

The Mission and Authority of the Certifying Officer

The Certifying Officer is responsible for the consistency of the examination. He or she is selected by the Regional or Subregional EMS Office to serve as the agent of the state in administering examinations. The Certifying Officer is empowered to use sound judgment in ensuring that the examination is administered in accordance with applicable standards and regulations. In essence, the Certifying Officer has overall authority for activities taking place at a test site. Examples can be found on page 54.

The Regional EMS Office is responsible for the selection of Certifying Officers for examinations. They are empowered by the Section of Community Health and EMS to use, or not use, eligible certifying officers based on the needs of the test site, previous experience with a particular certifying officer and other factors.

Eligibility of Candidates for Testing

In most cases, the eligibility of those at the test site will be clear. Applications evidencing instructor recommendations for the test will be available for most initial applicants. Applications for certification under the provisions for Comity will, typically, have been discussed and verified with the regional or state EMS office well before the test. In cases where the eligibility of a person to take the test is uncertain, the Certifying Officer should attempt to contact the regional or state EMS office for clarification and advice. If this is not possible, the person should be allowed to test with the understanding that the person may be determined to be ineligible for certification at that level. In such cases, the Certifying Officer should place an obvious note with the testing materials for that applicant stating that the “person’s eligibility is uncertain.” In rare case, the Certifying Officer may be presented with students who have been auditing the course or who are otherwise **known** to be ineligible for certification. When ineligibility has been clearly established, the Certifying Officer should deny the person the opportunity to take the examination for certification.

"Off Duty" Certifying Officers

Occasionally, an individual who serves as a Certifying Officer may attend a test site to act in another capacity (e.g. proctor, simulated patient, etc.), to take the examination, or to be supportive of others involved in the testing process. In such cases, the individual is not authorized to function as a Certifying Officer at that site. Issues related to test security, disputes, etc., are the responsibility of the site's official Certifying Officer. Although the individual may raise issues for action by the Certifying Officer, he or she has no more authority at the site than does a visitor.