

Tip Sheet: Scheduling a Psychomotor Exam

1. Log into NREMT.org and select the “Exam Coordinator” role.
2. From your Exam Coordinator Dashboard, click to expand the “EXAMS” option. Select the option to “Request Exam.”

The screenshot displays the NREMT Exam Coordinator Dashboard. On the left is a navigation sidebar with the following items: 'My Current Role' (set to 'Exam Coordinator'), 'DASHBOARD', 'EXAMS' (highlighted in red with a right-pointing arrow), 'Request Exam' (highlighted in dark blue), 'View Requested Exams', 'View Approved Exams', 'Locate An Exam' (with an external link icon), 'Request Exam Host', 'RESERVATION LISTS' (with a right-pointing arrow), 'NREMT REPS', 'REMEDIAL TRAINING', and 'DOCUMENTS' (with a right-pointing arrow).

The main content area features three articles:

- USE OF CALCULATORS ON COGNITIVE EXAMINATION**
The NREMT will allow candidates taking an NREMT cognitive examination at any level to use the on screen calculator provided through Pearson VUE's testing software. The Examinations staff is working with Pearson VUE to implement the change based on the following schedule: Paramedic (March 2018); Advanced EMT (April 2018); EMT (May 2018); EMR (September 2018).
- I-99 EXAMINATION**
The NREMT will no longer offer the I-99 examination after December 31, 2019. Candidates will not be able to take the I99 exam after December 31, 2019, including retesting. NREMT staff has developed a transition plan for the retirement of the examination for the states that still utilize this examination.
- EMT COGNITIVE EXAM**
The NREMT held a standard setting meeting for the EMT cognitive exam. Based on the results of the panel and the evaluation of the Standards and Exams committee, the NREMT Board of Directors voted to maintain the current passing standard set for the EMT cognitive examination.

3. START THE EXAMINATION WIZARD

You will then be presented with the following screen, on which you may download the [Advanced Level Exam Coordinator Manual](#). Be sure to read all information available on the screen. You may access the list of available NREMT Representatives from this screen by clicking “NREMT REPS.” Click “Start Examination Wizard” to begin scheduling your exam.

The screenshot displays a web interface for an Exam Coordinator. On the left is a navigation sidebar with a dropdown menu for 'My Current Role' set to 'Exam Coordinator'. The sidebar includes sections for 'DASHBOARD', 'EXAMS' (with sub-options: Request Exam, View Requested Exams, View Approved Exams, Locate An Exam, Request Exam Host), 'RESERVATION LISTS', 'NREMT REPS', and 'REMEDIAL TRAINING'. The main content area contains a welcome message, a red 'ATTENTION' warning box with a triangle icon stating that NREMT Representatives must be contacted before requesting an exam, and a 'Start Examination Wizard' button highlighted with a red box. A 'NREMT REPS' button is also visible within the attention box.

4. EXAM LEVEL

Select all examination levels that will be administered at the examination site. Then click “Next.”

The screenshot shows a web application interface for an exam request wizard. On the left is a sidebar with navigation options: 'My Current Role' (Exam Coordinator), 'DASHBOARD', 'EXAMS' (highlighted), 'Request Exam', 'View Requested Exams', 'View Approved Exams', 'Locate An Exam', 'Request Exam Host', 'RESERVATION LISTS', 'NREMT REPS', 'REMEDIAL TRAINING', and 'DOCUMENTS'. The main content area has a title 'Please enter the examination information in the wizard below.' and a progress bar with five steps: 1 Level (active), 2 Details, 3 Logistics, 4 Personnel, and 5 Verification. A red-bordered box highlights the 'Level' selection area, which contains the text 'Select at least one level:' and three checkboxes: 'AEMT' (checked), 'I/99' (unchecked), and 'Paramedic' (checked). A red 'NEXT' button is located at the bottom right of the main content area.

My Current Role
Exam Coordinator

DASHBOARD

EXAMS

Request Exam

View Requested Exams

View Approved Exams

Locate An Exam

Request Exam Host

RESERVATION LISTS

NREMT REPS

REMEDIAL TRAINING

DOCUMENTS

Please enter the examination information in the wizard below.

1 Level 2 Details 3 Logistics 4 Personnel 5 Verification

Level

Select at least one level:

- AEMT
- I/99
- Paramedic

NEXT

5. EXAM DETAILS

On the Examination Details page, you will select your examination host from your preferred examination hosts, or you will choose another by clicking “Choose Another Examination Host.”

If you are not able to find the host for your examination by clicking “Choose Another Examination Host,” please request a new examination host by clicking” Request New Host”.

Details

Examination Host

Your preferred examination hosts are listed. Please select the correct host. If the host for this examination is not in the list, click **Choose Another Examination Host** to select another host.

If you are **not** able to find the host for this examination by clicking Choose Another Examination Host, please **Request New Host**.

Site Name

Location

You do not have any preferred examination hosts.



Other:

Choose Another Examination Host

Request New Host

On the Examination Details page, you will also indicate the state of your examination and the representative you've selected. **Remember to not select a representative unless you have already contacted them; this can cause your exam request to be delayed or declined.**

Lastly, you must indicate whether your examination will be open or closed. Then click "Next".

NREMT Representative	Examination Schedule Type
<p>All advanced exams must have an authorized NREMT Representative in attendance. Select the representative with whom you have already made arrangements to work at your exam.</p>	<p>Select the schedule type for the exam:</p>
<p>DO NOT select a representative unless you have already contacted them; this can cause your exam request to be delayed or declined.</p>	<p><input type="radio"/> Open <input type="radio"/> Closed</p>
<p>State</p> <p>-- Select State --</p> <p>Representative</p> <p>-- Select Representative --</p>	
<p>PREV</p>	<p>NEXT</p>

6. EXAMINATION LOGISTICS

On the Logistics page, you will enter the location and the date and time of your examination.

This is the address that candidates looking at exams will see for the exam site. It should be an address that MapQuest will recognize, so the candidate can get a map to the site.

Note

It is the responsibility of the exam requester to ensure that this information is accurate.

Examination Location

Same as Exam Host

Location Description

Location Description

Street Address

Street Address

Please enter the street address.

City

City

Please enter the city.

State

-- Select State --

Please select a state.

Zip

Zip

Please enter the zip code.

Examination Date and Time

Date

Examination Date

Please enter the examination date.

Time

Examination Time

Please enter the examination time.

On the Logistics page, you will also indicate your maximum exam size (Only visible to NREMT) and any optional notes you wish to enter.

NEW: You may now enter a website URL, which will be visible to exam candidates. You must also indicate if lunch is will be provided

Examination Logistics

Maximum Exam Size (Only visible to NREMT) we only allow a maximum of 40 candidates to test

0

Please enter a number between 1 and 40.

Notes (Only visible to NREMT)

Notes

Website URL

Examination registration or information URL

Is lunch provided?

Yes

No

Lastly, on the Logistics page, you must enter all examination fees for all examination levels.
Then click "Next".

AEMT

Exam Fees (Enter 0 if no fee)

Does this exam fee include a retest?

- Yes
 No

Retest Fees Per Skill (Enter 0 if no fee)

Paramedic

Exam Fees (Enter 0 if no fee)

Does this exam fee include a retest?

- Yes
 No

Retest Fees Per Skill (Enter 0 if no fee)

PREV

NEXT

7. PERSONNEL

On the personnel page, you are required to indicate the physician medical director. You are also required to enter the names and contact information for the exam site coordinator and the reservation coordinator.

Personnel	
Physician Medical Director	Reservation Coordinator
First Name <input type="text" value="First Name"/> <i>Please enter the first name.</i>	Is there a separate Reservation Coordinator for this exam? Answer "no" if the reservations will be handled by the Exam Site Coordinator. <input type="radio"/> Yes <input type="radio"/> No
Last Name <input type="text" value="First Name"/> <i>Please enter the last name.</i>	First Name <input type="text"/>
Type of Doctor <input type="radio"/> M.D. <input type="radio"/> D.O. <i>Please indicate the type of doctor.</i>	Last Name <input type="text"/> <i>Please enter the last name.</i>
Exam Site Coordinator <input type="button" value="Same as Requester"/>	Phone <input type="text"/> <i>Please enter the phone number.</i>
First Name <input type="text" value="First Name"/> <i>Please enter the first name.</i>	Secondary Phone <input type="text"/>
Middle Initial <input type="text" value="Middle Initial"/>	Email <input type="text"/> <i>Please enter the email.</i>
Last Name <input type="text" value="Last Name"/> <i>Please enter the last name.</i>	
Phone <input type="text" value="Phone"/> <i>Please enter the phone number.</i>	
Secondary Phone <input type="text" value="Secondary Phone"/>	
Email <input type="text" value="Email"/> <i>Please enter the email.</i>	

8. VERIFICATION

On the Verification Page, you will verify all information you've entered. You can go back and make any changes you feel necessary prior to submitting. Once you've verified that all information is correct, click "Submit." (On the verification screen, you will see all information you've entered.)

Exam Details
Level(s)
Exam Host
NREMT Representative
Exam Schedule Type
Exam Logistics
Exam Date
Exam Location
Maximum Exam Size
Notes
Lunch Provided
Exam Website URL
Exam Fees
Retest Included
Retest Fees Per Skill
Personnel Details
Physician Medical Director
Exam Site Coordinator
Reservation Coordinator

9. EXAM REQUEST SUBMITTED

After you've successfully submitted your examination request, you will be presented with the screen below. You have the option to request another examination.

EXAMINATION REQUEST SUBMITTED

Your examination request has been submitted.

The Examination ID is **2018000032**. Please record the ID for future reference.

[Request Another Examination](#)