



Village Ambulance Service, Inc. EMS Training Programs

EMT-Basic & EMT-Intermediate
Student
Policies and Procedures
Handbook



WELCOME!

Welcome to Village Ambulance Service EMS Training Programs. We are proud to welcome you into a unique partnership and learning environment where you will join fellow students from not only Berkshire County, but from across the Commonwealth as well.

Village Ambulance Service EMS Training Programs is made up of expert instructors, staff, and professionals from the most progressive ambulance service in Berkshire County. We are more than a training organization; we are a community committed to serving the public. While you are here you will become part of that community. The information in this packet will help explain what is expected of you and what you will need in order to be fully prepared to participate in this exciting experience.

We will be glad to help you with any questions that may arise regarding this packet or educational partnership, so please do not hesitate to contact us by phone, email, or better yet, in person. Our training staff is here to assist you in any way we can. Good luck!

PROGRAM CONTACTS

Program Director:

Shawn P. Godfrey, EMT-P, I/C
Village Ambulance Service
Operations Manager
Office: 413.458.4889
Cell: 413.841.5729
Fax: 413.458.8476
E-Mail: shawngodfrey@villageambulance.com

Medical Directors:

Robert Sills, MD
North Adams Regional Hospital
Emergency Department
Office: 413.664.5256
E-Mail: RSills@nbhealth.org

Ronald Hayden, MD
Berkshire Medical Center
Emergency Department
Office: 413.447.2000
E-Mail: rhayden@bhs1.org

TABLE OF CONTENTS

PROGRAM DESCRIPTION	6
EMT-BASIC EMT-INTERMEDIATE	
PROGRAM GOALS	6,7
COGNITIVE PSYCHOMOTOR AFFECTIVE	
FUNCTIONAL JOB ANALYSIS	7,8
PROGRAM LOCATION	8
CLINICAL/FIELD LOCATIONS	8
STUDENTS WITH LEARNING DISABILITIES	8,9
TUITION POLICY	9
REQUIRED TEXTS	9
EMT-BASIC EMT-INTERMEDIATE	
OPTIONAL TEXTS	9
EMT-BASIC EMT-INTERMEDIATE	
LIBRARY/INTERNET RESOURCES	10
USE OF TAPERECORDERS/LAPTOP COMPUTERS	10
ATTENDANCE/CLASS TIMES	10, 11
LECTURES	11
LABORATORY EXPERIENCES	11
HOMEWORK ASSIGNMENTS	11
GRADING	11, 12
GRADING SCALE	
TUTORING	12

TABLE OF CONTENTS

DRESS CODE	12, 13
FOOD AND BEVERAGES	13
ACADEMIC DISHONESTY	13
CONDUCT UNBECOMING OF AN EMS CAREGIVER	13
INCLEMENT WEATHER POLICY	14
WITHDRAWAL POLICY	14
READMISSION TO A TRAINING PROGRAM	14
EVALUATIONS	14, 15
VACCINATIONS	15
BREAKS	15
CRIMINAL HISTORY	15, 16
CORI CHECKS	16
SEXUAL HARASSMENT	16
HARASSMENT/DISCRIMINATION	17
APPEAL UPON DISMISSAL	17, 18
COURSE RECORDS	18
STATE CERTIFICATION NATIONAL TESTING AND PASSING	18
EXAM ELIGIBILITY-BASIC AND ADVANCED EMT	19, 20, 21
ELIGIBLE CANDIDATES	
FEEES	
PREREQUISITES	
DEADLINES	
MILITARY DUTY	
WRITTEN EXAMINATION APPOINTMENTS	21, 22
EXAMINATION RESULTS	22
PRACTICAL	
WRITTEN	

TABLE OF CONTENTS

PROGRAM DISCLAIMER	22, 23
STUDENT ACKNOWLEDGMENT FORM	24

PROGRAM DESCRIPTION

EMT-BASIC

This program is designed for individuals interested in pursuing a career as an Emergency Medical Technician. It prepares the student for entry level positions with ambulance services or other Emergency Medical Service (EMS) agencies. As many EMS services are a component of fire departments, it is also important for those pursuing a career as a firefighter. Students whom successfully complete this program are eligible to take the Massachusetts EMT-Basic certification examination. A criminal background check must be completed through our program approved source prior to participation in clinical and field experiences.

EMT-INTERMEDIATE

This program is designed for already certified Emergency Medical Technicians interested in pursuing a career as an Emergency Medical Technician-Intermediate. It prepares the student to advance their career with ambulance services or other Emergency Medical Service (EMS) agencies. Students whom successfully complete this program are eligible to take the Massachusetts EMT-Intermediate certification examination. A criminal background check must be completed through our program approved source prior to participation in clinical and field experiences.

PROGRAM GOALS

COGNITIVE (KNOWLEDGE)

- Demonstrate the ability to comprehend, apply, and evaluate information in the classroom, practical lab, and clinical/field component in the respective EMT-Basic or Intermediate program.
- Determine patient needs and choose necessary interventions appropriate to the EMT-Basic or Intermediate scope of practice.
- Demonstrate knowledge attainment by successfully completing a certification exam for the EMT-Basic or Intermediate educational experience.

PSYCHOMOTOR (PROFICIENCY)

- Demonstrate satisfactory technical performance in all skills as required for the entry-level EMT-Basic or Intermediate during practical labs, exams and clinical/field rotations.

- Demonstrate satisfactory communication skills when communicating with faculty, patients, preceptors, and EMS/medical facility personnel.
- Demonstrate satisfactory documentation skills when documenting patient histories, assessments, patient care, and interventions.

AFFECTIVE (CULTURE CARE)

- Demonstrate personal behavior consistent with professional, faculty, and employer expectations of an entry-level EMT-Basic or Intermediate.
- Demonstrate expected personal behaviors during patient/staff interactions in the clinical/field rotations as evidenced by the progressive/final field summary evaluations.
- Demonstrate values consistent with the values of the Program and the State and/or National regulating bodies.
- Recognize and accept cultural differences while providing patient care.

FUNCTIONAL JOB ANALYSIS

The following functional job analysis was developed by the Psycho-educational Clinic of the Ohio State University, at the request of the Board of Directors of the National Registry of Emergency Medical Technicians. This job analysis was later endorsed by a committee comprised of members of the National Association of State EMS Directors and the National Council of State EMS Training Coordinators. The NREMT Board utilized this functional job analysis in the development of examination accommodations to meet the requirements of the Americans with Disabilities Act. Readers and persons interested in utilizing this functional job analysis should refer questions related to specific indicators to occupational rehabilitation specialists for interpretation.

EMT Characteristics: EMTs work as part of a team. Thorough knowledge of theoretical procedures and ability to integrate knowledge and performance into practical situations are critical. Self-confidence, emotional stability, good judgment, tolerance for high stress, and a pleasant personality are also essential characteristics of the successful EMT at any level. EMT also must be able to deal with adverse social situations, which include responding to calls in districts known to have high crime rates.

Physical Demands: Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250 with assistance). EMTs must be able to work twenty-four-hour continuous shifts.

Motor coordination is necessary for the well-being of the patient, the EMT, and co-worker over uneven terrain.

Comments: Driving the ambulance in a safe manner, accurately discerning street names through map reading, and the ability to correctly distinguish house numbers or business locations are essential to task completion in the most expedient manner possible. Use of the telephone for transmitting and responding to physician's advice is also essential. The ability to concisely and accurately describe orally to physicians and other concerned staff one's impression of the patient's condition is critical as EMTs work in emergency conditions in which there may be no time for deliberation. EMTs must also be able to accurately summarize all data in the form of a written report. Verbal and reasoning skills are used more extensively than math. Math does play a part, however, in determining medication ratios per patient's body weight.

PROGRAM LOCATION

Williams College – Griffin Hall - 844 Main St., Williamstown, MA 01267

CLINICAL/FIELD LOCATIONS

Unless otherwise indicated, only the approved locations, as listed in the Program's Field and Clinical Affiliation Agreements, will be used for the respective field and clinical internship component. Any skills, hours or other clinical/field instruction or training accrued at an unapproved location or during an unscheduled time block will not be accepted.

STUDENTS WITH LEARNING DISABILITIES

If you have a documented physical, learning, or psychological disability on record with the Program Director, you may be eligible for reasonable academic accommodations to help you succeed in this program. It is your responsibility to request such accommodations in advance and to provide appropriate documentation to the Program Director. Please inform the training institution of your request as soon as possible so that faculty can arrange for reasonable accommodations.

Village Ambulance Service EMS Training Programs is committed to providing equal educational opportunity and full participation in programs for persons with disabilities in accordance with state and federal laws. The program supports the anti-discrimination policies expressed in state and federal legislation for persons with disabilities.

It is the institution's intent that no person be subject to discrimination with regard to any training program or activity. Village Ambulance Service EMS Training Programs recognize the unique needs of students with disabilities and strongly

encourage these students to contact the Program Director to assist them in attaining their educational goals.

The policy of Village Ambulance Service EMS Training Programs, regarding admission and access to programs and activities, prohibits discrimination on the basis of disability.

Reasonable accommodations are provided for students with disabilities on the basis of need if the disabilities are documented with appropriate evaluations administered by qualified professionals such as psychologists, medical doctors, or agencies specializing in the diagnosis of such disabilities.

TUITION POLICY

Payment may be made by cash, bank check, agency check or money order only.

Student application fees and tuition are non-refundable.

In the event of an unavoidable absence approved by the instructor fee to makeup a single evening \$ 50.00 and full day class make up will be \$ 80.

The following fees, in addition to tuition, will be due by the third to final class if taking the State EMT certification exam:

State Practical Exam Site Fee - \$90.00

Commonwealth of Massachusetts Certification Fee - \$150.00

REQUIRED TEXT(S)

EMT-BASIC

TBA

EMT-INTERMEDIATE

TBA

OPTIONAL TEXT(S)

EMT-BASIC

TBA

EMT-INTERMEDIATE

TBA

LIBRARY/INTERNET RESOURCES

Village Ambulance Service maintains an extensive library of EMS related textbooks and videotapes. All textbooks and videotapes can be used by students. Arrangements to use material can be made with the Village Ambulance Service Training Division Supervisor, Christine Isca.

On-site Internet and computer access is available to each student. The program's computer can be reserved by speaking with the Village Ambulance Service Training Division Supervisor, Christine Isca.

USE OF TAPE RECORDERS/LAPTOP COMPUTERS

Tape recording of lectures and laptop computer use is permitted in the classroom. Any student using any type of recording device, including phones with picture taking capabilities, must notify the instructor. The instructor has the right to revoke permission at any time.

Requirements about the use of tape recorders include:

- Their use must not disrupt the class or other students.
- They must be battery powered since electrical outlets are limited in classrooms.
- They are not to be used as a substitute for note-taking and class participation.
- You should not expect the instructor to start/stop your recorder for you, change your tapes or interrupt their lecture.

ATTENDANCE/CLASS TIMES

All students shall sign in and sign out (initial) his/her name only on the attendance roster at the beginning and at the end of each class.

Massachusetts, US DOT, and Program guidelines **REQUIRE** 100% attendance at all sessions in order to be eligible to take a Massachusetts recognized EMT-Basic or Intermediate certification examination.

Weekend classes will be scheduled, so please make a note of these classes as all classes are considered mandatory.

Tardiness is considered unprofessional and unacceptable. Therefore, if you are tardy for a class you are considered absent for that particular class.

If you have to miss a session, it is expected that you will notify the Program Director prior to the class commencement time.

LECTURES

Village Ambulance Service EMS Training Programs reserves the right to substitute any speakers or lecture topics as needed. Additional requirements may be imposed by external certification or regulatory agencies.

LABORATORY EXPERIENCES

The laboratory experiences are an integral part of the total learning experience during your training program. Lab sessions will have the students involved with hands-on practice of learned skills with experienced instructors and their fellow students. Students shall be responsible to bring with them a working wrist watch as this piece of equipment is an essential piece of your work uniform once you pass your certification exam and begin working as a Massachusetts EMT.

During many of these laboratory experiences, the students will utilize objects/materials that will require the attention of the staff and students. Therefore, no horseplay or fooling around will be tolerated.

Laboratory experiences allow students to integrate cognitive learning styles with psychomotor skills to become more comfortable with the total learning experience. Laboratory sessions require that all students pay full attention and be prompt in circulating through all stations.

HOMEWORK ASSIGNMENTS

Read all assigned chapters in the text prior to class. Occasionally, students will be issued homework assignments in addition to the ones listed in the syllabus. The student will be responsible for completing both scheduled and assigned homework, unless instructed differently by the Program Director.

GRADING

A minimum grade point average of 70% is required at the half-way point of the program to continue. A minimum passing grade of 70% is required at the end of the program in order to be eligible to sit for the Massachusetts practical examination. A passing grade must also be maintained on the practical skills portion of the course.

5 Written Examinations – 50%
Practical Skills Fulfillment – 30%
Final Exam – 20%

GRADING SCALE

Grade	Points Value	Significance
A	90-100	Excellent
B	80-89	Good
C	70-79	Satisfactory
D	60-69	Unsatisfactory
F	59 and below	Failure
I		Incomplete
WS		Withdrawal Satisfactorily
WU		Withdrawal Unsatisfactorily

TUTORING

Tutors may be available upon request. Please contact your Program Director or Clinical or Field Coordinator for further information.

DRESS CODE

Throughout the program, students will need to display the utmost of professionalism. Therefore, students will need to look appropriate.

The program requires that all students are dressed neatly. Students are required to have proper hygiene (hair well kept, hair “tied back” if long, nails short, facial hair trimmed appropriately).

The training program staff has the right to inform the student of any deficiency and to notify them of the need to change/correct that deficiency. Failure to do so will result in disciplinary action. Dress code for clinical and field rotations can be found in the Clinical/Field Policies and Procedures Handbook.

The following **will not** be permitted during class or practical evaluations:

- Low cut shirts/blouses
- Torn or ripped clothing
- Shirts with inappropriate statements
- Short-shorts
- Flip-flops/Sandals
- Heavy jewelry
- Heavy perfume
- Inappropriate make-up
- Weapons of any kind (i.e., knives, firearms, mace)

In order to provide the best educational experience without interruptions to all students, the following **will not** be permitted during class or practical evaluations:

- Pagers
- Radios
- Cell phones

FOOD AND BEVERAGES

Beverages and food are allowed during class unless skills are being performed which may result in equipment damage if spillage take place.

ACADEMIC DISHONESTY

Causes for dismissal or for other disciplinary action from Village Ambulance Service EMS Training Programs or any of its affiliates:

- Cheating of any kind on an examination of any kind.
- Cheating on written assignments (i.e., plagiarism).
- Obtaining, or attempting to obtain, the answers to an examination or quiz without the permission of the instructor.
- Falsifying any document with regard to procedures performed or time scheduled.
- Attempting to persuade or influence another to commit or assist in committing any form of academic dishonesty.
- Providing false information of any kind on any application form or any type of form used by Village Ambulance Service EMS Training Programs or any of its affiliates.

CONDUCT UNBECOMING OF AN EMS STUDENT

Causes for dismissal or for other disciplinary action from Village Ambulance Service EMS Training Programs or any of its affiliates:

- Abuse of alcohol or other drugs. Consumption of alcohol or other drugs while in the classroom, field, or clinical setting.
- Having consumed alcohol or other drugs within twelve hours of the beginning of a classroom, field, or clinical experience.
- Harassment or discrimination of any person based on race, creed, color, sex, national origin, sexual orientation, religion, or disability.
- Any behavior which disrupts the classroom, field, or clinical setting.
- Use of language inappropriate to the classroom, field, or clinical setting

INCLEMENT WEATHER POLICY

In the event of inclement weather you may call the Program Director to find out if a class is delayed or cancelled.

An e-mail will be sent to every student in the event of a cancelled or delayed class within four (4) hours prior to the start of the class.

WITHDRAWAL POLICY

The Program Director reserves the right to have the student withdraw from the program if the student is not satisfactorily meeting the required objectives and/or competencies during the training program. Reasons for withdrawal may include, but are not limited to:

- Inability to fulfill course objectives and competencies
- Improper conduct in class, lab, clinical or field sessions
- Failure to maintain confidentiality (Clinical & Field Internships)
- Repeated violations of dress code

READMISSION TO A TRAINING PROGRAM

Students who have to withdraw from the program for health reasons or extenuating circumstances and who are in good academic, field, and clinical standing are eligible to reapply to the program the following class.

The faculty cannot guarantee readmission for all students but will make every effort to assist students in the meeting their educational goals. Readmission must be requested by sending a letter of intent to the Program Director three months prior to the start of the next class.

The tuition fee, set at the time of a student's request for readmission, must be paid in full prior to the start of the program.

EVALUATIONS

At the conclusion of each training program, the Program Director will dispense to each student a course evaluation. This evaluation will allow each student to give back constructive feedback on how they feel their program is going. Each student is required to return this evaluation back to the Program Director on the last night of class.

At the conclusion of each clinical rotation, the Clinical Coordinator will dispense, to hospital faculty, a student evaluation. This evaluation will allow hospital faculty to give back constructive feedback on how the student performed in the clinical setting.

At the conclusion of each field internship rotation, the Field Coordinator will dispense, to the affiliated ambulance/fire service, a student evaluation. This evaluation will allow ambulance/fire service faculty to give back constructive feedback on how the student performed in the field setting.

VACCINATIONS

For admission into any advanced training program, **ALL** students are required to have complete up-to-date immunizations and vaccinations. These include:

- MMR
- PPD
- Tetnus
- Varicella
- Negative TB (you must have received the first inoculation of the Hepatitis B Vaccine)

BREAKS

Breaks will be given periodically during lecture and laboratory classes.

Please try to avoid leaving the classroom at times other than these breaks. Students wandering in and out of classes are very disruptive to others. Class will resume promptly at the time indicated by the instructor. He/she will not wait for those of you who are returning late! Any student returning late from a break may be prevented from rejoining the class and be required to make up the missed portion.

CRIMINAL HISTORY

If an examination candidate has ever been convicted (conviction includes a guilty plea or admission to sufficient facts) of a felony or misdemeanor in the United States or any country or foreign jurisdiction other than a minor traffic violation*, for which a fine of less than \$1000.00 was assessed, he/she must provide documentation that fully describes the offense, copies of relevant court documents or administrative proceedings, dispositions and current status.

*The following traffic violations are not minor and **MUST** be reported:

- Conviction for driving under the influence
- Reckless driving
- Driving to endanger
- Motor vehicle homicide
-

If a candidate checks "yes" to question 7 of the OEMS EMT examination application and does not provide court documents, his/her exam will not be

processed. It will be returned. It is not sufficient for a candidate to simply write a note. **COURT RECORDS MUST BE PROVIDED.**

If a student checks “yes” to either question 8 or 9, they must provide a written explanation.

False, inaccurate or omitted statements or documents are grounds for denial, revocation or suspension of certification.

CORI CHECK

For admission into any Village Ambulance Service EMS training program, each student must complete a criminal record check and include it with their program application.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated by Village Ambulance Service EMS Training Programs or any of its affiliates. Such behavior has the potential of threatening an individual’s academic performance, economic livelihood, career advancement, psychological and overall well-being and the very fabric of our community.

Sexual harassment is a form of discrimination in violation of Title VII of the Federal Civil Rights Act of 1964, Title IX of the 1972 Education Amendments and EMS Training Programs’ Policy.

According to Federal Equal Opportunity Commission Guidelines, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a condition of the individual’s employment or academic work.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonable interference with an individual’s performance or creating an intimidating, hostile, or offensive working, academic, or living environment.

Village Ambulance Service EMS Training Programs and any of its affiliates will not tolerate such behavior. **Immediately contact the Program Director if you feel you have been sexually harassed.**

HARASSMENT/DISCRIMINATION

Harassment is defined as verbal or physical conduct interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or education environment.

Village Ambulance Service EMS Training Programs and any of its affiliates strictly **PROHIBITS** harassment and discrimination of any kind based on race, color, gender, sexual orientation, national origin, religion, age, or non-disqualifying disability.

Harassment includes slurs and verbal or physical conduct related to a person's race, color, age, gender, sexual orientation, disability, religion, or national origin.

Village Ambulance Service EMS Training Programs and any of its affiliates do not discriminate in its admissions or employment policies and practices on the basis of race, sex, sexual orientation, age, color, religion, national origin, disability, or status as a veteran.

Village Ambulance Service EMS Training Programs and any of its affiliates are committed to fostering multicultural diversity in its faculty, staff, and students. When acts of discrimination or exclusion are discovered, affirmative steps will be taken by the Program Director.

Persons found in violation of this policy will be subject to disciplinary action up to and including dismissal.

Examples of harassment may include comments which are made with the intent or which have the result of inflicting emotional distress upon another person.

Statements or actions about race, gender, religion, disability, or sexual preference which are directed specifically toward another person with the purpose of creating or resulting in a hostile environment will be dealt with under this policy.

APPEAL UPON DISMISSAL

- The student must submit a written request stating the reason for appeal to the Program Director.
- The appeal should include any extenuating circumstances, along with any supporting letters or documents which contain information relevant to the appeal. The appeal should be specific enough so that the Medical Director and/or Program Director will have a clear understanding of the student's reason for the request.

- The Medical Director will meet with the Program Director and a faculty member of the student's choice (the "Appeals Committee") to review the appeal.
- The Appeals Committee may request a hearing with the student.
- The Appeals Committee will deliberate in private to make decision.
- The Appeals Committee will notify the student in writing of the final decision.

COURSE RECORDS

It is the policy of Village Ambulance Service EMS Training Programs to keep all issues concerning student records confidential. However, records may be made available for inspection by authorized persons or authorities.

The student file will include, but is not limited to:

- Course Application
- Release of Information Form (when applicable)
- Student Withdrawal Form (when applicable)
- Signed form attesting receipt of Policy and Procedure Handbook
- Applicable Transcripts
- Student grades
- Clinical and Field Forms
- Clinical and Field attendance documentation
- Clinical and field grades
- Preceptor evaluation documentation
- Remediation documents (when applicable)

Students may review their student files by contacting the Program Director.

Upon completion of the course, student files will be maintained in accordance with the Massachusetts Department of Public Health's OEMS Division requirements.

STATE CERTIFICATION, NATIONAL TESTING AND PASSING

By receiving a course completion certificate/letter it does not guarantee that the student will pass the Massachusetts written and/or practical EMT examination.

Village Ambulance Service EMS Training Programs is not liable if a student does not pass the Massachusetts written and/or practical EMT examination. The state testing fee is non-refundable.

EXAM ELIGIBILITY – BASIC AND ADVANCED EMT

ELIGIBLE CANDIDATES

The examination is administered to individuals who have successfully completed an EMT-Basic, EMT-Intermediate, or EMT-Paramedic training program at a Department-accredited training institution; to others who meet DPH/OEMS criteria for equivalent training and are applying to take the examination to obtain Massachusetts certification; to those who wish to take the examination based on other Massachusetts licensure such as Registered Nurse, Physician or Physician Assistant; and to individuals whose Massachusetts EMT certification has lapsed and who meet certain refresher/retraining requirements for reinstatement through examination.

FEES

There is a fee, **payable by the student**, to the Commonwealth for EMT certification, and if the Commonwealth has directly administered any testing or retesting, for testing as well.

There is a fee schedule for any tests administered by the Department at 105 CMR 170.910(B). The certification fee of \$150.00, and any fee for a test that the Commonwealth is directly administering must be submitted at the time of application, in the form of a check made payable to the Commonwealth of Massachusetts.

PREREQUISITE OF EMT CERTIFICATION FOR ALS-LEVEL EMT CANDIDATES

EMT-Intermediate and EMT-Paramedic candidates must include their current Massachusetts EMT number on their examination application. Candidates who are not Massachusetts certified EMTs must submit a copy of their current out-of-state EMT certification. The certification must be verified, in writing, before a candidate can be scheduled to take the examination.

DEADLINES

A. EMT-Basic Candidates

1. An EMT-Basic candidate has a maximum of one year from the official course end date to successfully complete the practical examination. Please note that the official course end date for EMT-Basic program is the last day of the course as listed on the registration of EMT Course form, unless amended in writing by the Instructor/Coordinator prior to the end of the course. A candidate has a maximum of three attempts within this one-year period to pass the practical examination.

2. An EMT-Basic candidate must successfully complete the written examination within a maximum of six months of passing their practical examination. A candidate has a maximum of three attempts within this six-month period to pass the written examination.

B. EMT-Intermediates and EMT-Paramedic Candidates

1. EMT-Intermediate and EMT-Paramedic candidates may take the practical examination after successful completion of the didactic and lab portions of the program. For those who do not do so, and instead take the practical examination after completion of all requirements for the course, the same deadlines as under “EMT-Basic Candidates,” above, apply. Please note that the official course end date for an EMT-Intermediate or EMT-Paramedic program is the last day of the student’s field internship.
2. For those EMT-Intermediate and EMT-Paramedic candidates who take the practical examination after successful completion of the didactic and lab portions of the program, the following deadlines apply:
 - a. The candidate cannot begin the clinical and field internship portions of the program until they pass the practical examination.
 - b. The candidate will have 18 months from the completion date of the didactic and lab portions of the program to pass the practical examination. A candidate has a maximum of three attempts within this one-year period to pass the practical examination.
 - c. The practical examination will remain valid for one year from the date of the candidate’s initial practical examination.
 - d. The EMT-Intermediate or EMT-Paramedic candidate must complete both clinical and field internships within 18 months of the official end date of the didactic portion of the EMT-Intermediate or EMT-Paramedic training program.
 - e. An EMT-Intermediate or EMT-Paramedic candidate who takes the practical examination after completing the didactic and lab portion of the program, passes the practical examination, and successfully completes the clinical and field internship portions of the program, must successfully complete the written examination within six months of the date the candidate completed the field internship portion of the program. A candidate has a maximum of three attempts within this six month period to pass the written examination.

C. All Candidates

1. Failure to Successfully Complete Examinations on Time
 - a. If a candidate has not successfully completed the practical and written examinations within his or her time and attempts limits, the candidate will need to successfully complete another Department approved EMT-Basic, EMT-Intermediate or EMT-Paramedic training program in order to take the Massachusetts certification examination.
 - b. The Massachusetts Office of Emergency Medical Services does not grant extensions.

D. Candidates Mobilized for Active Military Duty after Submission of Approved Application for EMT Examination

1. Candidates who successfully completed their EMT training and submitted an approved application to OEMS for examination prior to being mobilized for active military duty as members of a reserve or national guard component of the armed forces, and whose active duty status caused the candidate to miss the deadline for passing the practical examination, as described above, should contact OEMS upon their discharge from active duty. Such candidates may be eligible for a waiver of the deadline described above. OEMS strongly recommends that candidates for whom a waiver of the deadline is issued take a refresher-training course at the appropriate level of practice prior to taking the practical examination.

WRITTEN EXAMINATION APPOINTMENTS

BASIC

Shortly after passing the practical examination, you will receive a postcard from PSI, Inc. authorizing you to take the written exam. Upon receipt of this postcard, candidates may contact PSI directly to schedule their written exam. The program tuition or practical certification fee does not include the cost of the written examination. There is a separate fee for the written examination that the candidate will pay directly to the examination vendor.

INTERMEDIATE

An EMT-Intermediate candidate who takes the practical examination after completing the didactic and lab, clinical and field internship portions of the program, and passes the practical examination, will receive a postcard from PSI, Inc. authorizing you to take the written exam. Upon receipt of this postcard, candidates may contact PSI directly to schedule his/her written exam. The

certification fee does not include the cost of the written examination. There is a separate fee for the written examination that the candidate will pay directly to the examination vendor.

If a candidate has completed the didactic and lab portions of the program, they will receive notification from their training institution that they have passed the practical examination. When the candidate completes the clinical and field internship portions of the program, the training institution must file a Documentation of Successful Completion of OEMS Accredited Training Institution EMT Intermediate Program form for the candidate. If all requirements and deadlines have been met, the candidate will receive a postcard from PSI, Inc. authorizing him/her to take the written exam. Upon receipt of this postcard, candidates may contact PSI directly to schedule their written exam. The certification fee does not include the cost of the written examination. There is a separate fee for the written examination that the candidate will pay directly to the examination vendor. The fee is \$55.00.

To learn more important information about the written examination process and recertification, please visit PSI at www.psonline.com to download the Candidate Handbook.

EXAMINATION RESULTS

PRACTICAL

The Chief Examiner and Examiners are not allowed to provide examination results. Results will be mailed to you as soon as they are available. DO NOT CALL OEMS TO INQUIRE WHETHER THE RESULTS HAVE BEEN SENT OUT. EXAM RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE UNDER ANY CIRCUMSTANCES. IF YOU PASS THE PRACTICAL EXAM YOU WILL RECEIVE A POSTCARD FROM PSI, THE WRITTEN EXAM VENDOR, WITH INSTRUCTIONS FOR SCHEDULING YOUR WRITTEN EXAMINATION.

WRITTEN

For all levels, candidates will receive the results of their written examination prior to leaving the testing center.

PROGRAM DISCLAIMER

Village Ambulance Service EMS Training Programs reserves the right to alter information including requirements and fees, and to cancel at any time, a program, a program option, change the location and/or time in which a program or course is offered, or change the program curriculum as necessary to meet current competencies set forth by the Massachusetts Department of Public Health's Office of Emergency Medical Services, or withdraw an offer of admission both prior to and after its acceptance by an applicant or student

because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the Program exercises such a right, the Program's sole liability will be the return of monies paid by the applicant or student to the Program.

STUDENT ACKNOWLEDGEMENT FORM

Village Ambulance Service EMS Training Programs complies with all state and federal laws, rules, regulations, etc. concerning non-discrimination in regard to recruiting, selection, and treatment of students and staff.

By signing below I attest that I have read and understand the **EMS Training Programs Policy and Procedure Handbook, including the Program Disclaimer.**

Student Name (please print clearly)

Date

Student Signature

Date

Spring 2012 EMT-Basic Program