

New York State Department Of Health

Bureau of Emergency Medical Services

AEMT Rapid Recertification

Administrative Manual



Revised January 2012

New York State Department of Health Bureau of Emergency Medical Services

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 an entire refresher course. The AEMT must remain certified until after he/she has completed the NYS Written Certification Exam. ***Applicants whose certification expires prior to the NYS Written Certification Examination date, scheduled for that particular Rapid Refresher course, are not eligible to be admitted to the Rapid Recertification Program and must take a traditional recertification course.*** Based on the Service Medical Director's affirmation that the applicant is clinically competent and qualified to continue practicing at their current level of certification, the AEMT can apply for admission to an AEMT Rapid Recertification Course. 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.

Remaining clinically active is defined as: At the time of application to the course, the AEMT is actively providing care at their current AEMT certification level and is in good standing within the region they provide that care in, at the AEMT certification level being sought to recertify. The AEMT will be currently "online" and able to provide care within their region through approval of their Regional Emergency Medical Service Council.

Eligibility

The Service Medical Director shall establish requirements for participation in the AEMT rapid recert program for the AEMT providers within his/her agency; these requirements must be maintained on file by the EMS service and available for audit by the Bureau of EMS or other auditing entity. The criteria for eligibility will include, but is not limited to all of the following:

1. Actively providing patient care as a New York State Certified AEMT within a regionally approved ALS system at the level applied for in the AEMT Rapid Refresher Course.
2. Remains in good standing through the AEMT Rapid Refresher Course with the Regional Emergency Medical Services Council where the applicant is providing ALS patient care.
3. Clinically competent and qualified to practice as an AEMT as defined by the agency Medical Director.
4. Remains proficient in all of the cognitive and performance objectives of the appropriate New York State approved AEMT curriculum.
5. Remains NYS AEMT certified through the date of the NYS Written Certification Exam scheduled for the course enrolled in.
6. In the judgement of the Service Medical Director the candidate is of sound character and judgement.
7. Successfully completed the national cognitive and skills objectives in Cardiopulmonary Resuscitation (CPR) meeting the current Guidelines of the American Heart Association and the Bureau of EMS
8. 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).

Medical Control/Oversight:

Policy Statement 11-05, Medical Control and Oversight:

"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. No physician may act as service medical director for more than 10 EMS Services. A ratio of physician to certified EMS personnel supervision must be provided as follows; a) 500:1 for certified EMS personnel who provide Automated External Defibrillation, b) 100:1 for certified EMS personnel who provide advanced life support; provided that the maximum number of personnel to be supervised by an individual physician may not exceed 500 AED or 100 ALS personnel².

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 and has been given approval by the Bureau of EMS to conduct the course. The Course Sponsor must not have a vested interest in the outcome of the examination (i.e., an EMS provider agency cannot 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 course, must enroll in and successfully complete a traditional refresher course prior to being admitted to another practical skills examination. These candidates are eligible to attend the challenge portion of the traditional refresher course as administered by the course sponsor. Candidates who have failed the written certification exam portion of the Rapid Recertification course 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. These providers are also eligible to complete the “challenge” portion of the AEMT Refresher course.

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 8 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 **AEMT RAPID RECERT** and write in the appropriate level (**I, CC, P**). For sections 5-11, enter information of 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 BEMS scheduled exam date). A course schedule is not necessary.

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, check AEMT Rapid Recert and write in level (I,CC,P). Leave blank the line for Class Day(s) and Class Time(s).

Student 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. 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.

Applicants will not be added to the course after the 8 week deadline.

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 sheets for each practical skills station must be distributed to the candidate at least one week prior to the practical skills examination. The most current versions are available from the Bureau web site. The distribution can be in the form of a web site link that directs the candidate to the appropriate exam-grading sheets.

Practical Exam Administration

Students must successfully complete all of the requirements of the course which include completing the practical skills exam on the scheduled date. Any applicant missing the practical skills exam will be considered withdrawn from the course and will have to enroll in and complete another refresher course. Only those students who have been officially enrolled in to the course are eligible to take the practical skills exam for the course.

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

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.

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.