

**M A S S A C H U S E T T S**  
**OFFICE OF EMERGENCY MEDICAL SERVICES**  
 DEPARTMENT OF PUBLIC HEALTH

**ADMINISTRATIVE REQUIREMENT MANUAL**

**EFFECTIVE DATE:** November 10, 2015    **AUTHORIZATION:** M. Kass, Director

**TITLE:** Exam Process for Massachusetts Certification: EMT-Cadets, Reinstatement Candidates and Paramedic Candidates Ineligible for NREMT Certification

**SUPERSEDES:** None

**PURPOSE**

To define the requirements and procedures for Massachusetts EMT certification for the following categories of individuals who are not eligible for National Registry of EMTs (NREMT) certification:

- A. An individual who is applying for EMT-Cadet certification, in conjunction with a MDPH/OEMS approved Special Project Waiver.
- B. An individual who was Massachusetts certified as an EMT-Basic or Paramedic, whose certification has expired, and who meet the reinstatement requirements as per AR 2-248 for EMT-Basics and AR 2-253 for Paramedics.
- C. An individual who successfully completed a course at a Paramedic training program that began after January 1, 2013 and was not accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and did not have a Letter of Review documenting it was in the process of obtaining such accreditation from CAAHEP. In accordance with NREMT policy, these candidates are not eligible for NREMT certification.

**Eligible Candidates:**

Such candidates must submit an application to the Department. The candidate must receive written approval from the Department before he or she can schedule or take the Massachusetts EMT certification examination.

- A. The Commonwealth's EMT-Basic psychomotor (practical) examination, accepted by the NREMT, is administered to EMT-Cadet and EMT-Basic reinstatement candidates. The NREMT Paramedic psychomotor (practical) exam must be taken by EMT-Paramedic reinstatement candidates and EMT-Paramedic candidates are not eligible for National Registry certification.
- B. The Assessment-EMT cognitive examination is taken by EMT-Cadet and EMT-Basic reinstatement candidates. The Assessment-Paramedic cognitive examination is taken by EMT-Paramedic reinstatement candidates and EMT-Paramedic candidates who are not eligible for National Registry certification.

**Fee:**

There is a fee payable to the Commonwealth of Massachusetts for EMT certification. The certification fee is \$150. The certification fee of \$150 must be submitted at the time of application, in the form of a check made payable to Commonwealth of Massachusetts.

**Deadlines:**

**A. EMT-Cadet Candidates**

1. An EMT-Cadet candidate must be at least 16½ years old in order to apply to take the EMT-Cadet certification examination. The following deadlines apply:
  - a. The candidate has **two years** from the official course end date of the program to successfully obtain EMT-Cadet certification. This includes successful completion of the Massachusetts psychomotor (practical) and Assessment-EMT cognitive (written) examinations. Please note that the official course end date for an EMT-Basic program is the last day of the course as listed on the Registration of EMT Course form, unless amended in writing by the accredited training institution prior to the end of the course. A candidate has **a maximum of three attempts** within this **two-year** period to pass the practical examination, and **a maximum of three attempts** to pass the Assessment-EMT cognitive examination.

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- b. The practical examination and the written examination can be taken in any order within that **two-year** period. However, each passed examination remains valid only for **one year**.

**B. EMT-Basic or EMT-Paramedic Reinstatement Candidates**

1. EMT-Basic reinstatement candidates must meet all of the requirements as outlined in A/R 2-248 and Paramedic reinstatement candidates must meet all of the requirements as per A/R 2-253 in order to reinstate their certification. The following deadlines apply:
  - a. Submit an acceptable reinstatement application and fee to OEMS within two years of the date of expiration of the certification.
  - b. The candidate has **one year** from the date the department approves their reinstatement application to successfully complete the Department approved psychomotor (practical) and cognitive (written) examinations. A candidate has a maximum of three attempts to pass the practical examination, and a maximum of three attempts to pass the Assessment-EMT or Assessment-Paramedic cognitive examination.
  - c. The practical examination and written examination can be taken in any order within that **one-year** period.

**C. EMT-Paramedic Candidates**

1. A candidate who successfully completed a course at a Paramedic training program that began after January 1, 2013, and was not accredited by CAAHEP, and did not have a Letter of Review documenting it was in the process of obtaining such accreditation from CAAHEP is not eligible for the NREMT exam and NREMT certification. Such a candidate may apply for Massachusetts Paramedic certification only. The following deadlines apply for such candidates:
  - a. Paramedic candidates may apply to take the psychomotor (practical) and cognitive (written) examinations only after successful completion of their entire training program -- didactic and lab, clinical and field portions of the program.
  - b. The candidate has **one year** from the official completion date of the didactic and lab portions of the program to complete all clinical and field internship requirements. The official completion date of the didactic and lab portions of the program is the completion date indicated on the Registration of EMT Course form.
  - c. The candidate has **two years** from the official course end date of the program to successfully obtain Massachusetts Paramedic certification. This includes successful completion of the Department approved psychomotor (practical) and Assessment-Paramedic cognitive examinations. Please note that the official course end date for an EMT Paramedic program is the date the student completes all field internship requirements. A candidate has **a maximum of three attempts** within this **two-year** period to pass the practical examination, and a **maximum of three attempts** to pass the Assessment-Paramedic cognitive examination.
  - d. The psychomotor examination and cognitive examination can be taken in any order within that **two-year** period. However, each passed examination remains valid only for **one year**.

- D. All Candidates: Failure to Obtain Certification on Time:** If a candidate has not successfully obtained Massachusetts certification within the time limit and maximum number of attempts allowed, the candidate will need to successfully complete another Department-approved EMT-Basic or Paramedic training program, and

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become certified by the National Registry of EMTs, in order to apply for Massachusetts certification as an EMT.

For Department Administrative Requirements (ARs) governing related requirements on EMT certification:

AR 2-317 defines the process for EMT-Basics, Advanced EMTs, and Paramedics to apply for National Registry and Massachusetts certification.

AR 2-236 defines the process for EMT-Basics certified/licensed out of state to apply to obtain Massachusetts certification as an EMT-Basic.

AR 2-320 defines the process for Advanced EMTs certified/licensed out of state to apply to obtain Massachusetts certification as an Advanced EMT.

AR 2-323 defines the process for Paramedics certified/licensed out of state to apply to obtain Massachusetts certification as a Paramedic.

AR 2-238 defines the processes for EMT certification and recertification for returning veterans and EMTs engaged in active military service.