Proficiency Evaluation Pathway

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Version No:	2
Effective Date:	N/A

Intent

This policy outlines the usage and parameters of proficiency evaluations, and the approval process of this application type by State Emergency Medical Services (EMS) Office(s).

Scope

This policy applies to EMS Clinicians or other professionals who are not eligible for National Registry certification and must have their EMS knowledge and skills validated to gain a state healthcare license to practice.

Definitions

Proficiency evaluation – an evaluation that validates a candidate's knowledge and skills in EMS and does not lead to an initial National Registry certification at any level.

Policy

The National Registry acknowledges that certain healthcare professions do not require EMS education as part of their initial training. However, state EMS offices must approve eligibility, requiring these candidates to take the National Registry proficiency evaluation to qualify for state licensure in other healthcare related professional fields.

Candidates who are eligible to take the National Registry certification examination as outlined in the Certification Scheme policies or other certification pathway policies, will be required to follow certification examination pathways that lead to National Registry certification.

Candidates who do not meet eligibility requirements for a certification examination, who are already National Registry certified, and at a state EMS office request, will be authorized to take a proficiency evaluation. If ineligible for National Registry certification, a state must authorize the request for the proficiency evaluation.

Proficiency evaluations do not lead to National Registry certification and cannot be used to bypass the advanced placement process. Denied applications by the National Registry cannot be appealed. Successful proficiency evaluation results will not be transferred to an initial certification application. See Examination Results Transfer Policy for other conditions.

Standardization and Consistency with National Registry Policies and Procedures

- *Application and Fees*

- ο A completed application must be submitted including all application components and applicable fees. Other state licensure fees may apply with the respective State EMS Office.
- *Authorization to Test (ATT) Expiration*
  - ο An ATT will be valid for up to ninety (90) calendar days from the date of issuance. Candidates or certificants experiencing a covered extenuating circumstance as outlined in the ATT Expiration Policy may submit a written request for an extension.
- *Retesting*
  - ο Candidates can schedule to retest fifteen (15) days after the unsuccessful proficiency evaluation results are posted in the candidate's account per the Examination Retesting Policy.
- *Attempts*
  - ο Candidates and certificants are permitted a maximum of six (6) lifetime attempts per certification level. Once a candidate successfully passes an examination for a specific certification level, no further attempts at that level are allowed.
- *Irregular Candidate Behavior*
  - ο Irregular behavior by candidates or certificants is grounds for dismissal, cancellation of scores, and potential to be barred from future proficiency evaluation attempts for circumstances outlined in the Examination Administration General requirements and Security Policy.
- *Accommodation Requests*
  - ο Candidates and certificants who may qualify for examination accommodation may follow the Accommodations Policy and procedure for application and consideration.

Database Maintenance, Security, and Record Retention

National Registry and State EMS Offices exchange application related information for candidates taking the proficiency evaluation. The National Registry will document and maintain current records for candidates taking a proficiency evaluation in accordance with the National Registry Records Retention Policy and related records retention policies.

All users of the National Registry website, database, and IT systems must abide by the Terms of Use Policy. National Registry is committed to the highest standards for privacy and security, including Payment Card Industry Data Security Standards (PCI) Compliance.

Rationale

It is crucial to emphasize that this process is not a pathway to National Registry certification, nor should it be considered equivalent to National Registry certification.

Related Policy and Procedures

Resolution 25-01: Establish and Implement Policy for Proficiency Evaluation Pathway
Certification Schemes: EMR, EMT, AEMT, NRP
Code of Conduct

Authorization to Test (ATT) Expiration

Examination Administration: General Requirements and Security

Examination Results Transfer

Disciplinary Action

Record Retention Policy

Record Retention Schedule

Terms of Use – Website

Privacy Policy

PCI DSS Maintenance

Examination Retest Policy

Accommodation Policy

References

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

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

Document History

2025-02-27   Drafted in compliance of Resolution 25-01 (v1)

2025-04-15   Reviewed and approved by National Registry Assessment Committee (v1)

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