



**Suffolk County Department of Fire Rescue and
Emergency Services
Division of EMS
Basic Life Support
Original and Refresher Courses**

ACADEMIC POLICY AND PROCEDURES MANUAL

September 2026

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SECTION ONE

Welcome and Course Information

Welcome to Suffolk County Fire Rescue and Emergency Services EMS Division Academy.

These programs are designed to help our students become or refresh as EMS professionals at the Certified First Responder (CFR) and Emergency Medical Technician (EMT) levels. The Suffolk County Fire Rescue and Emergency Services Emergency Medical Services Division is a New York State Department of Health Emergency Medical Services Course Sponsor. As a Course Sponsor, the Division conducts numerous training programs in Suffolk County. This Academic Policies and Procedures Manual has been developed to ensure that students, instructors, and administrators adhere to the same rules and regulations.

SECTION TWO

Mission Statement and Faculty

Mission Statement

To train the next generation of EMS providers to provide excellent medical care with humility, integrity, and compassion.

Faculty

All teaching faculty at the Suffolk County Fire Rescue and Emergency Services, EMS Division Academy are New York State certified EMS providers. Additional certifications include American Heart Association instructor certifications in Basic Cardiac Life Support (BCLS), and New York State Certified Lab Instructors (CLI) or Certified Instructor Coordinators (CIC or IC). Some faculty may have additional training or certifications in addition to those listed.

SECTION THREE

Registrar Information

Registrar Information

Our registrar is Raegin Kellermann. Her phone number 631-852-5080 and she is located at 360 Yaphank Ave, Suite 1B, Yaphank NY, 11980. Her email is raegin.kellermann@suffolkcountyny.gov. Any registration or transcript inquiries can be made with her.

SECTION FOUR

Registration

Course Enrollment Requirements

Original courses are intended for students that have never been certified as a New York State EMS provider at the level of the course they have registered for. Students that have been certified at the level in question are **not** eligible for state reimbursement. Students wishing to take an original course will be required to pay the full price of the original course and will need permission from NYS EMS to take an original course. Students who have been a New York State EMT or CFR in the past are only required to take a refresher course to recertify.

Age Requirements

Candidates for the **Emergency Medical Technician** course must be a minimum of **seventeen (17)** years of age by the last day of the month in which the course ends. Candidates for the **Certified First Responder** course must be a minimum of **sixteen (16)** years of age by the last day of the month in which the course ends.

Due to the nature of EMS classes and Suffolk County Class insurance requirements, children are not permitted to be in Suffolk County EMS classes at any time for any reason.

Individuals with Criminal Convictions

In accordance with the provisions of the State Emergency Medical Services Code, 10 NYCRR Part 800, applicants for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. Students who have been convicted of misdemeanors or felonies should not sign the "Application for Emergency Medical Services Certification (DOH-65)" form. These students will **not** be permitted to take the NYS Practical Evaluation or Written Exam and EMTs and CFRs in a refresher course will **not** be permitted to take the Challenge Practical Examination if they are unable to sign the EMS application form. The ineligibility remains in place until the background review and investigation are completed and a determination is made in writing from NYS Division of EMS. Determination of eligibility is the purview NYS Division of EMS, and it is the responsibility of the student to contact NYS EMS to begin the process. If an applicant is unsure as to the status of any court proceeding, they should not sign the "Application for Emergency Medical Services Certification (DOH-65)" form and contact NYS EMS for guidance.

This regulation does not prevent a candidate with a criminal conviction from attending and completing all the requirements of an EMT or CFR course, however, it may prevent the candidate from becoming certified in New York State until NYS EMS has reviewed the circumstances of the conviction(s). If NYS EMS makes such a determination, the candidate will be eligible to take the NYS Practical and Written Certification Examinations if otherwise qualified. For more information, please see the policy from NYS EMS in Appendix D.

The Suffolk County EMS Division reserves the right to request full payment of the course for students that are ineligible to sign the NYS EMS application, regardless of NYS findings.

Verification of Membership Form (VOM)

A New York EMS “Verification of Membership in an EMS Agency” form is required for all students.

- Self-Pay students (students who are not members of a NYS EMS Agency) will be required to fill out their name and sign the bottom portion of the form.
- If the student is in a New York State Certified EMS Agency, they must fill out the form in its entirety, including having the applicable sections filled out by an officer of their agency authorized to attest to the fact that they are a member of that agency.

This completed form must be returned when the student registers for their course. If students fail to adhere to this policy then they will be ineligible to attend the course.

Cost

Course

All students who are members of NYS EMS Agencies will be vouchered to NYS for the cost of their course. All students who are not members of a NYS EMS Agency must pay for the course:

- EMT Original Course - \$1,175
- EMT Refresher Course - \$625
- CFR Original Course - \$290
- CFR Refresher Course – \$165

Course Materials

All students are required to purchase books from Suffolk EMS, and EMT and CFR Original students are required to purchase an online account for course exams.

- The textbook for EMT level classes is *Nancy Caroline's Emergency Care and Transportation of the Sick and Injured, 13 ed.* with Navigate Essentials Online Access for \$125. The Textbook for CFR level classes is *Emergency Medical Responder, 8 ed.* with Navigate Essentials Online Access for \$125.
- American Heart Association BLS Provider Manual for \$25
- The online testing platform for EMT and CFR level classes is Platinum Education EMS Testing – EMT Student for \$55, CFR (Called EMR) for \$26. These accounts can be purchased directly through Platinum Educational Group. Students will receive directions on how to set up an account and purchase access upon registration for a course.

Students will connect their textbooks and online testing platform with their registered course on the first day of the course. Students must purchase textbooks and online exam access before the first day of class and have the textbook in their possession on that day.

Insurance

EMT Original students who are not members of a NYS EMS Agency must purchase insurance coverage with claim coverage of up to one million dollars (\$1,000,000) and aggregate coverage of up to three million dollars (\$3,000,000). Students must have proof of insurance prior to the start of clinical rotations and must be in force for the entire program. The insurance policy can be purchased through HPSO Professional Liability for approximately \$50 for a year at <https://www.hpsso.com/Get-a-Quote>.

Uniform

Students in EMT Original classes will complete clinical rotations, as outlined below. Students who are members of a NYS EMS Agency will complete their hours at their agency and must wear their agency uniform. Students who are not members of a NYS EMS Agency will be given an opportunity to complete their clinical hours with certain designated NYS EMS Agencies who have agreed to precept Suffolk County EMS Students. These students must wear a dark blue or black polo or t-shirt, EMS pants or plain black or dark blue pants, and black EMS boots, or similar. Students may add a dark blue, black, or white long sleeve shirt under the polo or as a t-shirt and/or a plain dark blue or black sweatshirt (no hood) or jacket in cold or inclement weather. Any questions on acceptability of a uniform for non-members will be directed to the Course Sponsor Administrator.

Examination Fees

NYS EMS charges \$31 for the NYS EMT and CFR Written Examinations. EMT and CFR students can opt to take the National Registry Exam for their course level. The NREMT EMT exam costs \$125 and the NREMT CFR (called EMR) costs \$106. Please note: to practice in NYS as a CFR or EMT, a provider must possess a NYS provider card.

Transfer of Materials to other Suffolk EMS Classes

Books and online test access accounts may be transferrable to other Suffolk County EMS courses if the need arises and will be reviewed on a case-by-case basis, with division approval. Insurance purchased is good for one (1) year from date of purchase and may need to be renewed if a student withdraws from one course and transfers to a later one.

Reimbursement

A student is entitled to full reimbursement for the cost of the course itself only if they withdraw from a course within the first week. Monies paid for books, online exams, insurance, examinations, etc. are not made through Suffolk County EMS and **cannot be reimbursed**.

Any student that has been enrolled in two (2) courses without successfully completing the course will be required to pay the non-member cost as outlined above regardless of NYS EMS Agency membership status. The student may appeal by submitting written documentation of reasons for withdrawal from prior courses.

SECTION FIVE

Physical Requirements

Please see the New York State policies on the Functional Position Description of CFRs and EMTs and paramedics (AEMTs) at the conclusion of this manual for information on the physical requirements of EMS personnel.

SECTION SIX

Dress Code and Grooming Standards

Classroom attire will be clean, neat, modest and appropriate clothing suitable for the weather conditions for that time of year. During practical skills sessions, students will be working on the floor of the classroom and expensive clothing should not be worn. Department or agency uniforms are not appropriate. Additionally, students and faculty often need to work in proximity during EMS training courses therefore personal hygiene and general cleanliness are necessary. Students should come to classes and any applicable rotations or examinations clean and appropriately dressed. Sandals, flip flops, open-toed shoes, etc. are not safe and cannot be worn in class. Students should ensure they are dressed appropriately for skill sessions.

SECTION SEVEN

Health Requirements

A physical assessment by a student's personal or agency physician performed within the past twelve (12) months is required of all students in an EMT Original course. All students are highly encouraged to have current vaccinations for MMR, varicella, Hepatitis B, influenza, Tdap and have a TB screening completed. A form is available for guidance and can be found in Appendix G. Students should reference Appendix A for the NYS Policy on Functional Position Description for an EMS Provider (Policy 00-10). The final eligibility determination for any student to participate in field rotation will be at the discretion of the EMS agency where they will be completing their clinical time.

All self-pay students are required to get the form completed by their personal physician and submit it to SCEMS prior to any rotations. All students that are members of an agency should have their physical on file with their agency. All health records that are kept on file at SCEMS is for the purposes of clinical clearance only.

SECTION EIGHT

Calendar and Course Syllabus

The course calendar and syllabus are given out at course registration and by the Instructor Coordinator (IC) of the program on the first day of class. There is also a copy available in JB Learning's online content. Calendars are subject to change, and students will be notified as soon as possible of any changes.

Eligible EMT and CFR Refresher students may take written and practical challenge exams on the first day of a course. Students who pass sections of both those exams may be exempt from attending sessions during a course. Students who opt out of taking the written or practical challenge exam must attend all sessions in a refresher. Students who cannot sign the NYS Course Application are not eligible for the practical challenge exam and must attend all skill sessions in addition to any didactic sessions they do not test out of. Each student will be given a learning contract on the first day of a course that clearly outlines attendance requirements for the course.

SECTION NINE

Attendance and Lateness – Original Courses

Attendance

Attendance will be taken at every class session through a student sign-in sheet. *It is the responsibility of the student to sign in and out at every session.* New York State mandates attendance at course sessions. A maximum of nine (9) hours of unauthorized absence may be accrued for any EMT Original Course, and a maximum of six (6) hours of unauthorized absence may be accrued for any CFR Original Course. Some courses do not allow for any missed hours, and students will be informed of that restriction on the course announcement flyer and during the registration process.

There are two (2) types of absences, authorized and unauthorized:

- **Unauthorized Absence** – occurs when there was no prior notice or authorization for the absence. The student is still responsible for the material missed in class and may complete:
 - A homework assignment provided by the CIC to be submitted at the next class session. If the student fails to submit the assignment or if the assignment falls below the accepted minimum standard, the student may be terminated from the course. Please note, this makeup is only available for didactic material, and a signed warning letter is required.
 - An online make up class, as given out by Suffolk County EMS. This is a specific set of coursework consisting of online presentations, quizzes and certificates of completion that a student must give to their CIC at the next class session. Please note, this makeup is only available for didactic material, and a signed warning letter is required.
- **Authorized Absence** – occurs when there was prior notice and authorization for the absence *and* the student makes up for the missed material by attending the missed session at another Suffolk County EMS course running concurrently. The CIC is required to inform the Course Sponsor Administrator of any use of an authorized absence *before* the session is made up. The student is required to complete all assignments for that session and secure a signature from the

CIC of the course where the student attended the class. This option may be used for didactic or skill sessions. This option is to be used sparingly, and no student should have more than six hours of authorized absences in a given course.

Regardless of absence type, any missed session must be made up before the section exam for that portion of the course.

*Classes taught at Eastern Suffolk BOCES and St. Anthony's High School have different attendance requirements than other courses run in Suffolk County. Students can find their allowable hours of absence on their course schedule.

Lateness

Lateness disrupts the continuity of the class. Any lateness that is greater than one (1) hour in duration will count as an unauthorized absence, and lateness is cumulative. (For example, a student who is 30 minutes late one day and 40 minutes late the next now has 1 hour of unexcused absence and 10 minutes towards the next hour). Leaving early is the same as arriving late and is subject to the same parameters. It is the responsibility of the student to make up any missed materials due to lateness or leaving early.

SECTION TEN

Attendance and Lateness – EMT and CFR Refresher

Attendance

Attendance will be taken at every class session through a student sign-in sheet. *It is the responsibility of the student to sign in and out at every session.* EMT Refresher students must attend all sessions outlined on their individual learning contract. If a student cannot attend a session, they may be able to make up a session at another Suffolk County EMS refresher course that is running concurrently. Prior notice and authorization are required, and the Course Sponsor Administrator must be informed *before* the session is made up.

Lateness

Lateness disrupts the continuity of the class. Any lateness that is greater than one (1) hour in duration will count as an unauthorized absence, and lateness is cumulative. (For example, a student who is 30 minutes late one day and 40 minutes late the next now has 1 hour of unexcused absence and 10 minutes towards the next hour). Leaving early is the same as arriving late and is subject to the same parameters. It is the responsibility of the student to make up any missed materials due to lateness or leaving early.

SECTION ELEVEN

Challenge Exams- EMT and CFR Refresher

Written Exam

Each eligible student may take a written exam at the first class session. The exam is broken into specific content areas so that the result of the grading of each individual section will help identify student's didactic needs and match them to the specific sessions of the course. The passing grade for each section is 80%. For each section where the student receives a minimum of 80%, they will be eligible for exemption on the class that pertains to that section. If a student fails a section in the challenge exam then they **MUST** attend the class and successfully pass the section exam with a minimum of 70% during the course.

Practical Exam

Each eligible student may take a practical exam at the first class session. (Note: students who do not sign their NYS Application are not eligible for the practical challenge exam). The practical exam is conducted as it is at the end of an original EMT or CFR course, except there will be no retesting conducted at this practical session.

Any student who fails one (1) or two (2) EMT or CFR practical skills stations will be allowed to retest those stations at the end of the course and will not be required to repeat the stations they have already passed. The student will be required to attend those sessions of the course that relate to the skills station(s) failed. Students will only receive two (2) retests for each station failure at the Final Practical Skills Evaluation at the end of the course.

If a student fails **three (3)** or more EMT or CFR practical skills stations, that student will be required to retake all the EMT or CFR practical skills stations at the end of the course. The student will be required to attend all practical skills sessions of the refresher course. The challenge attempt will be considered a failure, and the student will have a total of three (3) attempts to pass each station at the Final Practical Skills Evaluation at the end of the course.

SECTION TWELVE

Clinical Rotations – EMT Original

Clinical Rotations

The EMT candidate is required to complete ten documented patient contacts during their clinical time. These patient contacts will take place on Suffolk County EMS Agency Ambulances and documented on the EMT Student Clinical Rotation Form. All clinical paperwork **MUST** be handed in to the CIC no later than two (2) weeks prior to the NYS Final Practical Skills Evaluation (PSE).

Attire

Students who are members of a NYS EMS Agency will complete their hours at their agency and must wear their agency uniform. Students who are not members of a NYS EMS Agency will be given an opportunity to complete their clinical hours with certain designated NYS EMS Agencies who have agreed to precept Suffolk County EMS Students. These students must wear a dark blue or black polo or t-shirt, EMS pants or plain black or dark blue pants, and black EMS boots, or similar. Students may add a dark blue, black, or white long sleeve shirt under the polo or as a t-shirt and/or a plain dark blue or black sweatshirt (no hood) or jacket in cold or inclement weather. Any questions on acceptability of a uniform for non-members will be directed to the Course Sponsor Administrator.

Preceptors

NYS certified EMTs, AEMTs, or paramedics assigned to the ambulance or first responder can serve as the preceptor and will be responsible for direct supervision of the student's activities. Under no circumstances may the EMT student operate without the direct supervision of a preceptor.

Scope of Practice

At no time may an EMT student perform any interventions that are not within their scope of practice. Once the clinical requirement period is over, no student may continue to operate as an EMT student.

Illness or Injury

Students who become ill or are injured while in on rotation shall notify their preceptor immediately and the IC as soon as reasonably possible. The IC must immediately notify the Course Sponsor Administrator.

Students with illness or injury will be evaluated and may be transported to an Emergency Department for further evaluation and treatment.

SECTION THIRTEEN

Academic Policy

This course is based on and meets or exceeds the guidelines established by the New York State EMS Council Training Committee for EMS Programs and follows the *2021 National Emergency Medical Services Education Standards*.

Students must come to class with any assignments completed and must bring all necessary books and materials. Private conversations, newspapers or non-related reading material, and unrelated activities will not be tolerated inside the classroom. *The use of any audio and/or video recording devices, laser pointers, or cameras by a student is prohibited (unless authorized by the program IC) and will be grounds for disciplinary action.*

To remain in good standing and complete the course (and be eligible to take the certifying exam given

by New York State and/or the National Registry) the following areas must be met successfully:

- A. Academic Integrity
- B. Written quizzes and module and final exams
- C. BCLS Provider American Heart Association Certification (or BCLS Instructor)
- D. Practical Skills Requirements
- E. Scenarios
- F. Clinical Rotations (EMT Original Only)
- G. Attendance
- H. Completion of Learning Contract (Refresher classes only)
- I. Professional Interpersonal Skills
- J. Practical Skills Examination

A student who successfully completes all course requirements is eligible to take the course final exam. A student who successfully completes the final exam will be eligible to take the Practical Skills Examination. A student who successfully completes the Practical Skills Examination is eligible to take the Written Certification Examination for New York State and/or the National Registry.

Academic Integrity

All students have an obligation to be honest and to respect ethical standards in meeting academic assignments and requirements. All students are held accountable for the integrity of all work they submit. This includes all work submitted on exams and while documenting classroom skills and clinical experience. Cheating of any kind is considered a violation of academic integrity. Copy and pasting any written work (including the narratives for patient care reports) is a form of cheating. The authenticity of signatures on attendance sheets and electronically submitted paperwork must be indisputable. Any student suspected of cheating or of assisting another student to cheat, or of falsifying any paperwork (actual or digital) pertaining to the class will be given a conference. The conference will consist of the student accused of cheating or dishonesty, the Course Sponsor Administrator, the Program Medical Director, the Instructor Coordinator of the Program, the proctor(s) of the exam, and any other applicable witnesses. The evidence of cheating or dishonesty will be presented. The student will be allowed an opportunity to rebut any allegation of cheating. If guilt is determined, the individual(s) will be removed from their course.

This program uses Platinum's EMSTesting web-based software for EMT and CFR Original Course exams and practice material. Each EMT and CFR student will be required to purchase an account with access to exams, quizzes, and practice material throughout the program. Platinum has several items built into its programming to prevent copying, photos, or cheating. If the software detects any attempt to copy any entire question along with the answer choices, it will result in immediate termination of privileges and a ban on the account with no recourse for reversal or refund. If the student attempts to copy part of a question, the first attempt will result in a 3-minute account suspension and the second attempt will result in a 5-minute account suspension. If this occurs during a quiz or exam, the student will lose 3 or 5 minutes of their exam time. After the allotted minutes have passed, the exam or activity will resume. No additional time will be granted to complete an exam. After such occurrence, an email is generated by the software to the student themselves, the IC, and program administrator informing them of dishonesty. The student will be issued a Warning Notice for the first offense, and a Notice of Trial for the second. Any further attempts to copy, photograph, post, replicate, or reproduce ANY of Platinum's

material will result in the student's account being permanently suspended and permanently banned. If a student account is suspended and banned by Platinum, the student will be removed from the program for academic dishonesty. If the account is suspended without the warnings (i.e., the student attempted to copy the entire question and answer choices or Platinum Educational Group found the student to be posting their material online) then the student will be removed from the program for academic dishonesty without any academic warnings issued.

Refresher classes use JB Learning's online Navigate platform, but are subject to the same academic integrity requirements.

To ensure that quality patient care is delivered by graduates of the EMS Academy, the Academic Integrity and Ethical Standards of the SCEMS Academy are to be met by all participants and enforced by all instructors.

Written Examinations

For original courses, written examinations will be comprised of material from lectures, skills demonstrations, handouts, textbooks, class discussions, and protocols. Examinations consist of nine (9) modular exams for EMT Original classes, and six (6) for CFR Original classes. EMT and CFR Refresher classes have exams that correspond with the individual student's learning contract. Examinations will also include BCLS for all classes and a final exam for original classes.

All original course material is broken into modules, or sections of information. Each module will culminate in a modular exam at the completion of the module. Modular exams will take place at the completion of the modules as outlined in the course schedule. All students must score 70% or better on the modular exam to continue in the program.

If a student fails a modular exam, they will be required to complete the Chapter Study Guide for any applicable chapters and take a retest for that modular exam. Failure to complete the Chapter(s) Study Guide prior to the retest session will render the student ineligible for a retest and the student will be dismissed from the class. Failure of the retest will also result in dismissal from the class. *A student may not take more than three (3) modular exam retests throughout a given course.* Ideally, retests will be given one (1) to two (2) hours prior to the start of the next scheduled class but are subject to CIC availability. Students will need to make arrangements to make it to any retests.

The final examination will be comprised of all course material and will be from lectures, skills demonstrations, handouts, textbooks, discussions, and clinical rotations. The passing grade for the final exam is 70% or better. If a student fails the final exam, they will be required to take a retest for the final exam. Failure of the retest will result in dismissal from the class.

Examinations will be computer-based, and all modular and final exams will take place in the classroom with a proctor(s). *A student may not use a phone to take any examinations. Students must have a laptop, tablet, MacBook, etc. to take exams. A privacy screen cover or protector is not allowed for any device that is used for exams.* No additional books, computers, tablets, papers, aids, cell phones, smart watches, or any other electronic devices may be in the student's possession or left at the student's seat

during any examination. Prior to the beginning of the examinations, such items will remain “OFF” and may be left in the front of the exam room (at the discretion of the program IC). Scrap paper may be provided by the instructor, if necessary. No student may write notes on the scrap paper until the exam is begun by the instructor. No student may leave their seat without permission from the instructor. Calculators may be provided when needed.

No test material may be removed from the exam room. *No pictures may be taken of any exam or exam material at any time. This includes documentation and/or transcription of exam material during the exam or exam review sessions.* There will be no written or oral communication during the examination. Seating during any examination is at the discretion of the IC. A student’s use of any audio or visual recording devices or of any search engines, web browsers, electronic notes, etc. is not permitted at any time or during any examination.

No additional time will be given for a student who is late for the start of any written examination. If a student is late for an exam one (1) hour or more from the beginning of an exam, they will be considered absent from that exam. The missed exam will be given as soon as practical following such occurrence. The highest possible score for such exam will be 70%.

If absent for an examination session, the student will be required to take the missed examination(s) promptly upon return to class, in addition to any other examination scheduled for that day of return. The highest possible grade for any missed examination is 70%.

For EMT and CFR Original exams, students will receive a report from the testing platform outlining their performance. This report is the student’s review of the exam. Students are encouraged to utilize this report to guide them through a self-directed process of exam review. A question-by-question review of any exam is not permitted.

CFR and EMT Refresher course exams will be conducted by the course CIC through the JB Learning Navigate platform and will follow an individual student’s learning contract. Students are required to score a 70% or better on any exam they are required to take based on their learning contract. Students may need to take retake the exam to achieve a score of 70% or better.

American Heart Association Certification – BCLS Provider

The Basic Cardiac Life Support (BCLS) course follows the 2025 AHA guidelines. All written and practical examinations must be successfully completed. The practical examination is graded on a pass or fail basis and the passing grade on the written examination is 84%. Remediation and retest of practical and written AHA examinations will be afforded as needed. If a student fails the BCLS written examination, that student will have remediation session(s) and a retest to score an 84% or better. *A retest for an AHA exam does not count towards any allowable retests in a course.*

Students can be exempt from obtaining BCLS certification if they possess an AHA BCLS Provider or BCLS Instructor card that is good to the end-of-course date plus one (1) year.

Practical Skill Requirements

BLS Skills will be evaluated throughout the program. Each skill will be demonstrated, practiced, and evaluated during the skill session scheduled by the IC. Please see the program schedule for specific dates. A list of the skills and the form that is utilized covered can be found in Appendix I at the conclusion of this manual.

Clinical Rotations (EMT Original only)

Clinical rotations are an integral part of the course. They provide the student with the opportunity to practice skills and communicate with patients and their loved ones. Each EMT student is required to complete ten patient care interactions and document them on the provided forms. Please see the form in Appendix H for more information.

Professional Interpersonal Skills

All students must demonstrate professionalism and behave as expected of medical professionals as per the National Emergency Medical Services Education Standards (affective domain). Continuous evaluation in this area includes:

1. Student/Instructor relationships
2. Student/Student relationships
3. Student/Patient relationships
4. Student/Supervisor relationships
5. Ability to accept constructive criticism
6. Ability to work effectively in patient care situations
7. Respect for authority/adherence to regulations

The evaluation of a student's interpersonal skills is an integral component of the performance criteria. All deficiencies will be noted in writing. An infraction will result in a Written Warning Notice. Continued poor performance will result in a Notice of Trial Period. Any additional performance deficiencies will result in dismissal from a course. Please note: a serious deficiency in this area will result in an immediate notice of trial period or immediate dismissal from a course.

Course Evaluations

Students enrolled in Suffolk EMS courses will receive course evaluations periodically throughout the course and at the end of course. Students will be asked to rate and comment on such subjects such as time allocation within the course, level of instruction, instructor presentations, training aids, equipment, etc. The quality of the course can only be improved if the input which the student provides to the Suffolk County EMS Division is an honest assessment of the course. Course evaluations are anonymous unless a student chooses to identify themselves. Evaluations have no bearing on students' success or failure within a course.

Course evaluations are done through JB Learning, and their completion will be required to move forward with class material. The surveys are set to one (1) response per student and are submitted anonymously. *Instructors may not edit the settings of the course surveys, including the "unlocking"*

options placed on their completion requirements and the anonymity of the student responses.

Practical Skills Examination

Practical skills testing will be conducted in accordance with New York State EMS guidelines.

To complete the Practical Skills Examination, students must successfully complete the following skill stations:

1. Patient Assessment & Management – Trauma
2. Patient Assessment & Management – Medical
3. Cardiac Arrest Management- AED
4. Management of an Apneic Patient with a BVM
5. Random 5 (one (1) of the following will be tested)
 - a. Oxygen Administration
 - b. Airway adjuncts and Suctioning
 - c. Hemorrhage Control and Shock Management
6. Random 6 (EMT only, one (1) of the following will be tested)
 - a. Long Bone Immobilization
 - b. Joint Immobilization
 - c. Traction Splint

Any student who fails two (2) or fewer stations will be allowed to retest. The first retest may occur on the same day as the initial test. If a same-day retest is offered for a particular skill, only one (1) retest of that skill may be completed on that same date. Each skill must be performed completely. Students are not permitted to complete only a portion of a skill that is to be retested. The first retest will be conducted without any additional practice or coaching. Students will be allowed to review the failed skill evaluation form prior to the first retest. If necessary, a second retest will occur on a different day, but only after a remedial session has occurred. Failure of a second retest constitutes failure of the entire practical examination. The failure of the entire practical examination results in the failure of the course and the student will subsequently be separated from the program.

Failure of any three (3) or more skill stations constitutes failure of the entire practical examination. The failure of the entire practical examination results in the failure of the course and the student will subsequently be dismissed from the program.

For the student to be eligible for the NYS Written Examination and/or obtain entrance to the National Registry Written, the student must successfully complete the Practical Skills Examination.

SECTION FOURTEEN

Distance Learning

Distance Learning or video conferencing may be utilized within classes for didactic material. If this option is utilized, the program IC will notify the students and send out emails with instructions and links to relevant material. Students are required to log onto the platform assigned for the session (i.e. JB Learning or Zoom, Teams, etc.). For a live lecture, students must be in the virtual classroom by the start of class. They must remain in the virtual classroom until the conclusion of lecture and must also return from breaks on time. Cameras must be on at all times and the student's face must be clearly seen on the screen. Failure to remain on screen will constitute an absence.

Distance learning is an all-or-none option, and, unless the class is specifically offered as a distance learning class, may only be used for emergencies. Emergencies include but are not limited to weather issues, host location issues, and public health emergencies. Distance learning may *not* be used as one-offs to accommodate individual students who cannot make it to an in-person class session. All uses of distance learning for all classes *must* get permission from the course sponsor administrator *prior* to the session.

The course sponsorship may mandate distance learning utilization in the event of an emergency, as outlined above. All students and instructors will be given guidance should the need arise.

SECTION FIFTEEN

Course Cancellations

Occasionally, course sessions may need to be cancelled due to inclement weather, states of emergency, or location issues. If a class session is cancelled, the Suffolk County REMSCO website (<https://www.suffolkremSCO.com/>) will announce it and course CICs will contact students via JB Learning, a group messaging app, email, or all three. If possible, classes will be held virtually as outlined above. Class schedules may be modified to accommodate a distance learning session, and students will be notified of these modifications as soon as possible.

Suffolk County EMS also reserves the right to cancel courses outright due to low enrollment. If a course is cancelled, students will be notified prior to the first day of class and will be offered the opportunity for a refund or to move their registration to another Suffolk County course.

SECTION SIXTEEN

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records. It gives parents or eligible students more control of their educational records and it prohibits educational institutions from disclosing personally identifiable information in education records without written consent.

Protected Information includes all student education records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Disclosure is permitted to:

- School officials
- Schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- Comply with a judicial order or lawfully issued subpoena

More information can be found at: www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

The SCEMS Academy complies with all FERPA rules and regulations. All communications concerning a student's status in the course, either verbal or written, will only take place between the student and Suffolk County EMS Division staff. If the student is less than eighteen years of age, they will designate a parent or legal guardian as their advocate to communicate with Suffolk County EMS Division staff.

SECTION SEVENTEEN

Clinical Affiliations

The SCEMS Academy has sites available for clinical rotations for students who are not members of a NYS EMS Agency. All field rotations (as applicable) will take place on a NYS certified ambulance with an approved preceptor. Rotation site information including address, parking, contact person, etc. can be found in JB Learning under "Clinical Resources."

SECTION EIGHTEEN

Infection Control and Blood Borne Pathogens

During rotations, students may be exposed to people who have, or are suspected of having, infectious and/or communicable diseases. It is the obligation of the rotation site to provide the necessary personal protective equipment necessary to protect the health of the students

All students are expected to comply with OSHA Standard 1910.1030. By signing for receipt of the student handbook, the student is also signing that they understand and will follow this standard. The standard itself can be found at <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>.

All incidents of contamination and/or exposure must be reported to the clinical preceptor and the course instructor coordinator (IC) as soon as feasibly possible. Students should be seen in the Emergency Department as soon as possible.

Exposures will be defined as:

- Contact with any blood or bodily fluid, including needle stick injuries, skin contamination, mucous membranes, or indirect contact.
- Contact with a patient who is diagnosed with an infectious disease (ex: Chicken pox, Tuberculosis, etc.)
- Contact with any Hazardous Material or contaminant that is present on a patient and/or in the hospital.

Students are advised that these guidelines are in place for their protection and there may be prophylactic treatments that will be offered to the student to prevent infection and contamination.

SECTION NINETEEN

The Health Insurance Portability and Accountability Act (HIPAA)

“The Health Insurance Portability and Accountability Act (HIPAA) is a national standard that protects sensitive patient health information from being disclosed without the patient’s consent or knowledge. The main goal is to ensure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being.

Who must comply?

- Every healthcare provider who electronically transmits health information in connection with certain transactions
- Health plans
- Healthcare clearinghouses
- Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing

Protected Information includes individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records.

Disclosure is permitted:

- To the individual
- Treatment, payment, and healthcare operations
- Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object
- Incident to an otherwise permitted use and disclosure
- Public interest and benefit activities (e.g., public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety)

- Limited dataset for the purposes of research, public health, or healthcare operations”(-copied from www.cdc.gov/phlp/publications/topic/healthinformationprivacy.html)

Students are expected to comply with all HIPPA regulations while interacting with patients and other health professionals. Prior to any scheduled rotations, HIPPA law will be covered in depth in the classroom. At no time should any patient’s identifying information appear on any student documentation including transportation destination locations, names, addresses, family member names, or any other information that can lead to identification of any individual. Failure to comply with HIPAA law may lead to legal prosecution and removal from the class.

SECTION TWENTY

Course Completion Requirements

To complete the course, students must:

1. Receive a 70% or greater on all exams
2. Require a retest on no more than three (3) module exams
3. Complete all skills as outlined on the Skills Completion Record
4. Have acceptable attendance
5. Complete all clinical requirements (EMT Original only)
6. Pass the course final with a 70% or greater (as applicable, one (1) retest is allowed)
7. Pass the Practical Skills Examination
8. Pass the Written Examination (NYS and/or NREMT)

SECTION TWENTY-ONE

NYS and NREMT Written Examinations

NYS Written Examination

New York State EMS certification examinations are only available through Computer Based Examination (CBT) at a PSI testing center. CBT remote proctoring may be available for CFR and EMT certification examinations, but the student must be over eighteen years of age. Examination fees are paid directly to PSI testing services at the time of registration. Students who pass the certification examination taken at a PSI testing center will receive a temporary certification document. Students who pass the certification examination taken through remote proctoring will not receive a temporary certification document, but will be issued a provider card via mail. The Written Exam must be attempted within a year of the end-of-course date or the student will have to take another course.

NYS Written Exam Failure

If a candidate fails the first NYS Written Examination they will have two (2) additional attempts to pass the written exam. If a student fails their first attempt on the NYS exam, they must contact their CIC for remediation prior to registering for a second attempt. If the candidate fails the NYS Written Examination for a second time, they must contact their CIC for remediation with Suffolk County Fire Rescue Division of EMS staff prior to registering for a third attempt. The student will have a third and

final attempt to pass the written examination. Note: Students are required wait two (2) days after their unsuccessful attempt to reschedule an exam to allow the PSI System to fully handle the attempt, even if they complete the remediation before the two-day mark. If needed, a student only has one (1) year from the end-of-course date to pass the written exam.

If a student fails three (3) written exams, they will be required to complete remedial training, as approved by NYS EMS, prior to being admitted to another cognitive certification examination at the same level of certification. Suffolk County Fire Rescue Division of EMS requires that any student who fails a written exam three (3) times to complete a challenge or regular refresher class as their remediation. After remedial training, the student is allowed three (3) additional attempts to pass the written examination following the remediation outlined above. After six total attempts to pass the written examination, the candidate will be required to complete a full original course again. Such candidates may be admitted once to a cognitive certification examination at a lower level of certification within one (1) year after the end-of-course date.

NREMT Written

Students who wish to take the NREMT written exam may choose to do so. NREMT exams are only offered on computer, and students must go to the testing site for the exam. Students must go to the NREMT website (<https://nremt.org/>) and create an account. The account needs to identify Suffolk County Fire Rescue and Emergency Services Division of EMS as their program to verify their education. Students should choose "Suffolk County Division of EMS." Once the application is complete, the student must email the NREMT Program Director to ask for verification of the course. *The NREMT does not notify the program director that there are applicants waiting.* Please include a full name and NYS EMT number (if available) in the email. Examination fees are paid directly to NREMT at the time of registration.

NREMT Written Exam Failure

Candidates who fail the NREMT written exam must wait a mandatory fifteen days before retaking it. If a student fails their first attempt on the NREMT exam, they must contact their CIC for remediation prior to registering for a second attempt. If the candidate fails the NREMT Written Examination for a second time, they must contact their CIC for remediation with Suffolk County Fire Rescue Division of EMS staff prior to registering for a third attempt. The student will have a third and final attempt to pass the written examination. Candidates are allowed up to six attempts to pass; however, if a candidate fails the first three (3) attempts, they must complete remedial training before testing again. Suffolk County EMS requires that any student who fails a written exam three (3) times to complete a challenge or regular refresher class as their remediation. After remedial training, the student is allowed three (3) additional attempts to pass the written examination following the remediation outlined above. After six total attempts to pass the written examination, the candidate will be required to complete a full original course again.

Timeline

Students are required to register to take their NYS or NREMT Written Examination no more than thirty days from their course end date.

Reciprocity

An EMS provider may not practice in New York State without a valid NYS provider card. Students who take only the NREMT exam must apply for reciprocity if they wish to practice in New York. Information on reciprocity can be found here:

<https://www.health.ny.gov/professionals/ems/certification/reciprocity.htm>

SECTION TWENTY- TWO **Grievance Procedure**

If a student has a grievance, they must submit their grievance in writing within twenty-four hours of occurrence to the program IC, the SCEMS Academy Medical Director, and the SCEMS Course Sponsor Administrator. Contact information for these individuals can be found at the beginning of this document. Email is acceptable for an “in writing” grievance submission. If the grievance cannot be resolved by the individuals listed, the grievance will be brought to the New York State Department of Health Bureau of EMS for resolution.

If a student has a grievance specifically with the Practical Skills Examination, the grievance must be received by the Practical Skills Exam Coordinator before the student receives the exam results. Grievances about these examinations received after the student is given the results of the examinations will not be considered.

SECTION TWENTY- THREE **Transferring Courses**

On a case-by-case basis, students can transfer from one (1) current course into another current course of the same level and type. To initiate the process, the Suffolk County EMS Division Course Sponsor Administrator must receive an email from the student as to why they need to be transferred. The student must be in good standing with their current course. The student must have passed all section exams and must have submitted all required paperwork. In addition, the current Certified Instructor Coordinator (CIC) will be contacted and asked to submit any counseling records, if they exist. NYS EMS will be contact for final approval of the transfer. Without NYS approval, a student cannot transfer classes.

The Suffolk County EMS Division will contact the prospective course CIC to ensure that there are enough resources for the transfer. The division must also ensure that the new student application will meet the state deadline concerning the New York State Practical and Written Examinations.

If authorized, the student will need to attend all classes in the new course. There will be no advanced standing in any material, except for any completed clinical rotations. If a student is joining a course already in progress, all attendance records and scores will be transferred to the new course as applicable. The CIC from the prospective course may decide to honor the skills that have already been signed off, or the student may need to start over. The student will receive a learning contract that covers the practical skills signatures that will be required.

The student will be required to complete an updated New York State Application in person at the Suffolk County EMS Division office. If the student has been sponsored by a New York State EMS agency then they will also be required to submit an updated New York State Verification of Membership form. These forms are due as soon as possible and must meet all NYS EMS deadlines to be accepted. The Division office hours are Monday through Friday 9 AM to 5 PM. Appointments are required and can be made with the registrar.

SECTION TWENTY- FOUR

Student Comments, Concerns, or Complaints

Situations may arise that require resolution. These situations may involve other students, faculty, or the way in which the course is being conducted. The more quickly such matters are resolved, the more quickly the class can move on with its primary goal of teaching and learning. Therefore comments, concerns, or complaints should immediately be brought to the attention of the Certified Instructor Coordinator (CIC) for their action.

If the student is unable to address a concern in this manner or the matter is not resolved, the Suffolk County EMS Division Course Sponsor Administrator should be contacted. If necessary, the EMS System Medical Director can then address the issue, or the New York State EMS staff can be consulted.

In escalating order, students should contact:

1. Class Instructors
2. Class Certified Instructor Coordinator (CIC)
3. Course Sponsor Administrator
4. EMS System Medical Director
5. New York State EMS Staff

Note, if the student has a comment, concern, or complaint about the course instructors or CIC, they can begin by contacting the course sponsor administrator.

SECTION TWENTY-FIVE

Course Failure and Readmission

Failure to meet written and/or practical examination standards will result in a course failure and prevent the student from taking the National Registry and NYS Certifying Examination. A course failure may result from a violation of the standards established in this Academic Policy regarding grades, BCLS, attendance, clinical requirements, academic integrity, professional interpersonal skills, or classroom conduct.

Upon failing the course, students are not to report to any rotations that were scheduled prior to failure. Students will sign program exit paperwork stating that they have failed the program with the IC.

SECTION TWENTY-SIX

Withdrawal from a Course

If a student wishes to resign from the program, they must contact the course sponsor administrator to do so. Students are not to report to any rotations that were scheduled prior to withdrawal. Students will sign paperwork stating that they have withdrawn from the program with the IC.

SECTION TWENTY-SEVEN

Anti-Bullying Policy

Bullying is conduct that can be humiliating, intimidating, demeaning or cruel to a colleague to exclude or reject another member from the team. Hazing or bullying of any type shall not be tolerated in class. It is a violation of professionalism and a critical failure in the affective domain of the program. Any instances should be reported to the CIC and the course sponsor administrator.

SECTION TWENTY-EIGHT

Social Media Policy

While on rotation and during class time, students are not to post or take pictures for social media. Doing so at any time subjects the student to dismissal from the class.

SECTION TWENTY-NINE

Accommodations

All individuals who are diagnosed with a disability are protected under the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. As such, they may be entitled to accommodation within this class. If you are seeking accommodation within the program, please speak with your IC. Appropriate documentation as outlined by NYS EMS and/or the NREMT is required. Students still must meet the requirements of the functional job description as stated by the NYS EMS. The NYS Functional Job Description Policies can be found in Appendix A.

Any accommodation requested for written credentialing exams must go through NYS EMS and/or the NREMT. It is the student's responsibility to contact the NYS EMS and/or the NREMT. Please see the New York State policy on the EMS Certification Exam Reasonable Accommodation Requests and the NREMT Accommodations Check List in Appendix C for further information .

SECTION THIRTY

Policy Amendments

The SCEMS Academy reserves the right to amend any part of this policy at any time without prior notice. The SCEMS Academy will then supply an amended copy to each student with an explanation of the amendment or deletion. This is necessary to allow the SCEMS Academy the ability to make changes to the program in accordance with changing standards and requirements of the New York State Department of Health Emergency Medical Services Division, The Suffolk County Regional Emergency Medical Services Council, The Suffolk County Regional Emergency Medical Advisory Committee, the National Emergency Medical Services Education Standards, New York State and Suffolk County Department of Health, the Center for Disease Control, the Department of Homeland Security, clinical affiliates, and any other applicable entities.

SECTION THIRTY-ONE

Appendices

- A. NYS DOH Bureau of EMS Policy Statement 00-10: Functional Position Description
- B. NYS DOH Bureau of EMS Policy Statement 00-11: Sexual Harassment
- C. NYS DOH Bureau of EMS Policy Statement 22-03: Reasonable Accommodations Requests for NY State Certifying Exam and NREMT Accommodations Checklist
- D. NYS DOH Bureau of EMS Policy Statement 18-01: Certification of Individuals with Criminal Convictions
- E. Medical Exam Documentation Form (EMS 1 & 2 Form)
- F. Clinical Rotation Form

Appendix A - Functional Description

	 New York State Department of Health Bureau of Emergency Medical Services POLICY STATEMENT <i>Supersedes/Updates:</i> Policy Statement 93-01	No. 00-09 Date: 09/25/00 Re: Certified First Responder Page 1 of 2
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Functional Position Description Certified First responder (CFR)

Purpose:

Provide a guide for anyone who is interested in understanding what qualifications, competencies and tasks are expected of the CFR.

Qualifications:

- Complete the *Application for Emergency Medical Services Certification* (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State CFR course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 16 years of age prior to the last day of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show a need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgement and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse in English with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:

- Patient Assessment
- Use of Basic Life Support Equipment within the scope of practice for the CFR
- Ability to perform Cardio-Pulmonary Resuscitation (CPR)
- Control Bleeding
- Provide non-invasive treatment for hypoperfusion
- Manage environmental emergencies
- Provide initial care in medical and trauma emergencies, and emergency childbirth

Description of Tasks:

Responds to calls when dispatched. Reads maps, may drive emergency response vehicle to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assess and monitor vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders. Avoids mishandling patient and undue haste. Reports verbally and in writing, information gathered about patient's emergency and care rendered to EMT or AEMT in charge of ambulance crew on scene. Assists with lifting, carrying and properly loading patient into the ambulance.

Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.

Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains emergency vehicle in operable condition. Ensures cleanliness and organization of emergency response vehicle, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluids, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

	 New York State Department of Health Bureau of Emergency Medical Services POLICY STATEMENT <i>Supersedes/Updates:</i> Policy Statement 92-04	No. 00-10 Date: 09/25/00 Re: EMT-B / AEMT Page 1 of 3
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**Functional Position Description
Emergency Medical Technician – Basic (EMT-B)
Advanced Emergency Medical Technician (AEMT)**

Purpose:

Provide a guide for those who are interested in understanding what qualifications, competencies and tasks are expected of the EMT-B and/or the AEMT.

Qualifications:

- Complete the *Application for Emergency Medical Services Certification* (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 18 years of age prior to the last day of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgement and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:

The EMT-B

Must demonstrate competency in assessment of a patient, handling emergencies using Basic Life Support equipment and techniques. Must be able to perform CPR, control bleeding, provide non-invasive treatment of hypoperfusion, stabilize / immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth. Must be able to use a semi-automatic defibrillator. Must be able to assist patients with self-administration or administer emergency medications as described in state and local protocol.

The AEMT-Intermediate

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using intravenous therapy, defibrillator and advanced airway adjuncts to control the airway in cases of respiratory and cardiac arrest.

The AEMT-Critical Care

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using the AEMT-Intermediate skills and equipment. Must be able to administer appropriate medications.

The EMT-Paramedic

Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of pre-hospital care certification.

Description of Tasks:

Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Extricates patient from entrapment. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders.

Assists with lifting, carrying and properly loading patient into the ambulance. Avoids mishandling patient and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patient to medical facility providing ongoing medical care as necessary enroute. Reports nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and carries

out medical control orders as appropriate. Assists in moving patient from ambulance into medical facility. Reports verbally and in writing observations of the patient's emergency and care provided (including written report(s) and care provided by Certified First Responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required.

Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.

Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition. Ensures cleanliness and organization of ambulance, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

Appendix B – Sexual Harassment

	 New York State Department of Health Bureau of Emergency Medical Services POLICY STATEMENT <i>Supersedes/Updates: New</i>	No. 00 - 11 Date: 10/03/00 Re: Sexual Harassment Page 1 of 2
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Purpose:

The intent of this policy is to advise individuals participating in Department of Health (DOH) approved courses and those working in the Emergency Medical Services field that they are entitled to an environment that is free from sexual harassment.

Policy:

DOH requires all course sponsors to develop and implement a policy on sexual harassment. DOH also encourages all EMS provider agencies to develop their own agency policy on sexual harassment.

Sexual harassment is not merely offensive but it is a form of discrimination in violation of Federal and State Law.¹

Definitions:

- Employer:** Includes any Emergency Medical Services provider agency, including but not limited to municipal entities, volunteer fire departments, volunteer ambulance corps, commercial, industrial and hospital provider agencies.
- Employee:** Any person, compensated or not, that is employed by or a volunteer for any EMS provider agency or course sponsor.
- Workplace:** Any location or vehicle that an employee is at in the course of their duties for the employer.
- Student:** Any person enrolled in a DOH approved EMS training course.
- Educational Setting:** Includes any location being used for EMS education. This definition extends to locations used for clinical and field training of EMS providers.
- Sexual Harassment:** Any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in a workplace or educational setting which are offensive or objectionable to the recipient, cause the recipient discomfort or humiliation, or interfere with the recipient's job performance or educational progress.

¹ Title VII of the Civil Rights Act of 1964
Executive Order No. 19 Issued 5/31/83

It may include:

- Visual harassment: posters, magazines, calendars etc
- Verbal harassment or abuse: repeated requests for dates, lewd comments sexually explicit jokes, whistling etc.
- Written Harassment: Love poems, letters, graffiti
- Offensive gestures
- Subtle pressure for sexual activities
- Unnecessary touching, patting, pinching or kissing.
- Leering or ogling
- Brushing up against another's body.
- Promise of promotions, favorable performance evaluations or grades, etc in return for sexual favors
- Demanding sexual favors accompanied by implied or overt threats to a person's job, promotion, performance evaluation, grade, etc.
- Physical assault, rape.

Implementation:

All course sponsors shall, and all EMS provider agencies are encouraged to, develop a policy to address sexual harassment in their location.

These policies should include a notification to all employees and students that sexual harassment is a violation of law and is intolerable in either the educational or employment setting.

The policy statement should state that sexual harassment is considered a form of employee and/or student misconduct and that sanctions will be enforced against individuals engaging in sexual harassment and against supervisory, administrative or managerial personnel who knowingly allow such behavior to continue.

Policies should also include a procedure for the following:

- ☐ making a complaint of sexual harassment ;
- ☐ to whom complaints are to be made;
- ☐ in what form the complaint should be filed, and
- ☐ the procedure the sponsor/employer will follow in investigating the complaint.

The policy should provide for a subsequent review to determine if sexual harassment has been effectively stopped.

In addition to filing a complaint within the procedure of the workplace or course sponsor's policy or for agencies that do not have policies, individuals are also entitled to seek relief by filing a complaint with:

- ☐ New York State Division of Human Rights
- ☐ Federal Equal Employment Opportunity Commission
- ☐ U.S. Labor Department – Office of Civil Rights
- ☐ A court having appropriate jurisdiction

Once developed, the policy should be widely distributed by providing a copy of it to **all employees**, it should be included in all new employee and student orientations and publicized within the workplace or educational setting.

All employers developing policies should conduct appropriate training to instruct and sensitize all employees to the policy.

Appendix C – Written Exam Accommodations



Bureau of
Emergency Medical Services
and Trauma Systems

Policy Statement

Number: 22-03
Date: 01-03-2022
Supersedes/Updates: 15-05

ADA Accommodations Requests for NY State EMS Certifying Exam

Background

The New York State Department of Health (Department), Bureau of Emergency Medical Services and Trauma Systems (BEMS) administers certification examinations to persons who meet the minimum requirements for NYS certification in accordance with Chapter VI of Title 10(HEALTH) of the Official Compilation of Codes, Rules and Regulations, Part 800.

Purpose

This policy is intended to provide guidance to persons with documented disabilities who request reasonable accommodations to take the NYS DOH BEMS certification examination. The Department, in accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), as amended, will not discriminate on the basis of disability.

Procedures

The Department offers reasonable and appropriate accommodations for its certification examinations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

The Department will review each request on an individual basis and make its decisions relative to appropriate accommodations based on the following guidelines:

1. An individual requesting an accommodation under ADA must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.
2. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the examination's effectiveness in assessing the essential functions of pre-hospital care, which the examinations are designed to measure.
3. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations, must be qualified to do so.

4. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to Department staff and consultants only to the extent necessary to evaluate and/or provide the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

In order for an individual to be eligible to take a NYS DOH BEMS certification examination with accommodations, the individual must:

1. Enroll in a NYS DOH BEMS approved course offered through an approved educational entity (course sponsor).
2. Complete and submit, through the EMS course sponsor, an Application for Emergency Medical Services Certification, form number DOH-65.
3. Persons requesting an accommodation must submit their request in writing.
4. Requests for ADA accommodations can be sent to *EMS.ADA.testing@health.ny.gov* or electronically through the ADA portal at <https://apps.health.ny.gov/pubpal/builder/survey/adarequest>

Requests should include the following information:

- a. Individual's first and last name.
- b. Individual's mailing address.
- c. Individual's telephone number and email address.
- d. Course number the individual is enrolled in (obtain from instructor).
- e. What accommodations the individual is requesting.
- f. Any documentation from professionals who have conducted assessments or who have rendered diagnoses to support the accommodation request.
 - In many cases, this can be in the form of an Individualized Education Program (IEP), a formal psycho-educational evaluation.

All requests for reasonable accommodations must be received by the Department no later than 8 weeks prior to the end date of the class in which the individual is enrolled. Ideally, the request should be made at the start of the course or as soon as possible.

Individuals requesting an accommodation will be notified in writing of the Department's decision to either grant, deny or modify the requested accommodation.

In the event the individual does not agree with the Department's decision, the individual requesting the accommodation may file an appeal by contacting:

Designated Reasonable Accommodation Coordinator
New York State Department of Health
Empire State Plaza, Corning Tower, Room 2284
Albany, NY 12237
(518) 474-4398

5. Meet all requirements for Initial Certification Requirements in Part 800.6 or Recertification Requirements in Part 800.7.
6. Complete all requirements for course completion through a course sponsor.



Accommodations Check List

How to Apply for Accommodations for an NREMT Exam

The National Registry wants to ensure that all candidates receive a fair and unbiased opportunity to demonstrate their knowledge, skills, and abilities related to EMS. To ensure that each candidate receives a fair opportunity to test, the National Registry offers reasonable and appropriate accommodations for persons with documented disabilities. The National Registry recognizes that each disability is unique to the individual and all National Registry decisions regarding reasonable accommodations are evaluated on a case-by-case basis. The National Registry complies with the Americans with Disabilities Act (ADA).

Here's how to do it:

1. **Review the National Registry's policy** on accommodations here: [NREMT Accommodations Policy](#)
(Send an email to accommodations@nremt.org if you have questions.)
2. **Create an application.** If you haven't already done so, complete an application to take an exam:
 - a. In your account, click on 'Create a New Application'.
 - b. Select the application level you wish to complete: EMR, EMT, AEMT, Paramedic.
 - c. Do not pay the exam fee until AFTER you receive the results of your accommodations request.
3. **If you don't have an account**, click here: [Create an Account](#). You must have an account with the National Registry to be approved for accommodations. Then, create an application (see Step #2).
4. **Complete the questionnaire.** Print, complete, and sign the questionnaire. Click here: [Accommodations Questionnaire](#)
5. **Get your supporting documentation*.** Ask your healthcare specialist for the appropriate documentation to support your request. These documents include:
 - a. A letter from an appropriately credentialed professional, such as a psychologist, with (1) the diagnosis of your disability, (2) specific disability symptoms, and (3) recommendations for accommodations
 - i. This information should be written on professional letterhead, dated, and signed
 - b. Psychological evaluation, signed comprehensive assessment report, and accompanying standard scores
 - c. Evidence of previously approved accommodations
 - d. A personal statement written by you describing your disability and its impact on your daily life and educational functioning

*Please note: some accommodations requests may require additional documentation
6. **Email it all to the National Registry:** accommodations@nremt.org
7. **Wait patiently.** Please allow at least 30 days. If we do not receive the appropriate documentation, it may take longer.
8. **Watch for our email.** We will send you an email with a letter indicating the results of your accommodations review.
 - a. The letter will provide detailed instructions on what to do next.
 - b. Please do not schedule your exam until you have received this letter. If you do, you will not receive your accommodations and will need to reschedule.

Appendix D – Certification of Individuals with Criminal Convictions

	 New York State Department of Health Bureau of Emergency Medical Services POLICY STATEMENT <i>Supersedes/Updates:</i> 00-12, 02-02, 09-05, 15-04	No. 18-01 Date: April 2018 Re: Certification of Individuals with Criminal Convictions Page 1 of 3
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On May 6, 2015 Title 10 of the New York Codes, Rules and Regulations Part 800 were amended as they relate to certification, recertification and continuing medical education recertification requirements. These sections reflect New York State's policy of removing barriers to the licensure and employment of persons previously convicted of one or more criminal offenses and incorporate Article 23-A of the Corrections Law into the review of an applicants' prior criminal offenses.

The following provisions are contained in Part 800:

...if the applicant has been convicted of one or more criminal offenses, as defined in §800.3(ak), be found eligible after a balancing of the factors set out in Article 23-A of Corrections Law. In accordance with that Article, no application for a license shall be denied by reason of the applicant having been previously convicted of one or more criminal offenses unless (i) there is a direct relationship between one or more of the previous criminal offenses and duties required of this certificate or (ii) certifying the applicant would involve an unreasonable risk to property or the safety or welfare of a specific individual or the general public. In determining these questions, the agency will look at the eight factors listed under New York State Corrections Law Section 753.

...not have been found guilty or in violation, in any jurisdiction, of any other non-criminal offense or statutory and/or regulatory violation, as those terms are defined in Section 800.3 of this Part, relating to patient safety unless the department determines such applicant would not involve an unreasonable risk to property or the safety or welfare of a specific individual or the general public.

Purpose:

This policy specifies the process for the review of applicants seeking Emergency Medical Services (EMS) certification with a history of criminal convictions. It also describes the responsibilities of the applicant, the Certified Instructor Coordinator (CIC) and the Department of Health.

Applications for Original EMS Certification or Recertification:

In accordance with the provisions of the State Emergency Medical Services Code, 10 NYCRR Part 800, applicants for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The Department will review all criminal convictions from any federal, military, state and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800. If the applicant has been convicted of one or more criminal offenses, the Department will consider the eight factors listed under New York State Corrections Law Section 753, to determine if the applicant represents an unreasonable risk to property or the safety or welfare of the general public.

Certain Family Court or other designated governmental agency findings are also subject to review by the Department. If an applicant is unsure as to the status of any court proceeding, he/she **SHOULD NOT** sign the Application for Emergency Medical Services Certification (DOH-65).

10 NYCRR Part 800 does not prevent an applicant with a criminal conviction from attending and completing all of the training requirements of an EMS certification course. However, it may prevent the applicant from

Page 1 of 3

becoming certified in New York State until the Department has conducted a review and investigation of the circumstances of the conviction(s) and made a determination that the applicant does not represent an unreasonable risk to property or the safety or welfare of the general public.

If the Department makes a determination allowing certification, the applicant will be eligible to take the applicable New York State practical and written certification examinations, if otherwise qualified. All applicants must be fully informed of these requirements by the Certified Instructor Coordinator (CIC) at the beginning of a course.

Applicants will not be permitted to take the NYS practical or written certification examination until the background review and investigation is completed and a final written determination is received by the applicant.

The Certification Application:

All applicants applying for NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65). The bottom of the application contains an affirmation that states "Do not sign this if you have any convictions". Under no circumstances should an applicant sign this application if he or she has a criminal conviction of any type.

The CIC must identify all unsigned applications and send them with the course memorandum and all other applications to the Department immediately after the second class session. The CIC should include a separate memorandum or note identifying each unsigned application. The applicant(s) will be listed on the class list but will not be issued an examination ticket until cleared in writing by Department. It is the responsibility of the applicant to understand this policy, gather the required documentation and provide it to the Department. An EMS representative from the Department may conduct an interview. This may take the form of a personal meeting or telephone interview. In an effort to permit a timely review and determination, the applicant must provide all the required documentation within 30 days of the initial Department contact. If the applicant does not provide the documentation, the investigatory review will be closed and the applicant will not be able to seek EMS certification.

The applicant should not contact the Bureau of EMS (BEMS) directly. Upon the receipt and processing of the unsigned DOH-65 application form, the applicant will be sent a package of information outlining the investigative process, the required information to be supplied and the contact name and telephone number of the Bureau of EMS Representative reviewing their case.

The Department will only discuss issues related to criminal convictions with the applicant or their legal representative. There is no requirement or need for the applicant to disclose the circumstances of any conviction(s) with the CIC.

The Review Process:

All applicants entered in the review process will need to provide the following written documentation concerning all convictions. This information must be sent directly to the Department regional office as detailed in the letter sent to the applicant.

1. A notarized sworn affidavit stating that the applicant has not had any conviction(s) for a crime or crimes other than those currently identified.
2. If the applicant is recertifying and has signed previous certification applications, he/she must provide an explanation as to why these applications were signed.
3. A signed and dated statement describing the reason that they are seeking EMS certification.

4. A signed and dated written narrative description of the circumstances leading to and surrounding each conviction.
5. An original or certified copy of the certificate of disposition from the court. A Certificate of Relief from Disabilities does not fulfill this documentation requirement. If these items are not available, an original letter from the court must be supplied attesting that the documentation does not exist or is no longer available. Please note that the applicant may be responsible for the cost of obtaining these documents.
6. A letter from the applicant's probation/parole officer (if applicable) documenting compliance with their probation/parole. A copy of the final probation/parole report must also be included.
7. If the applicant's conviction resulted in any court ordered therapy, clinical evaluations or counseling, a letter or report from the organization or individual who provided the evaluation, counseling or therapy is required. The letter or report should indicate if treatment is ongoing or if it has been completed and whether or not it was considered to have been successful. The letter should also indicate that the counselor/therapist believes that the applicant is suitable to perform patient care in a prehospital setting.
8. The applicant is required to submit letters from the administration of each EMS agency with whom they are affiliated. These letters must be on official letterhead and presented to the Department EMS Representative in a **sealed and signed** envelope. These letters must describe any involvement in EMS or other health care settings, the length of the affiliation with the agency, **an awareness of the specific conviction(s), the circumstances and the agency's willingness to monitor the individual during the performance of his/her EMS duties.**
9. The applicant should submit other letters of recommendation. These letters must also be presented to the EMS Representative in a **sealed and signed** envelope. These recommendations must include a description of the relationship with the applicant, have knowledge of the conviction, an understanding of the EMS environment, and can attest to the applicant's good character. The letters may include, but not be limited to:
 1. current employers;
 2. health care professionals;
 3. community leaders (i.e. clergy, law enforcement or educators)
10. Each applicant may have a personal interview with a Department EMS Representative after all the documentation requirements have been met. A telephone interview may be conducted in the place of a personal meeting. Upon completion of the investigation and review, the applicant will be notified in writing of the Department's decision.

While the investigation and review is ongoing, an applicant may attend all classes. However, the applicant will be prevented from taking any NYS certifying examination, including the challenge practical skills examination at the beginning of the refresher program, the practical examination at the conclusion of the training program and the final written certification examination, until all course requirements are completed and a favorable determination is made in writing by the Department.

Applicants possessing current NYS EMS certification will be afforded a hearing in accordance with the provisions of Section 12-a of the Public Health Law if the Department seeks suspension, revocation or any other legal action.

Appendix G – Medical Exam Documentation Form (EMS 1 & 2 Form)



Health Examination Documentation for EMT Students

Name: _____ Phone #: _____

Address: _____

Name of person to be notified in emergency: _____

Phone #: _____ Relationship: _____

HEALTH HISTORY

Please list all medical conditions for which the individual is under a physician's care, is being monitored or is taking routine medication to treat:

Please list all medications that the individual is taking:

Please list all allergies to medications, foods, and others:

Please list all surgeries and major surgical procedures:

Please inquire about and address any hospitalizations that the individual has had in the last 12 months:

Physical Exam:			
HR	BP	RR	Temp
Weight	Height	BMI	
Visual Acuity	Gross Hearing Testing		

I have examined this individual and have found that they meet the functional requirements to serve as a New York State EMT.

I have reviewed the individual's medical and surgical history, any medications or medical conditions for which they are being monitored and/or treated, and I find that the student is capable of serving as an EMT, which includes driving emergency response vehicles and working under stressful situations.

I have reviewed the individual's vaccination history, and any antibody titers and their PPD/QuantiFERON gold testing and find that the student meets the New York State requirements to serve as a health care provider (or have signed appropriate declinations).

Health Care Provider's Name and License Number

Health Care Provider's Signature

Date

Phone Number



Appendix I – Skills Sign Off Forms CFR and EMT



EMT-BASIC PRACTICAL SKILLS COMPLETION RECORD

Student's Name: _____

NYS Course No.: _____ Course Location: _____

	(Date and Sign)		
	1 ST	2 ND	3 RD
1. Patient Assessment Medical	_____	_____	_____
2. Patient Assessment Trauma	_____	_____	_____
3. Cardiac Arrest-AED	_____	_____	_____
4. Bag-Valve-Mask	_____	_____	_____
5A. Upper Airway Adjuncts	_____	_____	_____
5B. Supplemental Oxygen	_____	_____	_____
5C. Bleeding Control/Shock Mgmt.	_____	_____	_____
6A. Long Bone Immobilization	_____	_____	_____
6B. Joint Immobilization	_____	_____	_____
6C. Traction Splinting	_____	_____	_____

OTHER SKILLS (Mandatory but not tested on NYS Practical Skills Exam. *Can be completed via group demonstration, video, or discussion.)

Nebulizer Treatment	_____	Spinal Motion Restriction (3)	_____
IN Administration	_____	Infant Immobilization in a car seat	_____
IM Injection (Epinephrine)	_____	Pediatric Immobilization Device	_____
IM Injection (Glucagon)	_____	Normal Birth	_____
Auto-Injector	_____	Breech Birth	_____
Blood Glucometry	_____	Neonatal Resuscitation	_____
CPAP	_____	*Narrative Writing	_____
Igel	_____	*Med Control Call	_____
12-lead Acquisition	_____	Vital Signs	_____
Mechanical Restraint	_____	*Helmet Removal	_____
*Pelvic Sling (or other device)	_____		_____
*Junctional Tourniquet	_____		_____

Skills Completion Record

Updated 7/2026



CFR PRACTICAL SKILLS COMPLETION RECORD

Student's Name: _____

NYS Course No.: _____ Course Location: _____

	(Date and Sign)		
	1 ST	2 ND	3 RD
1. Patient Assessment Medical	_____	_____	_____
2. Patient Assessment Trauma	_____	_____	_____
3. Cardiac Arrest-AED	_____	_____	_____
4. Bag-Valve-Mask	_____	_____	_____
5A. Upper Airway Adjuncts	_____	_____	_____
5B. Supplemental Oxygen	_____	_____	_____
5C. Bleeding Control/Shock Mgmt.	_____	_____	_____

OTHER SKILLS (Mandatory but not tested on NYS Practical Skills Exam.)

Blood Pressure	_____
IN Administration*	_____
Auto-Injector*	_____
Extremity Splinting	_____
Normal Birth Assist	_____
Manual Cervical Stabilization	_____
Cervical Collar	_____
_____	_____
_____	_____
_____	_____
_____	_____

* Dose already determined with a pre-measured device



Suffolk County Fire Rescue and Emergency Services
Emergency Medical Services Division
Student Agreement

Name: _____ **NYS Course:** _____ **SCEMS Course:** _____

I acknowledge that I have received and understand the policies, rules, and regulations (Academic Policy) for the course. I further understand that failure to comply with the policies, rules, and regulations will result in corrective action, disciplinary action, and/or separation from the program.

Signature: _____ Date: _____

I have read and understand the **Certification for Individuals with Criminal Convictions (NYS DOH 18-01)**

Signature: _____ Date: _____

I have read and understand the **Functional Position Description (NYS DOH 00-10)**. I understand that if there are any conditions which preclude me from performing all the functions listed in the policy, it is my responsibility to contact the New York State Department of Health Bureau of Emergency Medical Services Central Office.

Signature: _____ Date: _____

I have read and understand the **EMS Certification Exam Reasonable Accommodation Requests (NYS DOH 22-03) and The NREMT Accommodations Checklist** outlining the policy for requesting reasonable accommodations to take NYS EMS and NREMT examinations.

I understand that if I wish to request reasonable accommodation regarding any SCEMS testing policy or procedure, it is my responsibility to contact my IC.

Signature: _____ Date: _____

I have read and understand the **Sexual Harassment Policy (NYS DOH 00-11)** stating that individuals participating in DOH approved courses and those working in EMS that they are entitled to an environment that is free from sexual harassment.

Signature: _____ Date: _____

I have read and understand the **Suffolk County Sexual Harassment Policy**.

Signature: _____ Date: _____

I understand that my health information will be released to the appropriate clinical affiliates for the purposes of admission to clinical sites. I give the SCEMS administration permission to do so.

Signature: _____ Date: _____