

## Intent

Define the retesting requirements for computer-based examinations used for national EMS certification that are fair to the candidate and protect confidential examination information from over exposure.

## Scope

The policy covers candidates and certificants who require computer-based examination retesting for at the EMR, EMT, AEMT, and Paramedic levels for national EMS certification.

Not in scope - Recertification by Examination. There is only 1 attempt allowed for this examination. After an unsuccessful attempt at Recertification by Examination per recertification cycle, the candidate must use the education method and submit competency credits using the National Continued Competency Program (NCCP) Model.

## Definitions

Not applicable.

## Policy

After applying for testing and meeting all requirements listed in the Certification Scheme appropriate to the level requested, candidates and certificants are initially given three attempts to pass the computer-based examination.

### *EMR*

EMR candidates have a total of three attempts. The candidate must repeat their state-approved education program and obtain a new course completion. After completion of a new state-approved education program, a candidate will be granted three more attempts at the EMR level.

### *EMT, AEMT, Paramedic*

EMT, AEMT, and Paramedic candidates receive a total of six examination attempts. After three unsuccessful examination attempts, EMT, AEMT, and Paramedic candidates must submit official documentation verifying the completion of a remedial training program (see below). Please refer to the Accepted Education and Documentation Policy for examples of acceptable documentation.

Candidates who fail to pass the certification examination after a total of **six attempts** (EMT, AEMT, Paramedic) are required to complete a new education program which meets eligibility requirements as listed in the Certification Scheme.

### *Retest Application and Scheduling*

If a candidate is unsuccessful on an exam attempt, they may apply to retest after the official results are posted in their account if they have qualifying examination attempts left. A candidate can schedule to retest 15 days from the date the results are posted. Results posting is considered day 1 of the 15 days wait period.

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Policy No.: 62.10	Revision: 02	Effective: 06-09-2021	Page 2 of 3

*Federal /Military/ Request for Waiver of the 15 days wait period:*

In some extenuating circumstances, the National Registry may grant a waiver of the 15 day wait period between examination attempts. Official request must be made to the National Registry.

Retesting at a Lower Level:

If a candidate requests to change certification levels during their testing process, the candidate may take up to the maximum number of attempts, combined total of all levels tested as long as all other eligibility requirements are met. For EMR, EMT, AEMT examinations, if unsuccessful on total three examination attempts, remedial training can be taken at the level that was unsuccessful or for the level of their next examination if requesting a lower-level examination. For EMR level examinations, the maximum attempt is three even if they tested a different level previously. If unsuccessful on the combined maximum examination testing attempts, the candidate must have a new course completion.

**Remedial Training Requirement**

Remedial training is designed to provide candidates with additional education and to improve their performance on subsequent examination attempts. After a remedial training program is complete, the candidate is given three additional attempts to pass the examination, provided all other requirements for National EMS Certification are met.

<b>Certification Level</b>	<b>Hours of Remedial Training Required After 3 Unsuccessful Attempts</b>
EMR	Not applicable. EMRs must repeat a full education program
EMT	Completion of the National Component of the <a href="#">NCCP</a> model – 20 competency credits
AEMT	Completion of the National Component of the <a href="#">NCCP</a> model – 25 competency credits.
Paramedic	Completion of the National Component of the <a href="#">NCCP</a> model – 30 competency credits.

**Rationale**

The retest policy was developed by the Standards and Examinations Committee and approved by the Board to balance examination security and workforce needs. Examination security would suggest the need for long periods of time between examination attempts. The design of the National Registry’s computer adaptive examinations and large item pools mitigate security risks. National Registry computer adaptive examinations ensure that candidates are not given items that were seen on prior examination attempts. For the AEMT fixed-length examination, the candidate tests on a different examination form.

National Registry certification is a requirement for licensure to practice in most states. The time between examination attempts could impact a candidate’s ability to be eligible for or maintain

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Policy No.: 62.10	Revision: 02	Effective: 06-09-2021	Page 3 of 3

employment. As such, the National Registry’s commitment to the profession is to ensure that the retest window would not be a roadblock for employment but would rather be sufficient time to allow candidates to further prepare for their additional examination.

The Board’s rationale for this policy is to enable the candidate to further prepare for the examination and correct possible errors or omissions from the initial training. The Board determined that once a candidate no longer meets eligibility requirements, such as course completion eligibility, the candidate must retake the training program.

**Related Policies and Procedures**

- Certification Scheme - NREMR
- Certification Scheme - NREMT
- Certification Scheme - NRAEMT
- Certification Scheme - NRP
- Examination Administration: General Requirements & Security
- Accepted Education and Documentation Policy
- Standardized Course Guide

**References**

- NCCA Standards for the Accreditation of Certification Programs
- ISO 17024:2012 General requirements for bodies operating certification of persons

**Document History**

- Historical: Created and Approved by National Registry Board of Directors (v1)
- 2023-12-01 Updated for ALS-Redesign Project and current practice (V2)
- 2024-06-11 Approved by Board of Directors (v2)