

<b>National Registry of Emergency Medical Technicians®</b> <small>THE NATION'S EMS CERTIFICATION™</small>	<h1 style="text-align: center;">Authorization to Test Expiration Date</h1>		
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## Intent

This policy sets the established time frames for an Authorization to Test (ATT) and allows for a modification of the Deadline to Test (DTT) in order to provide good customer service.

## Scope

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

## Definitions

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

Deadline to Test (DTT) – a calculated timeframe within which a candidate can complete the computer-based examination.

## Policy

### *Issuance of an ATT*

#### Certification and Assessment Applications

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

### *Request to Modify DTT*

A request to modify the DTT may come in the form of request by the candidate due to unique circumstances. A modification to the DTT may also be offered by a Registrant Services team member, depending on the circumstances of each candidate's unique situation.

Candidates will be allowed a single 90 day modification to their DTT. Subsequent requests to modify the DTT from the same candidate, on the same application, are subject to approval by the Registrant

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Services Manager. The modification to the DTT will apply to the most recent application with an expired DTT. A modified DTT cannot go past other eligibility criteria (such as course validity, exam validity or certification expiration date).

Modifications to the DTT will be tracked and evaluated, adjustments will be made as needed.

### *Covered Circumstances*

There are not pre-defined covered circumstances which qualify for modifications of the DTT. The candidate must have an ATT that has not been consumed by any exam event. If a candidate has a scheduled exam, they will be required to cancel their exam in order to request a change in their DTT.

### *Determination*

The Registrant Services team member determines eligibility for a modification of the DTT and ensures the change does not violate the National Registry entry requirements. Each instance will be documented with the specific rationale. The Registrant Services Manager will evaluate subsequent requests to modify the DTT from the same candidate, on the same application and determine if the circumstances would require an additional change.

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

### *Appeals*

The National Registry Appeals Policy does not consider time of an application to be an Adverse Decision as defined by the Appeals Policy. The opportunity to modify the DTT is at the sole discretion of the Registrant Services team member, Registrant Services Manager, or other members of the National Registry Management Team.

## **Rationale**

The 90-day time frame can help minimize the delay from course completion to the first examination attempt and allow students more time to utilize additional examination attempts as needed. The ability to modify the DTT gives the Registrant Services team a customer service tool to change the DTT on the candidate's behalf, without negatively impacting any of the National Registry entry requirements.

## **Related Policies and Procedures**

Appeals Policy

Request to Change DTT Procedure

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**References**

None

**Document History**

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