

EMT-BASIC STATE CERTIFICATION + RETEST PROCEDURES

Updated - June 2007

Candidates from an **initial or refresher** EMT-Basic course who have successfully passed the National Registry examination AND have received subsequent national registration are eligible to receive state certification.

The state office receives copies of each candidate=s grades directly from the national registry, of all candidates who take the examination with our state*. To receive state certification, the following documents must be on file with the SC DHEC Office of EMS:

- A valid BLS (CPR) credential and a properly completed and signed white *Certificate Application* card. If the card is incomplete, it will be returned to either the candidate and/or the training institution for completion. **No candidate may receive a state certification without this card properly completed.**
- Copy of the candidate=s successful completion of the national registry examination and national registration. (This is sent automatically from the registry unless the candidate tested or re-tested in another state*).

* Candidates who **test / retest** the national registry examination **in another state** must submit copies of their examination results to the SC Office of EMS.

Once the above documents are received and complete, **the candidate will be automatically sent their state certification.** The state certification expiration date is calculated as three-years from the national registry Aprocessed@ date.

NOTE: If you have NOT received your state certification and it has been MORE THAN three (3) weeks since you received your National Registry Credential - You will need to call Don Whiteley or Jennifer Paddock at DHEC (803) 545-4204, and inquire as to what documents are missing in order to complete your state certification requirements

PRACTICAL RETEST:

If you need to retest* the practical examination, you **MUST** register with the regional office sponsoring the examination and pay all practical exam fees prior to testing the practical exam - DO NOT CALL DHEC!. SEE (www.scdhec.gov/health). Click on AEmergency Medical Services@ and then click on EMT-Basic Examination Schedule@ for exam dates.

NOTE: **REMEDIAL TRAINING NEEDED?** If you needed to fulfil remedial training prior to your next exam attempt, a copy of the remedial training letter **MUST** be on file with DHEC no later than 12-Noon on the thursday **prior** to the exam you wish to attend.

Remedial training must be done by a SC certified DHEC EMT instructor in association with either a SC Basic Training Institution -OR- the Regional EMS Office. Documentation of the remedial training must be on letterhead from that training institution and signed by the EMT program coordinator or regional executive director. **The letter must state that you have received remedial training over ALL skills pertaining to the EMT-Basic and have demonstrated competency in each skill.**

Remember, Practical Pass Results are only valid for one year.

WRITTEN RETEST:

For all written examinations - you must have an on-line application on file with the National Registry. If you receive a failing report from your National Registry Written exam and need to retest, you **MUST** register with the National Registry on-line at www.nremt.org for the next written exam.

NOTE:

If you have failed the written exam three (3) times, you are required to complete a SC state approved EMT-Basic refresher course (or the CEU equivalent as approved by DHEC) **prior** to your 4th attempt.

IMPORTANT NOTE:

The National Registry gives each candidate a maximum of two (2) years from their course completion date - OR- their state certification expiration date (whichever is LESS) to successfully complete all testing requirements. Once that two years expires, you will be required to complete another full EMT-Basic course prior to any further attempts at the National Registry Examination.