

**New York State
Department Of Health**

Bureau of Emergency Medical Services

**AEMT
Rapid Recertification**

Administrative Manual



July 2000

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AEMT Rapid Recertification

Purpose

The AEMT rapid recertification program is designed to allow currently certified AEMTs who remain clinically active and competent, admission to the State practical skills and written recertification examinations without the necessity of completing a refresher course. Based on the Service Medical Director's¹ affirmation that the recertification applicant is clinically competent and qualified to continue practicing, the AEMT can apply for admission to an AEMT Rapid Recertification exam. In essence, emphasis will be shifted from periodic refresher courses (once every three years) to on-going assessment and physician directed quality assurance, quality improvement and continuing education.

Eligibility

The Service Medical Director will establish specific written requirements for participation in the AEMT rapid recert program; these requirements must be maintained on file by the EMS service. The criteria for eligibility will include, but is not limited to all of the following:

1. Actively practicing as a New York State Certified AEMT within a regionally approved ALS system.
2. Clinically competent and qualified to practice as an AEMT.
3. Remains proficient in all of the cognitive and performance objectives of the New York State approved AEMT curriculum.
4. In the judgement of the Service Medical Director the candidate is of sound character and judgement.
5. Successfully completed the national cognitive and skills objectives in Basic Cardiac Life Support (BCLS) Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care as outlined in the *Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care: Recommendations of the [most current] National Conference*.
6. Other requirements as set forth by the Service Medical Director.

The determination of whether a candidate meets the above criteria is made solely by the Service Medical Director and shall be based on, but not limited to, direct clinical observation, evaluation of performance through quality improvement/quality assurance activities, in-service training, and continuing medical education (CME).

Since the recertification candidate's last certification, he/she must have participated in activities to review and/or be evaluated on all of the areas of the core-content of the AEMT curriculum. It is essential that the applicant's Service Medical Director be satisfied that all criteria has been met.

1. *Policy Statement 95-1, Providing Medical Control:*

"Service Medical Director" means a physician identified by an EMS service who has been approved by one or more REMAC(s) as having met their credentialing policies and procedures, who is directly responsible for the medical care provided by the certified EMS personnel of that EMS service, and who provides and participates in the EMS service's quality improvement program.

Application Procedure for the State Certification Examination

The New York State practical skills examination must be administered by a Course Sponsor approved to conduct AEMT Refresher Courses. The Course Sponsor must not have a vested interest in the outcome of the examination (i.e., an EMS provider agency should not conduct an examination for its own members/employees). If no independent Course Sponsor is available in an area, the department may consider an exemption to this policy, on a case-by-case basis.

Candidates who have failed the practical skills examination portion of the AEMT Rapid Recertification must enroll in and successfully complete a Refresher course prior to being admitted to another practical skills examination. Candidates who have failed the written certification exam portion of the Rapid Recertification after two attempts must enroll in and successfully complete a Refresher (including the practical skills examination) prior to being admitted to another written certification examination.

To apply for the State Certification Examination the Course Sponsor must submit a *Course Application* (DOH-782), *Course Memorandum* (DOH-263), and attach an *Application for AEMT Rapid Recertification* (DOH-4010) for each recertification candidate. **This material must be received by the department at least 6 weeks prior to the proposed written certification examination.**

Course Application

The Course Application (DOH-782) must be complete with original signatures. Under section 4, Type of Course, the sponsor should check OTHER, and write in AEMT RAPID RECERT. For sections 5-11, enter information on the Certified Instructor Coordinator (CIC) who will coordinate the practical skills examination. For section 12, Starting Date, enter the date you are submitting the application (the Starting Date must precede the Practical Examination Date). For section 13, Practical Examination Date, enter the date you will be conducting the practical skills examination (the Practical Examination Date must precede the Written Examination Date). For section 14, Written Examination Date, enter the date you are requesting the State written certification examination (must be on a scheduled exam date). A course schedule must accompany the Course Application.

Course Memorandum

The course Memorandum (DOH-263) must be completed on both sides and attached to the Course Application. Under Course Information, check the box for EMT-AEMT-Refresher. Under section D, Other, write in AEMT Rapid Recert. Leave blank the line for Class Day(s) and Class Time(s).

Application for AEMT Rapid Recertification

An application for AEMT Rapid Recertification (DOH-4010) must be completed and submitted with *original signatures* on both sides of the form. This is a two-sided form that will only be accepted as such, do not submit this application on two separate sheets. An application for each candidate must be attached to the Course Memorandum. Leave the Course Number blank, this number will be assigned upon approval of the application and returned to the sponsor with the Course Approval Notification form.

The course sponsor is responsible for verifying that the Service Medical Director is a physician identified by an EMS service who has been approved by one or more REMAC(s) as having met their credentialing policies and procedures.

Distribution of Exam Grading Sheets

Copies of the exam-grading sheet for each practical skills station must be distributed to the candidate at least one week prior to the practical skills examination.

Practical Exam Administration

As with regular refresher courses, the practical skills exam must include all skill stations as outlined in the *Advanced Level Examination Coordinator's Manual*.

Other Paperwork

Upon receipt and approval of the above, the sponsor will be sent a Course Approval Notification, Class Roster and Student Examination Ticket for each candidate. At the time of the written certification examination the sponsor must provide the exam proctor with the signed Class Roster and Final Practical Skills Examination Summary sheet (DOH-2733). Each candidate must sign their Student Examination Ticket in front of the proctor.

Funding

Tentative Plans: Course Sponsors should review the most current “EMS Course Funding Policy Statement” for information on reimbursement rates and eligibility requirements. The candidate can not be charged tuition and/or other fees for the AEMT Rapid Recertification.

At the time of printing, the reimbursement rates are based on \$100.00 for administrative costs plus the current practical skill exam reimbursement rate:

Course Type	Training Reimbursement	Practical Skills	Total
EMT-I	\$50	\$75	\$125
EMT-CC	\$50	\$100	\$150
Paramedic	\$50	\$150	\$200

Administrative cost will include, but are not limited to, processing the application forms and paperwork, providing candidates with advance copies of the grading sheets, and distributing examination admission tickets to candidates who pass the practical skills examination.

Notice to the Service Medical Director

Participation in the Paramedic Rapid Recertification program is voluntary. Therefore, if you decide to participate in this process your affirmation is a commitment that is made under the sole authority of your license to practice medicine in the State of New York.