



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
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From: Drexell White
To: Maine Training Centers
Maine PSE Administrators
Subject: New Process for PSE Candidate Paperwork
Date: March 12, 2014

The following information explains the changes made by Maine EMS to the Practical Skills Evaluation (PSE) verification, registration and reporting requirements:

Effective March 12, 2014, Training Centers will:

- Issue a Test Authorization Form (TAF) to all PSE eligible EMR or EMT students.
- No longer need to complete any information on the Maine EMS License application.
- Check the “*CHECK IF CANDIDATE IS NOT ELIGIBLE FOR NATIONAL REGISTRATION*” (i.e., Assessment Candidate) box on the revised TAF if the student is ineligible for National Registry of EMT certification (e.g., less than 18 years of age).

The revised TAF also includes check boxes for Advanced EMT (AEMT) and Paramedic. The AEMT and Paramedic boxes are included on the form so that a Training Center has the option to issue TAFs to AEMT and Paramedic psychomotor test candidates. Please note that AEMT or Paramedic Exam results are not reported on the TAF, the form is only used (at the ALS levels) to communicate that an AEMT or Paramedic student is eligible to sit for an advanced level psychomotor exam.

Training Center staff need to destroy any blank TAF forms they may have printed and begin using the latest revision of the form (dated March 12, 2014), available on the Maine EMS web site.

PSE Candidates must present Test Authorization Forms to the PSE Administrator on the day of the exam in order to be admitted into the exam. The revised TAF includes language that states “*EMR and EMT Candidates – You must present this form to the PSE Administrator on the date of the PSE, or you will not be allowed to participate in the PSE.*”

The PSE Administrator (PSEA) will:

- Complete and return TAFs to PSE candidates at the completion of the PSE, except that PSEA will retain the TAF of:
 - All EMR candidates who have failed one full attempt at the PSE;
 - All EMT candidates who have failed two full attempts at the PSE; and,
 - “Assessment” candidates, who have successfully completed the PSE.
- No longer need to document test results on the Maine EMS license application form.

PSEAs will forward any retained TAFs to Maine EMS as part of the PSE Reporting package.

PSEAs will provide PSEA results copies to the Training Center on the date of the PSE, if possible.

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Licensing Process

Under the revised system, applicants for a Maine EMS license will apply online by filing an application and including the applicant's National Registry of EMT (NREMT) certification number, if applicable. Paper applications will continue to be accepted until further notice.

Background Information

The purpose of the new Practical Skills Evaluation (PSE) process is to streamline the way:

- Training centers verify a student's authorization to sit for the Maine Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT);
- Maine EMS Practical Skills Evaluation Administrators (PSEAs) report PSE completion results to Maine EMS; and,
- License applicants apply for a new Maine EMS license.

The new process uses a revised Test Authorization Form for psychomotor testing eligibility verification and eliminates the use of the Maine EMS license application form as part of the testing and course completion verification process.

The Maine EMS licensing program now receives test results data from the NREMT, which allows the office to verify training and testing of EMR & EMT license applicants.

There will be some overlap (e.g. old form versions) as we transition to the new process; training centers and PSE Administrators should use their good judgment to accommodate candidates who received older form versions prior to March 12, 2014, and to address other issue that may arise as the result of the transition.

A flow chart of the process is attached to this memo, and the revised Test Authorization Form is available on the Publications page of the Maine EMS website.

Please contact me at 207-626-3864 or by email at drexell.r.white@maine.gov should you have questions.

**Maine EMS EMR/EMT Test Administration and Licensing Flowchart
dated March 12, 2014**

