



Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
www.psiexams.com

# Massachusetts Department of Public Health Office of Emergency Medical Services Emergency Medical Technicians Licensing Examinations



## CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com).

## EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the written examination process for becoming an emergency medical technician (EMT) in the State of Massachusetts.

The Massachusetts Department of Public Health, Office of Emergency Medical Services (MDPH/OEMS), also known as the "Department", has contracted with PSI licensure:certification (PSI) to conduct this examination program. PSI works closely with the Department to make certain that the examinations meet the State's, as well as, nationally established technical and professional standards for examination development and administration. PSI provides the examinations through a network of computer examination centers in Massachusetts.

## GUIDELINES FOR CERTIFICATION

Candidates for EMT certification are required to complete a Department-approved training course and pass a practical and a written examination. The following are the steps for EMT certification:

1. The candidate submits an application with supporting documentation and the certification fee to the Department.

Massachusetts Department of Public Health  
Office of Emergency Medical Services  
99 Chauncy Street, 11<sup>th</sup> Floor  
Boston, MA 02111-1703  
(617) 753-7300  
[www.mass.gov/dph/oems](http://www.mass.gov/dph/oems)

2. The Department reviews and verifies the candidate's eligibility for the examinations.
3. The Department returns the application if the candidate is ineligible.
4. The candidate schedules the practical examination with an accredited training institution.
5. The candidate takes the practical examination.
6. The Department notifies the candidate if the candidate fails the practical examination.
7. The Department transfers data electronically to PSI if the candidate passes the practical examination.
8. PSI sends the candidate an Eligibility postcard, which will notify the candidate that he or she has passed the practical examination. The postcard will also provide instructions for registering and scheduling the written examination.
9. PSI provides the candidate with the results of the written examination at the completion of the written examination.
10. PSI issues an EMT certification card if the candidate passes the written examination, on the same day.

### CERTIFICATION REQUIREMENTS

Massachusetts law has established the requirements to qualify for certification as an EMT-B, an EMT-I, or an EMT-P. The Department is responsible for ensuring that EMT candidates are certified as competent pre-hospital health care practitioners. A score report and a wallet card are issued to

candidates who pass the examination. Please read the contents of this Candidate Information Bulletin (CIB) completely before applying for certification; it contains important information about requirements for certification.

### EMT-B Requirements

You must:

- Be at least eighteen (18) years of age
- Abstain from the abuse of drugs that impair professional judgment and/or practice
- Be free of any physical or mental impairment or disease that could reasonably be expected to impair your ability as an EMT, or that could reasonably be expected to jeopardize the health and safety of the patient
- Hold current certification as a Health Care Professional or a Professional Rescuer BLS-CPR
- Successfully complete a Department-approved EMT-B course\*
- Successfully complete a Department-approved practical examination within one (1) year of the official EMT-B course completion date
- Successfully complete the written (cognitive skills) examination within six (6) months of passing the practical examination

### EMT-I Requirements

You must:

- Be at least eighteen (18) years of age
- Abstain from the abuse of drugs that impair professional judgment and/or practice
- Be free of any physical or mental impairment or disease that could reasonably be expected to impair your ability as an EMT, or that could reasonably be expected to jeopardize the health and safety of the patient
- Hold current certification as an EMT-B, at a minimum
- Successfully complete a Department-approved EMT-I course\*
- Hold current certification as a Health Care Professional or Professional Rescuer BLS-CPR
- Successfully complete a Department-approved practical examination.
- Successfully complete the written examination within six (6) months of being authorized to take the written examination

### EMT-P Requirements

You must:

- Be at least eighteen (18) years of age
- Abstain from the abuse of drugs that impair professional judgment and/or practice
- Be free of any physical or mental impairment or disease that could reasonably be expected to impair your ability as an EMT, or that could reasonably be expected to jeopardize the health and safety of the patient
- Hold current certification as an EMT-B, at a minimum
- Successfully complete a Department-approved EMT-P course\*
- Hold current certification as a Health Care Professional or Professional Rescuer BLS-CPR
- Hold current certification from the AHA in ACLS
- Successfully complete a Department-approved practical examination within one (1) year of the official EMT-P course completion date
- Successfully complete the written EMT-P examination within six (6) months of being authorized to take the written examination

## INTERNET REGISTRATION AND SCHEDULING

*\*Successful completion of an EMT course means that you must have attended all sessions or appropriate makeup sessions, met all course requirements, and received a passing grade for the course.*

### Requirements for Out-of-State or Other EMT Candidates

EMT candidates wishing to become certified in Massachusetts based on training or out-of-state certification/licensure include individuals who are currently:

- EMTs certified in another state,
- Massachusetts registered nurses,
- Massachusetts licensed nurse practitioners,
- Massachusetts licensed physicians or physician assistants; or
- Those who have completed a MA equivalent EMT initial training program, including those registered with the National Registry of EMTs.

If you want to take the Massachusetts certification examination, you must obtain a challenge application packet by contacting the Department at (617) 753-7300.

### Approved Initial Training Course Providers

A list of Department-approved accredited training institutions is available on the MDPH/OEMS Web site at [www.mass.gov/dph/oems](http://www.mass.gov/dph/oems).

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

All questions and requests for information about examinations should be directed to PSI.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121

(800) 733-9267 • Fax (702) 932-2666 • TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)

Upon approval of eligibility to take the written examination, PSI will mail an eligibility postcard with instructions to register, pay and schedule for the examination.

- Candidates must pass the written examination within six (6) months of being authorized to take the examination.
- If a candidate fails, you will have 2 more attempts to take the examination within the 6- month authorization period.

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay for the examination at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

### EXAMINATION FEE

Examination	\$55
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**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE. REGISTRATION FEES EXPIRE WHEN EXAMINATION ELIGIBILITY EXPIRES.**

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or VISA. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Massachusetts examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

## TELEPHONE REGISTRATION AND SCHEDULING

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

## FAX REGISTRATION AND SCHEDULING

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may also schedule online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com).



## STANDARD MAIL REGISTRATION AND SCHEDULING

For those desiring to make payment for their examination using cashier's checks or money orders, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

1. Complete the PSI registration Form (found at the end of the bulletin), and submit the form and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your name on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

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Please allow 2 weeks to process your Registration. After 2 weeks you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may also schedule online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com).

### SCHEDULING FYI'S

- Only the candidate may schedule an appointment through a CSR, not a friend or relative.
- If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

## SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. The only accommodation allowed by the Department is extra time to complete the examination. If approved, EMT-B candidates will be allowed *three (3) hours* to complete the examination. EMT-I and EMT-P candidates approved for an accommodation will be allowed *three and one half (3.5) hours*.

If you require special testing arrangements due to a disability, you must contact the Department's ALS or BLS Examination Administrator at (617) 753- 7300. You will be asked to provide your name, your address, and the Department-approval number, as well as supporting documentation from a physician or other qualified professional reflecting a diagnosis of your condition. Upon review of the documents by the state medical director, the Department will contact you with instructions for scheduling the examination.

If you received an accommodation for your initial examination and now you need to retest, you should notify the Department that special arrangements were used for the previous examination. Due to the unique nature of each special request, the Department recommends that, if you require a special accommodation, you make a request as early as possible.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will

not be penalized. You will be rescheduled at no additional charge.

### EXAMINATION REVIEW

PSI, in cooperation with the Department, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination results is discovered as a result, which occurs very rarely, the examination results of all affected candidates will be automatically adjusted. **This is the only review of the examination through PSI available to candidates.**

### **EXAMINATION SITE LOCATIONS**

#### **Auburn**

48 Sword St, Unit 204  
Auburn, MA 01501

*Going South on Southbridge ST/MA-12, turn right on Sword St.*

#### **Boston**

56 Roland St., Suite 211  
Washington Crossing  
Charlestown, MA 02129

*From North: Take I-93 South. Exit 28 - Boston/Sullivan Sq./Charlestown. Merge into Mystic Ave. Take I-93S Ramp to Boston/Sullivan Sq./Charlestown (take ramp do not get on highway). Make slight left turn on to Maffa Way. Make slight right turn on to Cambridge Street. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, parking lot on right). Enter through North lobby.*

*From South: Take I-93 North. Exit 28 - Rt 99/Sullivan Sq./Somerville. Make left on to Cambridge St. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, Parking lot on right). Enter through North lobby.*

*Site is also accessible by Public Transportation to Sullivan Square. The Orange Line and many buses stop here. Walking from Sullivan Station: Make a right on to Cambridge Street. About 1/4 mile on the left is Carter Street (will pass a Dunkin Donuts and Hess Gas station on left). Turn right on Roland St. Enter through North Lobby.*

#### **Fall River**

218 South Main St, Suite 105  
Fall River, MA 02721

*From the North take Rte. 24S to 79S. Take Route 138S Exit. Bear right off exit. Go left at first traffic light. Take left at the second traffic light (top of hill) onto So Main St. 218 is 2 blocks down on the right. Parking: Go past 218 SO Main to 2nd light. Take right. Take another right at next traffic light. Third St parking Garage is on your right.*

*From the East 195 West. Take 138 S / Ma 79 S exit 5 toward N Tiverton RI ( .3 miles). Follow Route 138 S toward N*

*Tiverton RI (.1 miles). Merge right. Take Broadway Exit. Turn left at 1<sup>st</sup> light on Columbia St. Turn left at 2<sup>nd</sup> light to So Main St. Site is 2 blocks on the right.*

#### **Lawrence**

1 Ballard Way, Suite 104  
Lawrence, MA 01843

*From the North take Rte. I-93 S to Exit 45, River Rd./S. Lawrence. Take the ramp toward River Rd./S Lawrence. Take a slight right onto River Rd. River Road becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Still Water Place, Ballard Way". PSI is located in the first suite on the left beneath Yellow Book and the Asian Center.*

*From the South take I-93 N to Exit 45, River Rd./ S. Lawrence. Take the River Rd. ramp toward River Rd./ S. Lawrence. Turn left on River Rd. River Rd. becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Stillwater Place, Ballard Way". PSI is located in the first suite on the left beneath Yellow Book and the Asian Center office.*

#### **Springfield**

1111 Elm Street, Suite 32A  
West Springfield, MA 01089

*Going East on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Turn right on West Springfield/Rt. 5 South. Continue on Rt. 5 approximately two miles. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.*

*Going West on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Follow as above.*

*Going South on Rt. 91. Take West Springfield/Route 5 Exit. Continue on Rt. 5 for approximately 1/2 mile. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.*

*Going North on Rt. 91. Take West Springfield/Route 5 South Exit. Continue on Rt. 5. Follow as above.*



## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time to familiarize yourself with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

You will be provided with one piece of scratch paper and a pencil.

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

- All candidates must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.
- EMT-Intermediate and EMT-Paramedic candidates only, must bring their current EMT Certification Card to the test center in order to test. If you don't have a current Certification Card, you may bring a reinstatement letter from OEMS.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

### SECURITY PROCEDURES

The following security procedures apply during examinations:

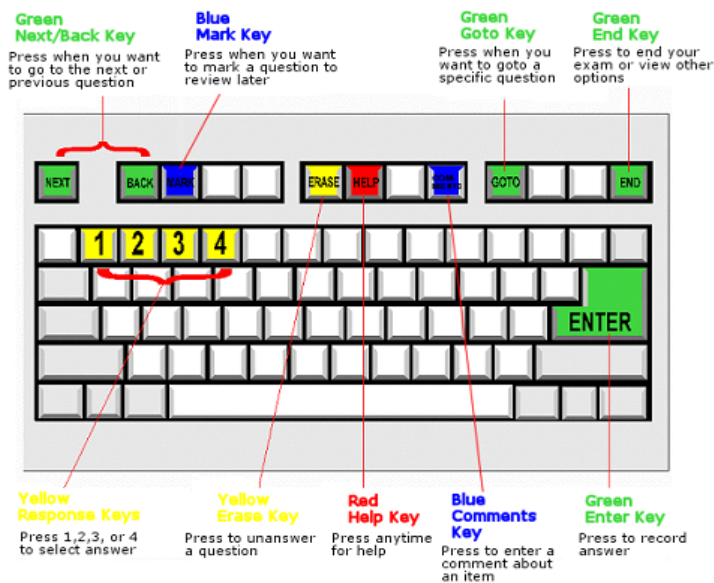
- No children, notes, books, briefcases, backpacks, hats, cellular telephones, pagers, calculators or other electronic devices are allowed in the examination area. (Note: There is no space to store these materials at the examination center.) Small purses (size of a wallet) will be permitted. Larger purses cannot be taken to the candidate's seat.
- No smoking, eating, or drinking is allowed in the examination center.
- Calculators are NOT allowed.
- Once you have been seated and the examination begins, you may leave the examination center only to use the restroom, and only after obtaining permission from the proctor. You will not receive extra time to complete the examination.
- Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department and you may be denied certification.
- Copying or communicating examination content is a violation of security regulations and may result in the

cancellation of your examination results or legal action taken under copyright laws.

## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.

### IDENTIFICATION SCREEN



You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

Question: 3 of 40    Answered: 2    Unanswered: 1    Marked: 0    View: All    Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

1. Presidents  
 2. Colonies  
 3. States  
 4. Wars

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**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

## SCORE REPORTING

In order to pass the examination, you must achieve a minimum score of 70%

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report. There is no fee for duplicate score reports.

### DUPLICATE CERTIFICATION CARD

If your EMT card is lost or stolen, you must obtain a replacement card. Go to the Massachusetts Department of Public Health's website for further details.

[http://www.mass.gov/?pageID=eohhs2terminal&L=7&L0=Home&L1=Provider&L2=Certification%2C+Licensure%2C+and+Registration&L3=Occupational+and+Professional&L4=Emergency+Medical+Technicians+\(EMT\)&L5=Recertification&L6=Guidelines&sid=Eeohhs2&b=terminalcontent&f=dph\\_emergency\\_services\\_p\\_recertification\\_guidelines\\_basic&csid=Eeohhs2#card\\_replacement](http://www.mass.gov/?pageID=eohhs2terminal&L=7&L0=Home&L1=Provider&L2=Certification%2C+Licensure%2C+and+Registration&L3=Occupational+and+Professional&L4=Emergency+Medical+Technicians+(EMT)&L5=Recertification&L6=Guidelines&sid=Eeohhs2&b=terminalcontent&f=dph_emergency_services_p_recertification_guidelines_basic&csid=Eeohhs2#card_replacement)

## TIPS FOR PREPARING FOR YOUR CERTIFICATION EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.

- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## DESCRIPTION OF EXAMINATIONS

### PRETEST ITEMS

In addition to the number of questions per examination, a small number of five to ten "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

## EMERGENCY MEDICAL TECHNICIAN - BASIC LEVEL (EMT-B)

### SCOPE OF WORK

# of Questions	Minimum Passing Score	Time Allowed
100	70% (70 correct)	120 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Airway/Breathing	18
Medical Emergencies	17
Patient Assessment	18
Preparation	15
Operations/Special Considerations	16
Trauma	16

### REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices.

- Emergency Care, 10th edition, 2004, Brady Publishing, ISBN -13: 978-0131142336
- Emergency Care & Transportation of the Sick and Injured, AAOS, 2006, 9th edition, Jones and Bartlett Publishers, ISBN-13: 978-0763744052
- The Basic EMT, McSwain, 2003, 2nd edition, Mosby Publishing, ISBN-13: 978-0323026130
- Emergency Care in the Streets, Caroline, 2007, 6th edition, Jones and Bartlett, ISBN-13: 978-0763742386
- Critical Care Paramedic, Bledsoe and Benner, 2006, 1st edition, Prentice Hall Publishers, ISBN-13: 978-0131192713
- Massachusetts Statewide Treatment Protocols, 2006, www.mass.gov/dph/oems.

## EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE LEVEL (EMT-I)

### SCOPE OF WORK

# of Questions	Minimum Passing Score	Time Allowed
150	70% (105 correct)	150 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Airway/Breathing	41
Medical Emergencies	15
Patient Assessment	31
Preparation	21
Operations/Special Considerations	19
Trauma	23

### REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices.

- EMT Intermediate Textbook, 2002, 2nd edition, Mosby Publishing, ISBN-13: 978-0323012904
- Emergency Care, 10th edition, 2004, Brady Publishing, ISBN -13: 978-0131142336
- Emergency Care & Transportation of the Sick and Injured, AAOS, 2006, 9th edition, Jones and Bartlett Publishers, ISBN-13: 978-0763744052
- The Basic EMT, McSwain, 2003, 2nd edition, Mosby Publishing, ISBN-13: 978-0323026130
- Critical Care Paramedic, Bledsoe and Benner, 2006, 1st edition, Prentice Hall Publishers, ISBN-13: 978-0131192713
- Massachusetts Statewide Treatment Protocols, 2006, www.mass.gov/dph/oems.

## EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC LEVEL (EMT-P)

### SCOPE OF WORK

# of Questions	Minimum Passing Score	Time Allowed
150	70% (105 correct)	150 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Airway/Breathing	13
Medical Emergencies	27
Patient Assessment	28
Preparation	23
Operations/Special Considerations	39
Trauma	20

### REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices.

- Mosby's Paramedic Textbook, 2nd edition, 2001, ISBN 0-323-01416-X.
- Emergency Care, 10th edition, 2004, Brady Publishing, ISBN -13: 978-0131142336
- Emergency Care & Transportation of the Sick and Injured, AAOS, 2006, 9th edition, Jones and Bartlett Publishers, ISBN-13: 978-0763744052
- EMT Prehospital Care, Henry, 2003, 3rd edition, Mosby Publishers, ISBN-13: 978-0323016506
- Critical Care Paramedic, Bledsoe and Benner, 2006, 1st edition, Prentice Hall Publishers, ISBN-13: 978-0131192713
- Massachusetts Statewide Treatment Protocols, 2006, www.mass.gov/dph/oems.

## RECERTIFICATION REQUIREMENTS

To assist you in maintaining your certification as an EMT, information about recertification requirements and processes is included below. Be sure to keep this bulletin and use it to answer questions about expectations of you as an EMT as they arise. EMTs applying for recertification must comply with the specific requirements established for their certification level. **All training requirements must be completed by December 31 of the year before the date on which certification expires, which is listed on the EMT wallet card. The application and fee must be submitted by January 31<sup>st</sup> of the year in which the certification expires.**

### EMT-B Requirements

To maintain EMT-B certification, in each certification period you must:

- Successfully complete a Department-approved twenty-four (24) hour EMT-B refresher course
- Earn twenty-eight (28) hours of Department-approved continuing education at the EMT-B level
- Submit a recertification application and nonrefundable fee of \$150 to MDPH/OEMS

### EMT-I Requirements

To maintain EMT-I certification, in each certification period you must:

- Successfully complete a Department-approved twenty-four (24) hour EMT-B refresher course and a Department-approved twelve (12) hour EMT-I add-on refresher course
- Earn twenty-eight (28) hours of Department-approved continuing education at the EMT-I level
- Submit a recertification application and a nonrefundable fee of \$150 to MDPH/OEMS

### EMT-P Requirements

To maintain EMT-P certification, in each certification period you must:

- Successfully complete a Department-approved forty-eight (48) hour EMT-P refresher course
- Earn twenty-five (25) hours of Department-approved continuing education at the EMT-P level
- Submit a recertification application and nonrefundable fee of \$150 to MDPH/OEMS



EMT certification expires on the date listed on the EMT wallet card. To work as an EMT on an ambulance, you must have your current driver's license and EMT and CPR cards (and ACLS card for EMT-Ps) in your possession at all times. You are responsible for maintaining your EMT certification and filing for renewal prior to expiration of your certification.

### REFRESHER COURSE

You must complete a Department-approved refresher course appropriate for your level of certification by December 31 of the year before the date on which certification expires, which is listed on your EMT wallet card.

Total Hours Required for EMT Refresher Course, By Certification Level		
EMT Level	Total Required Hours	Refresher Course Level
EMT-B	24	Basic
EMT-I	36	Basic, in addition to a 12-hour Intermediate add-on course
EMT-P	48	Paramedic

Successful completion means attending every session (or appropriate makeup sessions) and passing the instructor's written and practical examinations. EMTs **MUST** attend only refresher courses that have Department approval. Lists of approved courses and their approval numbers are available from the Department by mail, e-mail or on the MDPH/ OEMS Web site. In order to document attendance at a refresher course, EMTs must sign the course roster and include their EMT number. Credit cannot be given if the EMT fails to sign the roster. It is critical that EMTs keep a record of the dates of attendance and Department approval number for all courses attended. All continuing education requirements must be completed by December 31 of the year before the date on which certification expires, which is listed on the EMT wallet card.

**NOTE:** *The hours spent in a refresher course do not count toward the continuing education hours required for EMT certification. The refresher course hours are in addition to the hours required for continuing education.*

### CONTINUING EDUCATION

Continuing education is an important component of EMT recertification. EMTs are expected to improve their education and knowledge base by participating in continuing education programs. EMTs benefit from relevant continuing education activities by acquiring additional knowledge for better patient care skills, by learning new tricks of the trade, and by keeping up with the latest equipment and medical information. EMTs are responsible for choosing the best possible way of fulfilling the required hours from the several options allowed under this requirement. EMTs are also responsible for maintaining proper documentation of the hours achieved. To earn hours, EMTs must attend Department- approved programs. The Department provides a list of approved programs, which may be obtained by mail, email or from the MDPH/OEMS Web site.

Total Required Hours for EMT Continuing Education, by Certification Level			
EMT Level	Total Required Hours	Hours from Department-Approved Courses	Hours from M&M-Rounds Approved Courses
EMT-B	28	No maximum	No maximum
EMT-I	28	No maximum	18 hours
EMT-P	25	No maximum	24 hours

*Hours must be approved for the candidate's level of certification.*

To document the hours of continuing education earned, EMTs must sign the course roster and include their EMT number. Credit cannot be given if the EMT fails to sign the roster while participating in a course. It is critical that EMTs keep a record of the dates of attendance and Department approval number for all courses attended. All continuing education requirements must be completed by December 31 of the year before the date on which certification expires, which is listed on the EMT wallet card.

### EMT TEACHING CREDIT

Another method of achieving continuing education hours is by teaching (or assisting in teaching) initial EMT Training Programs, or CPR, First Aid, or First Responder" courses or continuing education programs. The number of hours allowed depends on the level of certification.

Maximum Hours of Credit Available for Teaching, by Certification Level		
EMT Level	Credit Hours	Maximum Hours of Credit
EMT-B	1 hour credit for every 2 teaching hours	10 hours
EMT-I	1 hour credit for every 2 teaching hours	10 hours
EMT-P	1 hour credit for every 2 teaching hours	10 hours

To obtain teaching credit, you must submit copies of rosters or a letter from the American Heart Association (AHA), the National Safety Council (NSC), and/or the American Red Cross (ARC) documenting the dates and types of courses taught, along with your EMT number. CPR teaching credit is given only to CPR instructors. Co-instructors must share credit hours.

### SPECIAL CREDIT

Continuing education may be awarded for courses taken in college, for out-of-state continuing education, and/or for EMT refresher courses, specialty workshops, childbirth courses, and other EMS related courses that have not been given a Department approval number. The course must have been taken during your current certification period and must be applicable to being an EMT. To receive credit, provide the Department with a course syllabus and proof of attendance (i.e., a grade report or transcript, certificate of completion, or letter from the instructor), along with your EMT number and a note requesting special credit. It is not possible to tell ahead of time how many credits will be awarded, so be sure

to submit your requests early. All special credit requests must be in writing. There is no limit to the number of hours that can be earned for special credit courses.

### EMS PUBLICATIONS

EMTs may author or co-author a journal article or a chapter or section of a book, workbook, or training guide applicable to EMS. To qualify for hours of credit, EMTs are required to send a copy of the materials to the Department for review. The amount of credit hours awarded for an EMS publication will be determined on a case-by-case basis according to the materials submitted. A maximum of twelve (12) hours toward recertification may be awarded for EMS publications.

### RECORD KEEPING

EMTs are responsible for keeping accurate records of the continuing education and refresher course hours achieved. An accurate record will be necessary in order for you to identify any discrepancies.

### CONTINUING EDUCATION SUMMARY

Information about the continuing education hours credited toward recertification is made available to EMTs before the end of their certification period. EMTs may request a copy of the continuing education summary at any time by submitting an email request to [recert@dph.state.ma.us](mailto:recert@dph.state.ma.us) or by submitting MDPH/OEMS form #200-45 by mail (please allow ten (10) days for processing). Form #200-45 and MDPH/OEMS applications may be downloaded from the MDPH/OEMS Web site. Continuing education summary information is not provided by telephone.

### PROBLEMS AND DISCREPANCIES

If there are discrepancies between the Department's continuing education summary printout and the records kept by the EMT, the discrepancy form provided with the application must be completed and sent to the Department. Possible reasons for a course to be missing from the summary printout include:

1. The course was taken after the printout was run.
2. The Department has not received the roster from the instructor.
3. The course was not approved by the Department.
4. The EMT's name or number on the roster was illegible.
5. The EMT failed to send in proof-of-completion documents (or a course outline for special credit or out-of-state courses).
6. The letter from the AHA, ARC, or NSC listing teaching history for teaching credit, or a copy of the roster for any courses taught for teaching credit, was not received.

If the number of hours on the Department's summary printout differs from the number of hours expected for a course, check with the course instructor before submitting a discrepancy form to the Department.

**NOTE:** *The discrepancy form should be completed and sent to the Department only if there is a problem. EMTs will be notified by mail if the Department has any questions about the information provided.*

### CPR CERTIFICATION

Every EMT must hold current BLS-CPR certification from the National Safety Council, or certification as a Red Cross Professional Rescuer or American Heart Association Health Care Provider BLS-CPR. Level A, B, D, or E certification, or "Community", "Adult", or "Pedi-CPR" certification, is **NOT** acceptable. EMTs must maintain current CPR certification to work on an ambulance and to claim "Good Samaritan" protection. EMTs are responsible for keeping their CPR certification current. The Department reserves the right to request proof of an EMT's current CPR certification at any time.

### EMT-P ACLS CERTIFICATION

In addition to CPR certification, as detailed above, every EMT-P must hold current certification in American Heart Association Advanced Cardiac Life Support (AHA/ACLS). EMT-Ps must recertify in AHA/ACLS and must maintain current AHA/ACLS certification to work on an ambulance. The Department reserves the right to request proof of an EMT-P's current AHA/ACLS certification at any time.

## **APPLICATION FOR RECERTIFICATION**

### APPLICATION FORM

EMTs who maintain a current mailing address will receive a recertification application (MDPH/OEMS form #300-01 for EMT-Bs; MDPH/OEMS form #300-03 for EMT-Is and EMT-Ps) from the Department, or may download one from the MDPH/OEMS Web site. EMTs applying for recertification are encouraged to file the application and certification fee as soon as possible, even while completing education requirements. **However, education requirements must be completed by December 31 of the year before the date on which certification expires, which is listed on the EMT wallet card. In addition, the recertification application and fee must be submitted to MDPH/OEMS postmarked no later than January 31 of the year in which the certification expires.**

Please note that you must notify the Department in writing of any change in address.

### CERTIFICATION FEE

The certification fee of \$150 must be submitted with the recertification application. Only checks or money orders payable to "Commonwealth of Massachusetts" are accepted. Please **DO NOT SEND CASH. All fees are non-refundable.** ***Filing Due Date*** All continuing education, refresher course, and CPR and ACLS requirements must be completed by December 31 of the year before the date on which certification expires, which is listed on the EMT wallet card.

### LATE FILING

Mailing your EMT recertification application after the January 31 deadline may cause your certification to lapse. Late applications, with the fee and/or discrepancy forms, must be received by the Department no later than March 31 of



the year on which certification expires, which is listed on the EMT wallet card.

Applications received after the March 31 deadline will be returned. Please refer to the *Reinstatement Policy* section below. Applications post- marked after January 31 may not be processed by April 1. Expired EMT certification is not valid and may not be extended for any reason.

#### REINSTATEMENT POLICY

EMT certification will expire for those EMTs who fail to complete the recertification requirements within the mandated time limits. EMTs may reinstate their certification by applying within one (1) year of the expiration date listed on their wallet card by completing the following:

- A Department-approved refresher course for the appropriate certification level within one (1) year prior to filing for reinstatement;
- A reinstatement application and fee, evidence of CPR certification, and, for EMT-Ps, evidence of ACLS certification; and
- Massachusetts EMT written and practical examinations for the appropriate certification level. Contact the Department to receive more information and a reinstatement application (MDPH/ OEMS form #200-190 for EMT-Bs; MDPH/OEMS form #300-20 for EMT-Is and EMT-Ps).

#### CHANGE OF ADDRESS OR NAME

You are responsible for notifying the Department in writing of any address or name change in order to ensure that you receive communications from the Department.

#### REGULATIONS AND STATEWIDE TREATMENT PROTOCOLS

Regulations governing EMTs and ambulance services are available on the MDPH/OEMS Web site or from the Statehouse bookstore. Ask for "105 CMR 170.000-172.000". EMTs must be aware of the regulations that govern their conduct, as well as the Department's Statewide Treatment Protocols for EMS, which are also available on the MDPH/OEMS website.



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