Authorization to Test Expiration Date

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Intent

This policy sets the established time frames for an Authorization to Test (ATT).

Scope

This policy applies to applications used for certification, recertification by examination, and proficiency evaluations in which requirements fall within testing and certification eligibility timeframes.

Definitions

Authorization to Test (ATT) – a mechanism that allows a candidate to schedule a computer-based examination.

Deadline to Test (DTT) – The time period from issuance of ATT to when a candidate must complete the computer-based examination attempt.

Immediate Family Member - generally considered to be spouse, natural or adoptive parent; child, or sibling; stepparent, stepchild, stepsibling; parent-in-law; child-in-law; sibling-in-law, grandparent or grandchild; spouse of a grandparent or grandchild.

Policy

Issuance of an ATT

Certification and Proficiency Evaluation Applications

An ATT will be valid for up to 90 calendar days from the date of issuance, provided all other requirements for eligibility are met. Candidates and certificants who do not complete their computer-based examination prior to the DTT expiration date are required to complete a new attestation approval, including a new payment of the application fee.

Recertification by Examination Applications

An ATT will be valid from the date of issuance until the certification expiration date. An ATT is issued upon completion of the recertification by examination application process, including payment of the application fee. No extensions can be made past the certification expiration date.

Request to Extend the 90-Day DTT

The National Registry recognizes that specific circumstances may warrant the consideration of a 90-day extension of the current ATT. A request in writing must be submitted to support@nremt.org by the certificant or candidate prior to the DTT.

An extension of the DTT for recertification by examination ATTs is not authorized under this policy, including technical issues experienced during examination.

Covered Circumstances
The candidate must have an ATT that has not been consumed by any examination event. If a candidate has a scheduled examination, they will be required to cancel their examination prior to their DTT.

Extenuating circumstances include an event of national significance such as declared in a county, state, or national natural disaster (e.g., hurricanes, tornado, fire, etc.) or medical emergency for personal or Immediate Family Member or the death of Immediate Family Member which is supported by documentation.

Determination

Written requests for extensions of the current ATT are evaluated by National Registry staff within 14 days of receipt. The ATT must be valid, and incident date beginning prior to the DTT expiration date for consideration. A determination in writing is provided to the candidate or certification requesting the extension.

The candidate is responsible for any fees associated with this change (e.g. if the candidate needs to cancel an existing examination appointment).

Appeals

The National Registry Appeals Policy does not consider the time of an application to be an adverse decision as defined by the Appeals Policy.

Rationale

The 90-day time frame for expiration of Authorization to Test or deadline based on recertification by examination ATT helps minimize the delay from course completion to the first examination attempt and allow students more time to utilize additional examination attempts if needed. The National Registry understands that circumstances beyond the control of the candidate or certificant testing may occur and appropriate adjustments should be made, if appropriate.

Related Policy and Procedures

Certification Scheme – EMR, EMT, AEMT, NRP

References

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

- Standard 6: Information for Candidates

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

- 3.16 Fairness for candidates and the certification process

4.3 Management of Impartiality

Document History

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