

BLUE RIDGE EMS COUNCIL CONSOLIDATED TEST SITE POLICIES

**PRE-REGISTRATION REQUIRED
NO EXCEPTIONS!**

Unless pre-registered as explained below, you will not be admitted to the test site.

The Blue Ridge EMS Council is responsible for the coordination and registration for Consolidated EMS Testing within the region. This includes all providers testing for initial BLS certifications , re-entry, challenge, or retesting, and ALS and BLS written recertifications.

Registration and payment of fees is required no later than 10 days prior to the scheduled test site date for written and/or practical exams.

INSTRUCTORS/COORDINATORS, who plan to test at a BREMS test site are requested to contact the Test Site Coordinator at the time of planning the course to determine if a test site is already congested. Instructors should file an electronic 3rd class report on the state testing registration system (<https://testing.vaems.org>) as soon as they have the course numbers and know the number of students they project to have testing. Third class reports/reservations will be accepted on a first come first served basis with the following exception: the months of December, May and June, third class reservations will be for Central VA Community College and High School EMT programs **ONLY and any spaces left over will be available for individual registrations. All other months the council will accept the first two reservations filed for classes over 15 students, on the first come first served basis. Once an instructor has completed the 3rd class report they should **ONLY** give the registration reservation codes to students who they have **APPROVED** to test at the end of the course. Instructors are **NOT** to give reservation codes to challenge students or others who are not initial students in their course.**

2.

TWENTY DAY ROSTERS: Instructors testing BLS Initial Courses are required to file 20 day rosters, even though the students will be registering on line or by mail individually, the 20 day rosters are used by the council for planning and accountability purposes and to assure that classes with reservations are receiving their allotted number of reservations. The classes still have the option to pay individually or by one check from a business/school, as long as payment is made 10 days prior to testing. Please use the current 20 day roster on the BREMS website's Consolidated Testing Page at www.blueridge.vaems.org as they have been updated. All fields for students must be filled out (date of birth and email address are now required). Students will register individually by following the instructions on the BREMS website.

REGISTRATION FOR BREMS TEST SITES: Anyone wishing to take a test has to have their registration and fees paid by the due date for the test site date requested. Testing dates, registration due dates, instructions for registration and testing fees can be found on the BREMS website www.blueridge.vaems.org Consolidated Testing Page. Students registering online may pay their testing fee by credit card, students who elect to register by mail or in person, using the individual registration form on the website, must pay by cash, check, or money order made payable to BREMS Council. All communications regarding testing (confirmations, cancellations, postponements etc.) will be sent to testing candidates by email. All test registrants should be aware to monitor their email during inclement weather for updates on their test site.

FORMS/FEES SHOULD BE MAILED TO:

**BREMS Council (ATTN: Test Site Coordinator)
1900 Tate Springs Road, Suite #14
Lynchburg, VA 24501**

3.

Instructors and Individuals need to be aware that the number of practical candidates that can be tested on a given day is limited by the state and by the number of testing personnel who can be hired, for that date. If a testing date becomes full you should contact the Test Site Coordinator to discuss your options.

TEST REGISTRATION FEES

For BLS Initial Course Students, 2nd set of testing initial students, challenge students taking initial test, the Test Fee is \$50.00

The fee for retesting 1 or more practical stations is \$25.00.

There is **NO FEE** required for Written Only Tests or Re-Tests.

It is **EACH CANDIDATE'S** responsibility to pay their fee, by the due date.

FEE PAYMENTS WILL NOT BE ACCEPTED AT THE TEST SITE.

CANCELLATION: In the event you are unable to come to a test site, you must notify the Test Site Coordinator at least 10 days prior to the test date for which you have registered. Upon notification you will be allowed to reschedule for another BREMS test site any time in the following six months at no additional charge. Cancellations with less than 10 days notice or NO SHOWS will forfeit their fee.

Each testing candidate coming to a test site MUST have a photo ID and the appropriate Testing Eligibility Letter for the test they are taking. Specifics for required paperwork can be found on the BREMS Consolidated Testing Webpage referenced previously.

4.

Plan to arrive at the test site by 08:00 a.m. to check in and testing will begin promptly at 08:30 a.m.. CANDIDATES WILL NOT BE ADMITTED AFTER 08:30 a.m.

Any candidate, who requests/requires special accommodations and/or equipment, regarding practical testing, must make their request known to the BREMS Test Site Coordinator at the time of registration –NOT AT THE TEST SITE ON THE DAY OF TESTING.

Equipment issues will be handled according to existing OEMS policies and must be approved by the OEMS Program Representative prior to the test site date.

If you have any questions regarding testing, contact the BREMS Test Site Coordinator, at (434) 947- 5934

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These Consolidated Testing Policies are effective September 15, 2011 and supersede the Blue Ridge EMS Council Consolidated Testing Policies that were instituted on September 1, 2010.

Reviewed and Updated: 09/15/2011

