

Subject: Training
Testing Procedure

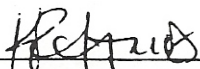
- I. Authority and Reference (incorporated herein by references)
 - A. Division 2.5 of Health and Safety Code
 - B. California Code of Regulations, Title 22
 - C. North Coast EMS Policies and Procedures

 - II. Purpose
To establish a regional written and skills testing policy and procedure, consistent with California state regulations.

 - III. Procedure
 - A. North Coast EMS written and skills examinations may be administered by EMS staff or North Coast EMS approved Principal Instructors.
 - B. All EMT-I written exams will be decided on and approved by the State EMS Authority.
 - C. All North Coast EMS developed written examinations will be graded by North Coast EMS staff as soon as possible after the test is completed.
 - D. Challenge candidates must receive prior approval from North Coast EMS before taking the certification, authorization or accreditation examinations.
 - E. When certification, authorization or accreditation testing is offered within the classroom setting, North Coast EMS will forward student's individual test scores to the Principal Instructor of the training program for distribution. When certification, authorization or accreditation testing is offered by North Coast EMS staff, the examinee will be telephoned with grade.
 - F. Written Examination
 1. The passing score of a North Coast EMS written examination is 80% or above.
 2. If the individual fails to achieve a passing score on the North Coast EMS written examination on the first attempt, (s)he may retake the examination.
 3. The examinee will be allowed to review or ask specific questions about his/her written examinations within one month of completing the test.
 4. Individual must wait at least one (1) month after completing the test or one (1) month after viewing the failed exam, whichever comes last before attempting to re-take the test.
 5. Re-tests will be administered by North Coast EMS, by appointment only.
 6. The re-test location will be determined by North Coast EMS.
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7. All necessary fees must be paid in advance as stated in North Coast EMS policy.
 8. Individual will be allowed three (3) attempts (two (2) re-tests) to pass the written certification exam. If the individual does not pass the test on the third attempt, (s)he must repeat the entire training course.
 9. Individual must successfully pass the examination within two (2) years of successful completion of the training course. If not, individual must successfully complete the entire class again.
- F. Skills Examination
1. The passing score of a North Coast EMS skills examination is 80% or above.
 2. If the individual fails to achieve a passing score on the North Coast EMS skills examination on the first attempt, (s)he may re-test one (1) time during that course or testing session (except for challenge candidates - see H. below).
 3. If individual fails to achieve a passing score on the second attempt, (s)he must wait at least one (1) month before attempting to re-take the skills examination.
 4. Three (3) failures of the skills examination (two (2) attempts each session) will require the individual to repeat an entire training course.
 5. Re-tests will be administered by North Coast EMS or the training institution.
 6. Re-tests by North Coast EMS will be administered, by appointment only.
 7. The re-test location will be determined by North Coast EMS.
 8. All necessary fees must be paid in advance as stated in North Coast EMS policy.
 9. Individual must successfully pass the examination within two (2) years of successful completion of the training course. If not, individual must successfully complete the entire class again.
- G. Challenge Examination
1. Eligibility to challenge any North Coast EMS examinations will be determined by State law and North Coast EMS policies.
 2. Challenge examinations may be administered by North Coast EMS or a North Coast EMS approved Principal Instructor.

Approved: 

Approved as to Form: 