

Maine EMS Exam Administration Manual Effective – May 9, 2016

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Maine EMS Exam Administration Manual

I. Definitions

1. *Board* means the Maine Board of Emergency Medical Services.
2. *Cognitive Examination Component* means the Maine EMS -approved *National Registry of EMTs (NREMT)* Computer Based Tests (CBTs) for Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT) and Paramedic.
3. *Course Completion* means the successful completion by a candidate of all required didactic, lab, clinical and field internship requirements of a Maine EMS course-leading-to-licensure.
4. *Maine Emergency Medical Services or Maine EMS* mean the Board, the emergency medical services director and staff within the Maine Department of Public Safety responsible for carrying out the responsibilities of 32 M.R.S.A. § 81 *et seq* and the Maine EMS Rules
5. *NREMT Representative* means a person authorized by the NREMT to conduct psychomotor examinations on its behalf.
6. *Practical Skills Evaluation (PSE)* means the Board approved *NREMT* psychomotor examinations at the EMR, EMT, AEMT and Paramedic levels.
7. *PSE Administrator* means a person authorized by Maine EMS to conduct PSEs.
8. *Psychomotor Examination Component* means the Maine EMS-approved Practical Skills Evaluation (PSE) at the Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician and Paramedic levels.
9. *State Licensing Examination* means a Maine Board of EMS-approved licensing examination consisting of cognitive and psychomotor examination components.
10. *Training Center* means a Maine EMS-authorized Training Center as defined in Chapter 2 of the Maine EMS System Rules

II. Introduction

1. As part of its public safety mission, the Maine Board of Emergency Medical Services requires that a person seeking a license as an emergency medical services provider to successfully complete an evaluation of practical skills in accordance with 32M.R.S.A. Chapter 2-B and the Maine EMS Rules.
2. The information contained in this manual sets forth the Maine EMS standards for conducting the psychomotor and cognitive components of State Licensing examinations at the Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT) and Paramedic levels.
3. To fulfill State Licensing Examination requirements., Maine EMS uses a combination of Maine EMS Practical Skills Evaluations (PSEs) at the EMR and EMT levels, the National Registry of Emergency Medical Technicians (NREMT) psychomotor tests for AEMT and Paramedic and NREMT cognitive examinations at all levels.,

III. Examination Approval

State licensing examinations leading to Maine EMS licensure must be approved by Maine EMS.

IV. Examination Sites

Examination sites for a Maine EMS PSE shall meet the facilities recommendations contained within the NREMT Exam Users Guides and Exam Coordinators' manuals.

V. Practical Skills Evaluation (PSE) Administrators

1. Maine EMS will:
 - A. Designate, authorize and maintain a pool of PSE Administrators as needed to conduct psychomotor examinations within the State.
 - B. Publish a list of PSE Administrators for use by Authorized Training Centers
2. PSE Administrators:
 - A. Are responsible for ensuring the honesty, promptness, fairness and security of PSEs;
 - B. Must be currently trained and licensed at or above the level of the PSE to be conducted, unless an exception has been granted by the Board;
 - C. Must be trained and authorized by the NREMT in order to conduct psychomotor exams at the AEMT and Paramedic levels.
3. Except in a case when a training center contracts directly with an NREMT Representative, PSE Administrators will be compensated by Maine EMS at a rate set by Maine EMS and as published in *Appendix A*.

VI. Practical Skills Evaluations (PSEs)

1. Practical Skills Evaluations:
 - A. Are scheduled by the Training Center with Maine EMS at the Emergency Medical Responder and EMT levels, and with NREMT at the AEMT and Paramedic levels.
 - B. Should be scheduled to closely follow the conclusion of the didactic and lab portions of the course.
 - C. Must be scheduled in advance, to allow planning time for coordination with the course Instructor Coordinator; notification of candidates and examiners; and for possible consolidation
2. A PSE cannot be commenced or conducted unless a PSE Administrator is present to oversee the PSE.
3. A PSE Administrator is authorized to cancel a PSE for reasons including, but not limited to:
 - A. Insufficient facilities
 - B. Insufficient number of examiners to complete the PSE within a three hour time period
 - C. Insufficient or inoperable equipment or supplies
4. Maine EMS authorized Training Centers must:
 - A. Provide end-course Practical Skills Evaluations (PSEs) in accordance with NREMT Psychomotor Examination Users Guides/Exam Coordinator's Manuals as modified, approved and published by Maine EMS, and in accordance with any other standards and requirements as approved and published by Maine EMS.
 - B. Contact a Maine EMS approved State Evaluator in order to schedule a PSE;

- C. Notify Maine EMS and NREMT (as applicable) - in a manner prescribed by Maine EMS and the NREMT - about the PSE;
 - D. Submit the requisite evaluation fee to Maine EMS;
 - E. Provide the requisite facilities, personnel, equipment and paperwork needed to conduct the PSE;
 - F. Schedule practical test assistants and programmed patients for the PSE. Experience has shown that a one-to-one ratio of examiners/programmed patients to candidates is needed to complete a PSE in a timely manner. Training Centers will ensure that adequate numbers of examiners and programmed patients are scheduled in order to ensure that psychomotor exams are completed in a timely manner;
 - G. Reimburse practical test assistants and programmed patients at a mutually agreed-upon rate;
 - H. Provide a rotation board/system and exam assistant to keep the flow of candidates rotating through the stations moving smoothly;
 - I. Ensure that the course's physician medical director, or other physician designated by the physician medical director is present at the exam or available by phone during the exam;
 - J. Ensure that equipment and examiner paperwork packets are available and that practical skill stations are set up prior to the start of the exam in order to allow examiners and programmed patients time to familiarize themselves with the equipment, paperwork and scenarios (if applicable);
 - K. Plan, coordinate and assist the PSE Administrator in delivery of the PSE; and,
 - L. Ensure the confidentiality of random skill station designations prior to the date and time of an EMR or EMT PSE.
5. Practical Skills Evaluation candidates:
- A. Must complete all didactic and in-class/lab psychomotor training requirements of a Maine EMS-approved course-leading-to-licensure in order to be eligible to participate in a PSE;
 - B. Must be qualified to by education and training at the PSE level for which the candidate is registering;
 - C. Must register for exams prior to the examination date. Walk-in requests will not be honored; and,
 - D. May be required to show proof of exam registration and proof of identity (if requested) by the PSE Administrator.
6. A Candidate seeking PSE registration based upon training received outside of the Maine EMS system (e.g. out of state; out of country; or military) must receive a letter of authorization from the Maine EMS office. Maine EMS will copy the candidate's authorization letter to the Training Center at which the candidate will test.
7. A candidate for the psychomotor component of a State licensing examination shall be subject to the NREMT psychomotor testing attempts schedule and associated remedial, refresher and original course requirements.
- A. *Appendix B* - contains the NREMT psychomotor testing attempts schedule for Emergency Medical Responder;
 - B. *Appendix C* contains the NREMT psychomotor testing attempts schedule for Emergency Medical Technician;

- C. *Appendix D* contains the NREMT psychomotor testing attempts schedule for the AEMT level;
 - D. *Appendix E* contains NREMT psychomotor testing attempts schedule for the Paramedic level.
8. Candidates subject to remedial training required for failed attempts at the psychomotor component of a State licensing examination must complete remedial training in accordance with the requirements of *Appendix G*.
9. PSE Examiners
- A. When possible, a certified CPR instructor should examine at the CPR station.
 - B. An examiner may test at a skills station those skills that are at the examiner's certification/licensure level or below.
 - C. Except in extraordinary circumstances, subject to the approval of the PSE Administrator, an examiner shall not test candidates to whom they are related; who are affiliated with the examiner's service; or who were trained in a program in which the examiner participated in teaching the skill being evaluated.
 - D. The Training Center and course Instructor Coordinator are responsible for obtaining PSE examiners and programmed patients. Examiner commitment to attend the PSE must be confirmed by the Training Center and /or the course's Instructor Coordinator.
 - E. PSE Examiners must maintain the confidentiality of random skill station designations of an EMR or EMT PSE.
10. Special Circumstances or Problems
- A. The PSE Administrator does not test or re-test candidates. The PSE Administrator's responsibility is to ensure that the PSE is conducted in accordance with Maine EMS and NREMT standards and serve as a point of appeal in the event that a dispute arises from a candidate's performance.
 - B. If problems arise during the planning, coordination or delivery of the PSE, the problems must be referred to the PSE Administrator, who will work with the Training Center/ Instructor Coordinator in order to resolve them.
 - C. Disputes or situations arising from a candidate's association with an examiner or programmed patient (through service affiliation, relative, etc.) must be resolved by the PSE Administrator. If such a dispute or situation occurs, a different examiner must be used in order to avoid any potential conflict of interest.
 - D. If during the PSE a question or problem should arise that the PSE Administrator is unable to adequately address, the PSE Administrator must contact a Maine EMS or NREMT staff member (as appropriate). If the situation cannot be resolved at the PSE, it must be brought to the attention of Maine EMS or NREMT on the next business day.
11. Post PSE
- Training Centers/Instructor Coordinators and PSE administrators will ensure that all exam paperwork is completed prior to departure from the examination site.
12. PSE Skill Sheets
- A Maine-EMS-authorized Training Center may request and receive from Maine EMS, Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT) candidate skill sheets of candidates who completed the Training Center's course that created the candidate's eligibility to sit for the practical skills evaluation, subject to the following limitations:

- A. Skill sheet reviews are for system improvement only. Skill sheets will not be used by a training center for individual student review or exam results challenge. (Students have the opportunity to file a complaint about the exam, on the day of the exam. They are informed that they have the opportunity to file a complaint about the testing process prior to receiving their pass/fail status).
- B. Training Centers must request sheets on a test-by-test basis; sheets will not be routinely provided to Training Centers.

VII. Cognitive Examinations

1. Maine EMS uses the National Registry of (NREMT) Computer Based Test (CBT) to fulfill cognitive component requirements of the state licensing exam at the EMR, EMT, AEMT and Paramedic levels.
2. A candidate for the cognitive component of the State licensing examination:
 - A. Must be issued a course completion certificate by a Maine EMS Training Center or Maine EMS prior to the candidate being authorized by the Training Center or Maine EMS to sit for the cognitive examination component of the State licensing examination.
 - B. Shall be subject to the NREMT cognitive and testing attempts schedule and associated remedial, refresher and original course requirements as set forth in Appendix F.
3. A candidate who:
 - A. Is 18 years of age; and,
 - B. Has completed a Maine EMS-approved course - or course judged by Maine EMS to be equivalent - at the Emergency Medical Responder, EMT, AEMT or Paramedic level within the previous two yearsIs eligible to sit for the NREMT CBT.
4. A person who is not eligible under the requirements of subsection 3 above, may be eligible to sit for the NREMT (cognitive) Assessment Exam provided that the person is at least sixteen years of age if seeking examination at the EMR or EMT level, or at least 18 years of age for AEMT or Paramedic levels, and has completed a Maine EMS-approved course leading to licensure within the previous three years. Maine EMS is the approving authority for all assessment exams; questions regarding a candidate's eligibility for assessment examination should be referred to Maine EMS.
5. Pearson Vue Testing Centers and their affiliate testing centers administer the CBT and NREMT assessment exams on behalf of the NREMT and Maine EMS. Centers in Maine that Administer the NREMT CBT and assessment exams are listed in *Appendix I*:
6. Training Centers are responsible for:
 - A. Instructing their students about how to establish an online account with NREMT and making (online) application to sit for the CBT.
 - B. Verifying to NREMT that a candidate has completed a Maine EMS course-leading to licensure and the psychomotor component of the state licensing examination for candidates at the EMR and EMT levels. Once verified, the candidate will be notified by NREMT of (cognitive) testing eligibility and scheduling.
 - C. Information concerning the NREMT CBT may be obtained by visiting the NREMT website at http://www.NREMT.org/Content/NREMT_Home.NREMT

VIII. Examination Accommodation

Examination accommodations for a documented disability are determined by the NREMT on behalf of Maine EMS. Candidates requesting exam accommodations must contact NREMT for more information.

IX. Safety

1. No weapons of any type are allowed at the site of a State Licensing Examination. This restriction must be clearly communicated to the exam candidate at the time of registration.
2. A PSE Administrator or Exam Proctor has the authority to dismiss a candidate from an exam if the Exam Administrator or Exam Proctor determines that the candidate has a weapon in his or her possession and the candidate refuses to remove the weapon from the exam site.

X. Confidentiality of Candidate Performance Information

Except as provided for in section VI.12, an individual candidate's performance is confidential, except that such information must be made available to Maine EMS or its designees upon request.

Maine EMS Board Approval – January 6, 2010;

Updated on 04/16/10 – Appendix references inserted

Updated on 10-27-11 – Amended re-test provisions per MEMS Board action on 10-5-11

Updated on 12-05-11 – Amended §VI.4.B & 5.A per MEMS Board action on 12-7

Updated on 04-29-13 – Amended per Maine EMS Rules changes that became effective on May 1, 2013.

Updated on 05-09-16 – Amended manual consistent with transition to randomized sample testing at the EMR and EMT levels – 05-09-2016

Appendix A – Reimbursement Rates for PSE Administrators (All Exam Levels)

1. Administration – Onsite – \$25.00/hr
2. Mileage – To and From PSE Site – \$0.44/mile
3. Travel Time – Based upon to/from mileage – \$0.375/mile
4. Lodging (when required) – Maine State Lodging Allowance
5. Meals and Incidental Expenses – Maine State Meal and Incidental Expense Rates

Appendix B –NREMT Psychomotor Attempts - Emergency Medical Responder

<p>First Full Attempt (Practical Skill Evaluation [PSE] Take #1A): Test four (4) skills</p>		
<p>Pass: Pass all four (4) skills Passed practical results remain valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met.</p>		
<p>Retest: Fail two (2) or less skills: Candidate is eligible for up to two (2) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other NREMT/Maine EMS requirements are met.</p>	<p>First Retest from First Full Attempt (Practical Take #1R1) Test the two (2) or less skills failed on Take #1A: -Pass - valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Retest: _____</p>	<p>Second Retest from First Full Attempt (Practical Take # 1R2) Test the skills failed on Take #1R1: Pass - valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Fail: _____</p>
	<p>Fail: Fail three (3) or more skills or fail any skill on a second retest attempt from take #1R2: Candidate must submit official documentation of remedial education in accordance with Appendix G of the <i>Maine EMS Exam Administration Manual</i> before attempting the entire psychomotor examination (all four [4] skills) on the next full attempt of the psychomotor examination provided all other NREMT/Maine EMS requirements are met.</p>	
<p>↓</p>		
<p>Second Full Attempt (Practical Skill Evaluation [PSE] Take #2A): Test four (4) skills</p>		
<p>Pass: Pass all four (4) skills: Passed practical results remain valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met.</p>		
<p>Retest: Fail two (2) or less skills: Candidate is eligible for up to two (2) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other NREMT/Maine EMS requirements.</p>	<p>First Retest from Second Full Attempt (Practical Take #2R1) Test the two (2) or less skills failed on Take #2A: --Pass - valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Retest: _____</p>	<p>Second Retest from Second Full Attempt (Practical Take # 1R2) Test the skills failed on Take #1R1: -Pass valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Fail: _____</p>
	<p>Fail: Fail three (3) or more skills or fail any skill on a second retest attempt from take #2R2: Candidate must complete a new Maine-EMS-approved Emergency Medical Responder Course</p>	

Appendix C – NREMT Psychomotor Attempts - EMT

<p>First Full Attempt (Practical Skill Evaluation [PSE] Take #1A): Test four (4) skills</p>		
<p>Pass: Pass all four (4) skills Passed practical results remain valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met.</p>		
<p>Retest: Fail two (2) or less skills: Candidate is eligible for up to two (2) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other NREMT/Maine EMS requirements are met.</p>	<p>First Retest from First Full Attempt (Practical Take #1R1) Test the two (2) or less skills failed on Take #1A: -Pass - valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Retest: _____</p>	<p>Second Retest from First Full Attempt (Practical Take # 1R2) Test the skills failed on Take #1R1: Pass - valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Fail: _____</p>
	<p>Fail: Fail three (3) or more skills or fail any skill on a second retest attempt from take #1R2: Candidate must submit official documentation of remedial education in accordance with Appendix G of the <i>Maine EMS Exam Administration Manual</i> before attempting the entire psychomotor examination (all four [4] skills) on the next full attempt of the psychomotor examination provided all other NREMT/Maine EMS requirements are met.</p>	
<p>↓</p>		
<p>Second Full Attempt (Practical Skill Evaluation [PSE] Take #2A): Test four (4) skills</p>		
<p>Pass: Pass all four (4) skills: Passed practical results remain valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met.</p>		
<p>Retest: Fail two (2) or less skills: Candidate is eligible for up to two (2) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other NREMT/Maine EMS requirements.</p>	<p>First Retest from Second Full Attempt (Practical Take #2R1) Test the two (2) or less skills failed on Take #2A: --Pass - valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Retest: _____</p>	<p>Second Retest from Second Full Attempt (Practical Take # 1R2) Test the skills failed on Take #1R1: -Pass valid for NREMT certification from test date for up to twelve months or thirty-six (36) months from course completion for a Maine license, provided all other NREMT/Maine EMS requirements are met. Fail: _____</p>
	<p>Fail: Fail three (3) or more skills or fail any skill on a second retest attempt from take #2R2: Candidate must complete a new Maine-EMS-approved Emergency Medical Technician Course</p>	

Appendix D – NREMT Psychomotor Attempts - AEMT

**ADVANCED EMERGENCY MEDICAL TECHNICIAN (NRAEMT)
PSYCHOMOTOR TESTING ATTEMPTS**

FIRST FULL ATTEMPT (PSYCHOMOTOR TAKE # 1A): Test ten (10) skills		
Pass: Pass all ten (10) skills: Passed practical results remain valid for up to twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.		
Retest: Fail four (4) or less skills: Candidate is eligible for up to two (2) retest attempts of the four (4) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.	First Retest from First Full Attempt (Practical Take #1R1)	Second Retest from First Full Attempt (Practical Take #1R2)
	Test the four (4) or less skills failed on Take #1A: -Pass (valid for up to 12 months) -Retest	Test the skill(s) failed on Take #1R1: -Pass (valid for up to 12 months) -Fail
Fail: Fail five (5) or more skills or fail any skill on a second retest attempt from Take #1R2: ← Candidate must submit official documentation of remedial education before attempting the entire psychomotor examination (all ten [10] skills) on the next full attempt of the psychomotor examination, provided all other "Entry Requirements" of the NREMT are met.		



SECOND FULL ATTEMPT (PSYCHOMOTOR TAKE # 2A): Test ten (10) skills		
Pass: Pass all ten (10) skills: Passed practical results remain valid for up to twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.		
Retest: Fail four (4) or less skills: Candidate is eligible for up to two (2) retest attempts of the four (4) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.	First Retest from Second Full Attempt (Practical Take #2R1)	Second Retest from Second Full Attempt (Practical Take #2R2)
	Test the four (4) or less skills failed on Take #2A: -Pass (valid for up to 12 months) -Retest	Test the skill(s) failed on Take #2R1: -Pass (valid for up to 12 months) -Fail
Fail: Fail five (5) or more skills or fail any skill on a second retest attempt from Take #2R2: ← Candidate must complete a new, state-approved Advanced Emergency Medical Technician Training Program.		

Appendix E – NREMT Psychomotor Attempts -Paramedic

NREMT-PARAMEDIC PSYCHOMOTOR TESTING ATTEMPTS

FIRST FULL ATTEMPT (PSYCHOMOTOR TAKE # 1A): Test twelve (12) skills Pass: <i>Pass all twelve (12) skills:</i> Passed practical results remain valid for up to twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.		
Retest: Fail five (5) or less skills: Candidate is eligible for up to two (2) retest attempts of the five (5) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.	First Retest from First Full Attempt (Practical Take #1R1) Test the five (5) or less skills failed on Take #1A: -Pass (valid for up to 12 months) -Retest	Second Retest from First Full Attempt (Practical Take #1R2) Test the skill(s) failed on Take #1R1: -Pass (valid for up to 12 months) -Fail
	Fail: Fail six (6) or more skills or fail any skill on a second retest attempt from Take #1R2: Candidate must submit official documentation of remedial education before attempting the entire psychomotor examination (all twelve [12] skills) on the next full attempt of the psychomotor examination, provided all other "Entry Requirements" of the NREMT are met.	



SECOND FULL ATTEMPT (PSYCHOMOTOR TAKE # 2A): Test twelve (12) skills Pass: <i>Pass all twelve (12) skills:</i> Passed practical results remain valid for up to twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.		
Retest: Fail five (5) or less skills: Candidate is eligible for up to two (2) retest attempts of the five (5) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.	First Retest from Second Full Attempt (Practical Take #2R1) Test the five (5) or less skills failed on Take #2A: -Pass (valid for up to 12 months) -Retest	Second Retest from Second Full Attempt (Practical Take #2R2) Test the skill(s) failed on Take #2R1: -Pass (valid for up to 12 months) -Fail
	Fail: Fail six (6) or more skills or fail any skill on a second retest attempt from Take #2R2: Candidate must submit official documentation of remedial education before attempting the entire psychomotor examination (all twelve [12] skills) on the next full attempt of the psychomotor examination, provided all other "Entry Requirements" of the NREMT are met.	



THIRD FULL ATTEMPT (PSYCHOMOTOR TAKE # 3A): Test twelve (12) skills Pass: <i>Pass all twelve (12) skills:</i> Passed practical results remain valid for up to twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.		
Retest: Fail five (5) or less skills: Candidate is eligible for up to two (2) retest attempts of the five (5) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other "Entry Requirements" of the NREMT are met.	First Retest from Third Full Attempt (Practical Take #3R1) Test the five (5) or less skills failed on Take #3A: -Pass (valid for up to 12 months) -Retest	Second Retest from Third Full Attempt (Practical Take #3R2) Test the skill(s) failed on Take #3R1: -Pass (valid for up to 12 months) -Fail
	Fail: Fail six (6) or more skills or fail any skill on a second retest attempt from Take #3R2: Candidate must complete a new, state-approved EMT-Paramedic Training Program.	

Appendix F – NREMT Cognitive Examination Test and Re-Test Information

Candidates are given three opportunities to pass the cognitive examination provided all other requirements are met. If you are unsuccessful, you may apply to retest 15 days after your last examination.

After three attempts candidates must submit official documentation verifying completion of remedial training.

Certification Level	Hours of Remedial Training
Emergency Medical Responder	n/a - repeat education program
EMT	24 hours
AEMT	36 hours
Paramedic	48 hours

Remedial training is designed to provide further education to change the performance of the candidate taking subsequent examination attempts. It is suggested that this education be over areas within the test plan where the candidate has been identified on their result letters to be near or below the passing standard. Following remedial training the candidate is given three more attempts to pass the examination, provided all other requirements are met. Candidates who fail to pass after a total of six attempts are required to complete an entire state approved education program.

Appendix G – Remedial Education Standards for Psychomotor Exams

1. If a candidate's failure of the psychomotor component of a State Licensing Examination requires remedial training, the candidate must attend Maine EMS-approved remedial training prior to retesting the psychomotor exam component.
2. Remedial training of psychomotor skills must be completed through a Maine EMS authorized Training Center
3. To successfully complete remedial training, a candidate must prove competency in each of the practical skills stations for the level of exam for which the candidate will be re-testing.
4. The Training Center may organize the remedial training to best serve the needs of the candidate, but at a minimum each candidate must demonstrate proficiency in each of the skills on which they will or may be tested in the psychomotor examination component of the state licensing examination.
5. Upon the candidate's remedial training, the authorized representative of the training center will complete and sign the remedial training section(s) of the Maine EMS Test Authorization Form¹.
6. Remedial training costs are the responsibility of the candidate.

¹ Appendix G change – 5/23/14 – Paragraph 5 – change “Initial License Application” to “Test Authorization Form”
- DRW

Appendix H – EMR & EMT Practical Skills Evaluations – Transition to Randomized Skill Station Testing

I. Introduction

On April 6, 2016, the Maine EMS approved changes to the Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT) Practical Skills Evaluations. EMR and EMT PSEs fulfill the State's practical skills evaluation as set forth in Maine law and Rules. At its meeting, the Board voted to implement: the following four (4) station PSE models effective – as an option – for all PSEs conducted on or after May 1, 2016, and effective for all PSEs conducted on or after June 1, 2016.

The new PSE model represents a randomized sampling of the skills taught and evaluated in Maine EMS-courses-leading-to-licensure. A candidate's completion of a Maine-EMS-approved-course-leading-to-licensure and the "randomized sampling" PSE constitutes a "state approved psychomotor exam" required for NREMT certification.

II. PSE Stations - Emergency Medical Responder

1. Trauma Assessment
2. Medical Assessment
3. Cardiac Arrest Management/AED
4. Random Station:
 - a. Bag Valve Mask; or,
 - b. Oxygen Administration

III. PSE Stations - Emergency Medical Technician

1. Trauma Assessment
2. Medical Assessment
3. Random Station "A":
 - a. Bag Valve Mask; or,
 - b. Oxygen Admin; or,
 - c. Cardiac Arrest Management/AED; or,
 - d. Bleeding Control/Shock Management
4. Random Station "B":
 - a. Immobilization – Long Bone; or,
 - b. Immobilization – Joint; or,
 - c. Spinal Immobilization – Supine; or,
 - d. Spinal Immobilization - Seated

IV. Scheduling

1. The process and fees to schedule an EMR and/or EMT PSE remains the same under the “randomized” skill station model except that:
 - A. Upon scheduling notification of an upcoming EMR or EMT PSE by a Maine Training Center, Maine EMS will notify the PSE administrator of the one random station at the EMR level and the two random stations at the EMT level and provide randomized scenarios for the medical and trauma assessment stations..
 - B. The PSE administrator will notify the PSE’s Exam Coordinator no sooner than one business day prior to the PSE in order to facilitate equipment set-up and paperwork compilation. To the extent possible, Exam Coordinators and Training Centers will ensure the confidentiality of the random stations prior to the date and time of the PSE.

V. Process

1. Unless otherwise indicated in this document, or by modifications approved and published by Maine EMS, the PSE process will remain in accordance with the NREMT Exam Coordinator’s Manual.

VI. Re-tests

1. Under the new system, candidates at both the EMR and EMT levels may fail up to two (2) stations and be allowed to re-test the stations per current process. Under the old system EMR candidates could fail up to two (2) stations and EMT candidates could fail up to three (3) stations.
 - A. Legacy candidates who tested under the “old” system must complete the (identified) skills retest according to the legacy test requirements.
 - B. Candidates re-testing Attempt 2A and subsequent retests will test under the new system.

Appendix I – Cognitive Testing Centers in Maine

- A. Pearson Vue Testing Center – Westbrook, Maine
- B. Pearson Vue Testing Center - Bangor, Maine
- C. Pearson Vue Affiliated Testing Center – Kennebec Valley Community College - Fairfield, Maine
- D. Pearson Vue Affiliated Testing Center - Central Maine Community College, Auburn, Maine
- E. Pearson Vue Affiliated Testing Center - Northern Maine Community College, Presque Isle, Maine

Virtual Managed Solutions of Caribou Maine is no longer a Pearson Vue Affiliated Testing Center – effective September 13, 2013

Section VI.12 concerning release of EMR or EMT candidate skill sheets to Maine EMS Training Centers added pursuant to a December 3, 2014, Maine EMS Board decision.
Manual updated concerning PSE randomized testing at the EMR and EMT levels – May 9, 2016.