

The Role of the Certifying Officer

The responsibilities of the Certifying Officer at the **examination site** includes:

1. Meet with proctors, victims, and instructor and distribute testing materials.
2. Review the standardized proctor instructions and answer any questions instructors, proctors, bystanders and simulated patients have concerning the exam.
3. Advise the proctors on their roles and responsibilities (see the standard script on page 49).
4. Have proctor or instructor-coordinator make adjustment of scenes, victim moulage and equipment as necessary for compliance with testing requirements.
5. Ensure consistency between stations.
6. Ensure that simulated patients are moulaged and briefed properly.
7. Ensure that proctors are appropriately credentialed and are properly versed in the assessments and interventions contained in the stations for which they will serve as proctor.
8. Check the equipment at each scene for completeness.
9. Meet the applicants, explain the roles and responsibilities of the proctor, instructor-coordinator, and Certifying Officer (see the sample script on page 46).
10. Distribute applications for State of Alaska EMT certification and explain the procedure for filling them out if this has not been done by the instructor.
11. Ensure that the exam is administered consistently, fairly, and safely in accordance with published standards for examination preparation and administration.
12. Turn over the scheduling logistics to the Instructor-Coordinator, if appropriate, paying particular attention to ensuring the confidentiality of testing results.
13. Ensure that all applicants have successfully completed the necessary training program prior to testing, as evidenced by the instructor's signature on the application, or are authorized to take the examination because they are applying for certification via the provisions for comity.
14. Follow the first team through its practical stations or be present at each station as early in the process as possible in order to observe the practical for completeness.
15. Receive and score the practical examination grading sheets as soon as they are completed.
16. Record the examinee's pass/fail/retest status on the practical examination reporting form and notify the student of the status after he or she has completed an initial attempt at all stations.

17. Ensure that all retests are administered by a different proctor. The Certifying Officer must be consulted regarding the necessity to change the scenario for the retest station(s) and other specifics.
18. Ensure that individuals needing to retest at another examination site are provided with the appropriate forms (e.g., the practical examination reporting form).
19. Check all applications for completeness. Discuss with applicants any discrepancies.⁵
20. Collect examination fees. The fee is \$25 for the first attempt and \$10 for each subsequent attempt at the written examination for EMT-I, EMT-II, EMT-III, EMT-I Instructor, and EMT-III Instructor initial certification or recertification. There is no testing fee for certification as a Defibrillator Technician.
21. Checks for Alaska certification should be made payable to "State of Alaska." Checks or money orders are acceptable. Cash is not. If an applicant only has cash, it is best if another student receives the money and pays for both with a check. In such a case, it is essential that the documents sent to the Section of Community Health and EMS clearly indicate which check covers both applicants. "Purchase Orders" may be used to pay for the examinations but should be approved prior to the examination by calling the Section of Community Health and EMS.
22. Administer the written exam (see the standard script on page 44).
23. Administer the National Registry of Emergency Medical Technician's EMT-Basic written exam, if requested in advance by the instructor. Checks for certification by the National Registry should be made payable to the "National Registry of Emergency Medical Technicians." The fee schedule for National Registry EMS certification is as follows:

Level	Fee
First Responder	\$20
EMT-Basic	\$20
EMT-Intermediate / 85	\$45
EMT-Intermediate / 99	\$45
EMT-Paramedic	\$50

Note that the NREMT-B practical examination includes an automated external defibrillator station.

24. Collect all test booklets, scratch paper, grading sheets, and check them for marks and completeness.
25. Collect all grading materials, manuals, and other certifying officer materials.

⁵ Only individuals who can provide evidence of successful course completion, or who are applying for comity and can provide evidence of current out-of-state certification at the appropriate level, should be administered the examination for certification. All other discrepancies should be discussed with the applicant but should be dealt with by the Regional or State EMS Offices.

26. Thank everyone for their time.

Return the testing materials in accordance with the Security Plan (see page 37) to the Regional or Subregional Office from which they were received.

Administering the Written Examination

The Certifying Officer is expected to:

1. Ensure that students are comfortably seated at tables in a manner which discourages looking at other's answer sheets and that extraneous materials are removed from the tabletops. The use of non-programmable calculators is permitted in EMT-I, EMT-II, and EMT-III examinations for certification.
2. Read the standard instructions to students on page 44.
3. Collect applications and fees for certification.
4. Make sure that students have #2 pencils with erasers, distribute the answer sheets and ask students to complete the top. Make sure the site code and instructor codes are correct.
5. Distribute the examinations and remind students to read the instructions thoroughly.
6. Tell students to begin the examination.
7. Remain in the room, or ensure another authorized individual remains in the room, to ensure the security of the examination (see the Security Plan on page 37). Use the time to review the applications for certification to ensure they are complete.
8. As students complete the examination, collect the materials. Make sure the student did not mark the examination booklet.
9. After all of the students have completed the examination, secure the exam booklets and collect all remaining testing materials.
10. If used, scratch paper must be collected from the students before they leave the room and be returned to the Regional or Subregional EMS Office for destruction.