

## Disciplinary Actions

Policy No.:	81.03
Version No:	2
Effective Date:	November 14, 2018

### Intent

This policy specifies the situations which may lead to action against a certification.

### Scope

This policy pertains to certificants and candidates. It specifies potential causes of disciplinary action but does not cover the procedures used in disciplinary action.

### Definitions

N/A

### Policy

The National Registry may, in its sole discretion, deny an individual's eligibility for initial certification or recertification, deny, suspend or revoke an individual's certification or take any other appropriate disciplinary action with respect to an individual's application, certification and/or recertification or deny authorization to use the National Registry's website for any and all purposes, including submitting applicant training information in the case of:

1. Ineligibility for National Registry certification.
2. Failure to comply with any policy or rule of the National Registry, including, but not limited to, National Registry's website Terms of Use Policy.
3. Irregular behavior in connection with any National Registry examination.
4. The intentional and material misrepresentation, withholding of any material information or the failure to provide National Registry updated information on any application for certification or recertification or in any other representation or communication to the National Registry.
5. The intentional misrepresentation by an agency representative of any applicant's satisfaction of the education or eligibility requirements for certification.
6. Misrepresentation of the individual's status as a certificant of the National Registry.
7. Limitation, suspension, revocation or other disciplinary action by a licensing or authorizing agency relating to practice, or the ability to practice safely and effectively, as an EMS professional or the voluntary surrender of a licensee in connection with or in lieu of any such disciplinary action. The National Registry reserves the right summarily to suspend an individual's certification, prior to the exhaustion of any right of appeal, upon the revocation

or summary or emergency suspension of the individual's license by a licensing or authorizing agency based on the agency's finding that the individual poses an imminent threat to the public and/or cannot practice safely and effectively.

8. Copying, reproducing, disclosing, disseminating or removing of examination-related materials from the test site, attempting to do same or solicit the same.

## Rationale

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. Policies related to disciplinary actions and adverse decisions are required for NCCA and ISO/IEC 17024 accreditation.

## Related Policy and Procedures

21-Resolution-08 - Eligibility Criteria Related to Criminal Convictions

Terms of Certification

Terms of Use

Disciplinary Actions Procedure

Committee Charters

Appeals Policy

Reconsideration of Eligibility Policy

## References

Institute for Credentialing Excellence (I.C.E). (2021). *NCCA accreditation standards*.

- Standard 2: Governance and Autonomy
- Standard 6: Information for Candidates

International Organization for Standardization. (2012). *ISO/IEC 17024:2012: Conformity assessment - General requirements for bodies operating certification of persons*.

- Standard 4: General requirements
- Standard 6.2: Personnel involved in the certification activities
- Standard 7: Records and information requirements
- Standard 9: Certification process requirements

**Document History**

2018-11-14	Approved by the National Registry Board of Directors (v1)
2024-08-06	Revised for Resolution 21-08 Fitness to Practice / Criminal Convictions Project (v2)
2024-09-26	Approved by Executive Director after Board review (v2)