

## EMS ALS & BLS Practical Examination Candidate Instructions - July 2024

***Welcome to the NH ALS & BLS practical exam process:***

**This information must be read, understood, and attested to when you apply for eligibility to test.**

1. All testing candidates, without exception, are required to complete the registration process for the exam with the Division of Fire Standards and Training & Emergency Medical Services (FSTEMS) in order to be listed on the final examination roster. FSTEMS will confer with the exam Site Coordinator as to the final approved list of candidates. The Site Coordinator may assign candidate testing times and you will be notified of where and when to be on site for the examination.
2. No logo clothing shall be worn per the enclosed Dress Code policy (dated 8/21/18).
3. The candidate will meet the Exam Coordinator at the facility entrance and show a photo ID before being allowed to enter the exam facility.
4. Multiple skills may be performed and evaluated within the same “station” by one candidate and one evaluator, at the discretion of the Site Coordinator. Candidates will be notified of the station set-up prior to testing.
5. Remain in the staging area when not testing. During the exam, move only to the areas to which you are directed. Be prompt in reporting to and from the skill station.
6. Testing candidates will have a numbered candidate card that needs to be initialed by the station evaluator. When all stations have been completed the candidate card should be given to the “traffic” person.
7. Skill stations will be assigned by the “traffic” person. Once assigned, report to the station. When prepared the evaluator will call you into the station and ask for your candidate card.
8. Testing candidates must not be evaluated by anyone who is on their primary EMS service or who is a family member or a significant other.
9. The candidate and exam team members are required to maintain appropriate PPE and recommended social distancing guidelines during the entire exam process.
10. All pagers and cell phones must be turned off or put on silent mode. No headphones or electronic devices are allowed in the skill stations during examination.
11. Disruptive and/or unacceptable behavior will not be tolerated per the Code of Conduct policy.
12. Each skill station will have at minimum one Evaluator and all appropriate equipment necessary to complete the station. If a “standardized patient” is required, a full-body manikin may be present at the discretion of the Site Coordinator and used in lieu of the “standardized patient”.
13. Each skill station evaluator will read aloud “Instructions to the Candidate” exactly as printed on the candidate instruction sheet to ensure consistency and fairness. Do not ask the evaluator to supply additional information not contained within the instructions.
14. Skill Station Evaluators are observers and recorders of your skill performance in relationship to the criteria listed on the performance skill sheets. The pass/fail is measured through the use of assigned numeric value allowed and no critical criteria documented.
15. If a potential conflict exists with any member of the testing team and the candidate, the candidate is to leave the testing area before the evaluation process begins. Report back to the Site Coordinator for reassignment.
16. Equipment is supplied at each skill station. Take time before your skill station performance to survey and select the equipment necessary for the appropriate management of the patient. If you have

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brought your own equipment for use in the exam, please see the Site Coordinator so that it can be reviewed.

17. Each skill station has an overall time limit. If you complete the station before the allotted time, inform the evaluator that you are finished.
18. As you proceed through the skill station evaluation, explain to the Evaluator what you are doing and treat the patient and injuries as you would in the field.
19. Failure of two (2) or less skills evaluations may entitle you to a same day retest of those skills failed at the discretion of the Exam Coordinator, depending on availability of time. Failure of a same day retest entitles you to a third attempt of that skill(s), on a different date. Failure of three (3) or more skills constitutes a failure of the entire practical examination, requiring a retest of the entire practical examination on a different date.
20. Results of the practical examination are reported as a pass/fail of the skills. The results of each skill evaluation will be reported to the candidate by the Exam Coordinator. You will not receive a detailed critique of your performance on any skill. If you fail a skill evaluation and request specifics of your failed skill, you will not be permitted to retest that skill today.
21. If any unexpected events occur during the exam please notify the Exam Coordinator immediately and if necessary, an "Incident Report" is available on-site.
22. To assist in the QA process of the ALS/BLS Exam and Evaluator, the Exam Coordinator may be present in a skill station during a candidate's performance evaluation.
23. The results of the practical examination will be reported to the NH Bureau of EMS by the Exam Coordinator. Once successful completion of all skill stations of the BLS Exam have been verified, FSTEMS will notify the National Registry of EMTs (NREMT) of the individual candidate's practical skills exam results.

**IMPORTANT NOTICE:** In order for FSTEMS to report the candidate's completion of the exam to the NREMT, you must have an online account with the NREMT established. Waiting to establish an account can significantly delay reporting of your practical exam results to the NREMT. If you do not have an account established, please speak to the instructor of your program.