



Building A Strong Foundation For Your EMS Future

Emergency Medical Technician

Practical Exam Policies

Welcome to EMS Academy's State Practical Exam! Please read and print this policy for your records. This is your responsibility as you will be held accountable to them. You must adhere to these policies. Failure to do so may result in removal from the testing process and forfeiture of any and all testing fees.

All correspondence that you receive will be sent by EMS ACADEMY. You will not be notified by OEMS in regards to this practical exam.

Candidate Eligibility:

In order for you to participate in a practical exam sponsored by EMS Academy, you must either be a student of EMS Academy or meet all eligibility requirements set forth by the Department of Public Health Office of Emergency Medical Services for students who are first time testing, re-testing, reinstatement, or challenging the practical portion of the EMT certification exam. Only individuals who have successfully completed a Massachusetts Department of Public Health Office of Emergency Medical Services Emergency Medical Technician Training Program, and/or have been approved to test by the Massachusetts Department of Public Health Office of Emergency Medical Services are eligible to take the practical exam.

Registration Deadline:

Applications will be accepted up to three weeks prior to the exam. Applications received past the deadline will not be accepted. When we receive your application, fee, and appropriate forms, we will send out a confirmation letter to you approximately two weeks prior to the exam with exam details of exam location, date, and time. Submission of an application does not guarantee an exam slot.

Test Site Locations:

Marshfield High School
167 Forest Street
Marshfield, MA 02050

EMS Academy Quincy
79 Parkingway
Quincy, MA 02169



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Test Site Fee:

A non-refundable full exam test site fee of \$150.00 or a non-refundable one station retest site fee of \$100.00 is required of the candidate. Payment is expected at time of registration. Payment is acceptable in the following forms: money order, certified bank check, or cash. Make checks payable to EMS Academy. If the exam is cancelled or full, the fee will be returned to the candidate.

Submission of Practical Examination Application:

First Time Students:

- Application Form attached.
- Test Site Fee of \$150.00
- The tan OEMS Form #200-05 “certification application” and its associated fee of \$150.00 payable to the Commonwealth of Massachusetts.
- EMS Academy will forward all application forms and checks to OEMS.

Re-test Students:

- Application Form attached
- Full Exam Test Site Fee of \$150.00 or 1 Station Re-test Site Fee \$100.00
- The re-test green application form sent to the student from OEMS must also be submitted with this application.

Reinstatement Students:

- Application Form attached
- Test Site Fee of \$150.00
- The reinstatement application form sent to the student from OEMS must also be submitted with this application.

Challenge Students:

- Application Form attached
- Test Site Fee of \$150.00
- The challenge application form sent to the student from OEMS must also be submitted with this application.

Mail the application form with your fee(s) to EMS Academy, 864 Plain Street, Suite 4, Marshfield, MA 02050.



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Cancellations:

Requests for examination cancellation must be made in writing and received with a postmark of at least one week prior to the exam. All correspondence should be sent to: EMS Academy, 864 Plain Street, Suite 4, Marshfield, MA 02050 Attn: Lori Joyce, Director

If you cancel your **first** practical examination appointment one week prior to the exam date, one additional appointment will be scheduled for you without charge. Upon cancellation, your application is moved to the back of the examination file. All other applicants on file, not yet scheduled for an examination, will be scheduled ahead of you. To secure a slot in the next exam you must fill out a new practical exam application with EMS Academy no later than three weeks prior to the exam date. Once submitted the fee is non-refundable.

Forfeiture of examination fees will take place in the following circumstances:

- If you do not cancel your first exam appointment within the allowable time
- If you cancel a second exam appointment
- If you do not report to the assigned exam appointment

The entire practical examination process (including re-examinations in case of failure) MUST be completed within a maximum of one year from the official end date of your Basic EMT program. If you cancel an examination appointment after your one-year deadline, you will lose your eligibility to take the examination. This is OEMS Policy.

Inclement Weather:

During times of inclement weather, examinations may be cancelled. If a decision is made to cancel the exam you will be contacted by EMS Academy. Information will be posted on our website at: www.emergencymedicalservicesacademy.com

Patients:

Every candidate should bring one individual with them to be their patient. This patient must be 18 years of age and between 100 to 200 pounds. The patient must be in good physical health and not pregnant at the time of the exam. Patients will be required to sign a liability waiver.



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Information Regarding the Practical Examination Day:

Each candidate must bring the following with them to the practical exam:

- Positive Photo Identification. This identification must be a valid driver's license, a recently issued valid passport or a Massachusetts Registry of Motor Vehicle's I.D. card. **A candidate will not be tested if they do not have a photo I.D. with them. The name on the I.D. must match the name on the Examination Roster. The I.D. must be readable with no distortion to the picture or name. No exceptions will be allowed.**
- Current BLS-CPR provider card valid for three months past the examination date.
- Pen to use when filling out forms.
- You may also wish to bring a lunch or snack with you to the exam.

Be punctual. Candidates who are late **will not** be admitted into the examination.

Candidates will not be admitted to the examination if they possess a weapon of any kind.

Candidates must turn off their cell phones and pagers while they are in the stations, the waiting area and the hallways at the exam.

Candidates may not possess any EMT textbooks, notebooks, skill sheets, PDA's or electronic devices of any kind at the examination site.

Candidates shall not wear uniforms or other clothing that identifies them as a member of any group or organization.

Candidates should not go to the examination if they are ill, incapacitated or injured. Candidates with an illness, injury or who are in the third trimester of pregnancy must have a note from their physician that specifically allows the candidate to take part in an all day, hands on examination involving physical exertion. The Chief Examiner may refuse to allow a candidate to take the examination without such a note from their physician.

Any and all questions, comments, problems, and/or complaints on the day of the examination MSUT be referred to the Chief Examiner before you leave the examination site.

Examination Results:

OEMS and/or Psychological Services Incorporate (PSI) will notify each student in writing the results of the practical exam. Do not contact this office or OEMS in an effort to determine your status.



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EMT Basic Practical Examination Application

Name: _____

Address: _____

DOB: _____ SSN: _____

Phone: _____

Email: _____

Initial Training Institution: _____

EMT Course End Date: _____

Full Exam Test Site Fee \$ 150.00 non-refundable included _____

1 Station Retest Test Site Fee \$100.00 non-refundable included _____

EMS Academy Approved Re-Schedule of Exam (please check) _____

(Non-refundable fee previously submitted)

I have received a copy of the test site policies from EMS Academy. I understand that I must adhere to these policies, and that failure to do so may result in removal from the testing process and forfeiture of any and all testing fees.

Signature: _____ Date: _____

Office Use Only:

Date Received: _____ Payment Type: _____

Notification Sent: _____