proctor/Skill Examiner that actions were or were not completed by the certification candidate. Ultimately, it is the records of the skill examiner that determines objectively the completion and competence of a candidate for certification. Certification officials, EMS assistant or simulated patient are required to identify and manage any conflict of interest.

### **EMT Assistant / Paramedic Assistant (a certification support person)**

EMT Assistant(s) are selected individuals who serve as unbiased trained partners to assist candidates during psychomotor skill testing. EMT Assistants are certified EMTs, at least, at the level of the examination; however, a minimum for Alaska EMT-1 certification psychomotor examinations may allow a trained experienced Emergency Trauma Technician if no certified EMT is available. A 'professional partner' used in advanced life support psychomotor examinations, i.e. NREMT Paramedic and Advanced EMT are considered an EMT or Paramedic Assistant.

### **Simulated Patients (a certification support person)**

Simulated Patient(s) are persons over 16 years of age, selected to serve as role playing scenario patients in a psychomotor examination. All Simulated Patients should be EMS related personnel or can perform in realistic manners. The Simulated Patient may be moulaged for affect and should be familiar with the typical presentation of symptoms a patient would normally have given the testing scenario utilized. The Simulated Patient should be capable of being programmed to effectively act out the role of a real patient in a similar out-of-hospital situation, such as simulating sonorous respirations, withdrawing to painful stimuli, moaning to palpation over injuries and so on. Keep in mind that the more realistic the Simulated Patient presentation, the fairer the evaluation process. A Simulated Patient may contribute to the evaluation of whether the candidate did or did not complete an act for which they are being evaluated.

The NREMT position of use of 'high-fidelity' human simulation manikins: *"A high fidelity simulation manikin capable of responding as a real patient given the approved scenario(s) may be used as the Simulated Patient in the Patient Assessment/Management – Trauma and Patient Assessment / Management [and] Medical skills as long as candidates have sufficient experience using these types of manikins."*

## An Inability of a Certifying Officer (CO) to Attend a Certification Examination do to Unforeseen Circumstances

Examination guidelines from the National Registry of EMTs allows for situations of unforeseen circumstances: *"If the Examination Coordinator is not able to be present at the examination due to unforeseen circumstances, he/she must assign a competent, informed and capable person to coordinate all examination activities in his/her absence. In such a case, this person shall serve as and assume all responsibilities of the 'Examination Coordinator' throughout the examination."*

When the circumstances require a replacement certification official: an off-duty CO if available, or the highest level of Alaska EMS Instructor who is not connected to the course may fill the CO role. Absent of any other person, the EMS course instructor may coordinate the examination of the certification candidates. This situation should be communicated to the Regional EMS office and/or State of Alaska Office of EMS at the earliest convenience.

## Eligibility of Candidates for Testing

In most cases, the eligibility of those at the test site will be clear. Applications evidencing instructor recommendations for the test will be available for most initial applicants. In cases where the eligibility of a person to take the test is uncertain, the Certifying Officer should attempt to resolve the situation to the best option. If this is questionable, the person should be allowed to test with the understanding that the person may be determined to be ineligible for certification at that level.

In such cases, the Certifying Officer should notify the Region EMS Council or State of Alaska Office of EMS of the situation as to the "person's eligibility being uncertain." In rare cases, the Certifying Officer may be presented with persons who are otherwise known to be ineligible for certification. When ineligibility has been clearly established, the Certifying Officer should deny the person the opportunity to take the examination for certification.

## Current Alaska Psychomotor Examinations Stations

EMT-1	EMT-2	EMT-3
BVM Ventilation of an Apneic Patient	Advanced Airway	Advanced Airway
Trauma Assessment	Trauma Assessment	Trauma Assessment
Medical Assessment	IV/ IV medication administration	IV/ IV medication administration
Spinal Immobilization	Spinal Immobilization	Spinal Immobilization
Random Basic Skill (one) <ul style="list-style-type: none"> <li>Bleeding control &amp; shock Mgmt</li> <li>Long bone Immobilization</li> <li>Oxygen administration</li> <li>Joint Immobilization</li> </ul>	Random Basic Skill (one) <ul style="list-style-type: none"> <li>Bleeding control &amp; shock Mgmt</li> <li>Long bone Immobilization</li> <li>Oxygen administration</li> <li>Joint Immobilization</li> </ul>	Random Basic Skill (one) <ul style="list-style-type: none"> <li>Bleeding control &amp; shock Mgmt</li> <li>Long bone Immobilization</li> <li>Oxygen administration</li> <li>Joint Immobilization</li> </ul>
Cardiac Arrest Management/ AED	Cardiac Arrest Management / AED	Cardiac Arrest Treatment

## Current National Registry of EMTs Psychomotor Examinations Stations

NREMT EMT - (a State Authority)	NREMT AEMT
BVM Ventilation of an Apneic Patient	Supraglottic Airway Device
Trauma Assessment	Pediatric Respiratory Compromise
Medical Assessment	Patient Assessment - Trauma
Spinal Immobilization	Patient Assessment - Medical
Random Basic Skill (one)	Cardiac Arrest Management/AED
• Bleeding control & shock Mgmt	Intravenous Therapy / Bolus Medication
• Long bone Immobilization	Pediatric Intraosseous Infusion
• Oxygen administration	Spinal Immobilization (Supine Patient)
• Joint Immobilization	Random EMT Skills
• Cardiac Arrest Mgmt / AED	Spinal Immobilization (Seated Patient)
	Long Bone Immobilization
	Joint Immobilization
	Bleeding Control / Shock Management

## National Registry of EMT Certification Examination Policies

Refer to: [www.nremt.org](http://www.nremt.org)

\*Guide For EMS Instructors and Certifying Officers in Alaska adopted by Alaska Department of Health & Social Services, Division of Public Health, Office of EMS 7 AAC 26

### Code of Conduct

The National Registry of EMTs Code of Conduct specifies that, as a condition for certification and recertification by the NREMT, you will:

- Comply with all policies and rules of the NREMT, including, but not limited to, the NREMT's website Terms of Use Policy.
- Provide full, truthful and updated information to the NREMT on any application for certification or recertification or in any other representation or communication to the NREMT.
- Provide accurate documentation of the training requirements for certification
- Accurately represent to the public your certification status with the NREMT.
- Adhere to the highest standards of professionalism and ethics as an NREMT certified professional.
- At all times, be eligible for or hold a full and unrestricted license to practice as an EMS professional under the laws of the licensing or authorizing agency of the jurisdiction(s) in which you practice.
- Protect the security and integrity of the NREMT certification and examination process and you will not copy, reproduce, disclose, disseminate or remove any examination related materials from the test site or attempt to do so.

### Criminal Conviction Policy for National Registry Examinations

The National Registry of EMTs has adopted a Criminal Conviction Policy to safeguard the public from individuals who, in practice as an EMS professional, might pose a danger to the public.

EMS professionals, under the authority of their state licensure, have unsupervised, intimate, physical and emotional contact with patients at a time of maximum physical and emotional vulnerability, as well as unsupervised access to a patient's personal property. These patients may be unable to defend or protect themselves, voice objections to particular actions, or provide accurate accounts of events at a later time. EMS professionals, therefore, are placed in a position of the highest public trust.

The public in need of out-of-hospital medical services relies on state licensure and national certification to assure that those EMS professionals who respond to their calls for aid qualify for this extraordinary trust. For these reasons, the NREMT has adopted the following Criminal Conviction Policy to ensure that individuals, who have been convicted of certain crimes, are identified and appropriately evaluated as to whether they would pose a risk to public safety as an EMS provider.

#### **Policy**

1. The NREMT may deny an applicant eligibility to sit for a certification examination, deny certification, suspend or revoke an individual's certification, or take other appropriate action with respect to the applicant's certification or recertification based on an applicant's felony criminal convictions and all other criminal convictions (whether felony or misdemeanor) relating to crimes involving physical assault, use of a dangerous weapon, sexual abuse or assault, abuse of children, the elderly or infirm and crimes against property, including robbery, burglary and felony theft.
2. All applicants for certification or recertification must disclose any criminal conviction as required on an application.
3. This policy applies to an applicant's plea of nolo contendere, a guilty plea, or plea agreement, as well as a conviction after trial.
4. Applicants are not required to disclose any criminal conviction that has been expunged from the public record or a deferred adjudication that did not result in the entry of a conviction judgment.
5. Failure to disclose a covered criminal conviction or the withholding of any material information regarding such conviction shall be an independent basis for denial of eligibility to sit for a certification examination, revocation of a certification or denial of an application for recertification.
6. NREMT shall post on its website an applicant's disclosure of any criminal conviction requiring disclosure under this policy and advise licensing authorities of the availability of this information.
7. NREMT may deny an applicant eligibility to sit for the certification examination, or take other appropriate action, if the applicable state licensing authority, in any state in which the applicant holds or seeks a license as an EMS professional, denies the applicant's eligibility to obtain, or suspends or revokes, a license, based on a criminal conviction.
8. Notwithstanding the absence of any adverse action taken by an applicable state licensing authority on the basis of an applicant's criminal conviction, NREMT may deny an applicant eligibility to sit for a certification examination or recertification if, in the NREMT's sole discretion, based on the following considerations, the NREMT determines that certification may jeopardize public health and safety:
  - a. The seriousness of the crime.
  - b. Whether the crime relates to performance of the duties of an EMS professional.
  - c. How much time has elapsed since the crime was committed.
  - d. Whether the crime involved violence to, or abuse of, another person.
  - e. Whether the crime involved a minor or a person of diminished capacity.
  - f. Whether the applicant's actions and conduct since the crime occurred are consistent with the holding of a position of public trust.
  - g. Whether the applicant is a repeat offender.
  - h. Whether the applicant has complied with all court orders and probationary requirements associated with the conviction.

Any applicant or registrant subject to an adverse decision by the NREMT under this Policy may appeal that decision as outlined in the NREMT Certification Eligibility, Discipline and Appeals Policy.

# National Registry Cognitive Examination Guidelines

<https://content.nremt.org/static/documents/exam-pathway.pdf>

## EMS Students! Follow These Steps to Take The NREMT Exam



National Registry of  
Emergency Medical Technicians®  
THE NATION'S EMS CERTIFICATION

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484. We're ready to help!

### Step 1: Create Your Account

- Go to [nremt.org](http://nremt.org) and click on 'Login' (found in the blue bar at the top of the NREMT home page).
- Click on 'Set Up New Account' and follow the instructions.

### Step 2: Login

- After you have completed Step 1, you can follow the link and login with the username and password you created.

### Step 3: Manage Your Account Information

- Complete all the information in the Personal Account Information fields as prompted. The name you include in this area should be the same as what appears on your drivers license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate and card upon successful completion of the examination.

**Read this to avoid delay!** Make sure the name you use to set up your Account matches the name on your drivers license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!

### Step 4: Create a New Application

- Click on 'Create a New Application' to apply to take your exam.
- Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

### Step 5: Pay Application Fee

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date.

**Read this to avoid delay!** An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and all other verifications are complete.

- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

### Step 6: Check to See if You Are Approved to Take Your Exam

- When all areas of the application process are completed and have been verified, you will see the following link: 'Print ATT Letter'.

**Read this to avoid delay!** You will only see 'Print ATT Letter' when you have been verified to test! This link will not appear if the verification process is not yet complete!

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on 'Candidate Services'.
- Click on 'Application Status'.
- If you see 'Submitted' next to 'Course Completion Verification', this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the program indicating that you have completed the course.
- If you see the link 'Print ATT Letter', click on the link.

### Step 7: Print the ATT Letter to Schedule Your Exam

- Scroll down to see if the 'Print ATT Letter' appears.

**Read this to avoid delay!** Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.

### Step 8: Call Pearson VUE to Schedule Your Exam

- Your ATT Letter will contain the Pearson VUE phone number to call to schedule your examination.
- Your ATT Letter will also include other important information you should read carefully!

**• Read this to avoid delay!**

- You can reschedule your exam up to 24 hours in advance by calling Pearson VUE at 1-866-673-6896 or visiting the Pearson VUE website. If you fail to appear for your exam, you will have to complete a new application and pay another application fee!
- Refunds cannot be issued for no-shows.
- If you arrive late for your exam, you may lose your appointment!

**Additional informational can be found on the NREMT instructional DVD.  
Ask your instructor for more information or visit the NREMT website at [www.NREMT.org](http://www.NREMT.org).**

Revisions and updates may be necessary to make the CBT transition as smooth as possible. Please refer to the NREMT website for the most current policies and procedures.  
Release date 11/06 Revised 6/07



## Pearson Vue Testing Centers - NREMT Cognitive Certification Testing

<http://www.pearsonvue.com/nremt/>

NREMT certification examinations are intended to evaluate the competence of EMS practitioners at a variety of levels: EMR, EMT, Advanced EMT and Paramedic. The tests address content areas defined and validated by subject-matter experts, educators and individuals working in EMS fields. As the tests provide only one source of information regarding examinee competence, they are used in conjunction with other indicators of training and experience in the granting of certification. <https://wsr.pearsonvue.com/testtaker/registration/SelectTestCenterProximity/NREMT/4983390>

### Registration

Before scheduling an examination appointment, you must have already:

1. [Registered](#) with NREMT and received an **Authorization to Test** letter.
2. Been notified of your eligibility to sit for the examination; and
3. Paid an examination authorization fee to NREMT.

When you receive your **Authorization to Test** letter, carefully review the information to ensure it is accurate. If any of the information is incorrect, or if the information has changed, please contact the National Registry at 614-888-4484.

### Scheduling

First time test takers who wish to schedule online must create a Pearson VUE Web account. When creating your account and scheduling your test, you will need your NREMT Candidate ID from the **Authorization to Test** letter NREMT sent you. Appointments may be made up to one business day in advance.

## Retest Policy for National Registry Examinations

### Retesting Policy

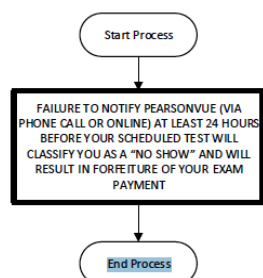
After successful completion of an approved EMS education program, candidates are initially given three attempts to pass the cognitive examination (provided all other requirements for National EMS Certification are met). If a candidate is unsuccessful on an exam attempt, they may apply to retest **15 days** after the last examination. After three unsuccessful examination attempts, EMT, AEMT and Paramedic candidates must submit official documentation verifying the completion of a remedial training program.

### Remedial Training Requirement

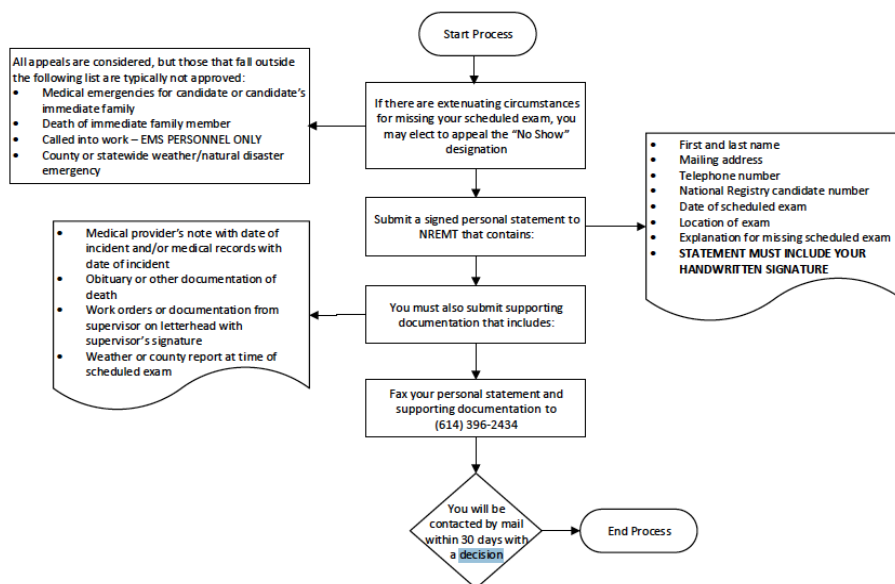
Remedial training is designed to provide candidates additional education and to improve their performance on subsequent examination attempts. It is suggested that this education be over areas within the test plan where the candidate has been identified on their result letters to be near or below the passing standard. After a remedial training program is complete, the candidate is given additional attempts to pass the examination (provided all other requirements for National EMS Certification are met). Candidates who fail to pass the cognitive exam after a total of **six attempts** are required to complete an entire state approved education program.

Certification Level	Hours of Remedial Training
EMR	Not applicable. EMRs must repeat a full education program
EMT	24 hours, or completion of the National Component of the <a href="#">NCCP</a> model.
AEMT	36 hours, or completion of the National Component of the <a href="#">NCCP</a> model.
Paramedic	48 hours, or completion of the National Component of the <a href="#">NCCP</a> model.

## Cognitive Examination No Show Policy (NREMT)



## APPEALS PROCESS FOR NO SHOW EXTENUATING CIRCUMSTANCES



Revised 11/19/2013 V. 4 GR

## The NREMT Certification Eligibility, Discipline and Appeals Policy

### Purpose of Certification/Registry

The National Registry of EMTs is the National EMS Certification as outlined in the National EMS Education Agenda for the Future: A Systems Approach. National EMS Certification is utilized in the EMS licensure process in the United States. The NREMT conducts its activities in accordance with its mission to certify and register Emergency Medical Services (“EMS”) Professionals throughout their careers by a valid and uniform process which assesses the knowledge and skills for competent practice and by maintaining a database of registrants. Registry policies are established to assure the public, EMS licensing or authorizing agencies, employers and other healthcare providers that certified EMS professionals have demonstrated the required knowledge and skills to practice safely and effectively.

The National Registry does not issue a license or authorization to practice and does not warrant job performance of EMS professionals.

### Role of the NREMT

In its role as the National EMS certification, the NREMT:

- Establishes eligibility requirements for applicants for certification
- Develops examination requirements (cognitive and psychomotor)
- Establishes re-certification requirements
- Reviews applicants’ self-disclosed criminal convictions and actions taken against their healthcare related professional licenses
- Monitors certification status of registrants and takes appropriate action against the certification when apprised of adverse licensure actions and criminal convictions
- Provides to licensing or authorizing agencies obtained adverse licensure action and criminal conviction information regarding registered EMS professionals

The NREMT does **not**:

- Establish, accredit or approve education programs for certification or recertification
- Assess job performance
- Assess fitness for all aspects of job performance (physical, mental, criminal background clearance)
- Investigate complaints regarding EMS practice
- Establish scopes of practice or standards of care
- Establish job-related standards of professional behavior