



## Arkansas Department of Health

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**Governor Mike Beebe**

**Paul K. Halverson, DrPH, FACHE, Director and State Health Officer**

# MEMORANDUM

TO: Arkansas Licensed EMS Educators

FROM: Norajean Miles Harrell, Certification Administrator

DATE: January 30<sup>th</sup>, 2011

RE: EMT EMT Course Paperwork

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Starting January 1<sup>st</sup>, 2011 the Section of EMS is implementing a new EMT course paperwork policy. This policy will affect the following: Background Checks, End of Course Paperwork and Psychomotor Exam Paperwork. A new checklist/cover sheet has been created for each process and you will find those enclosed in this mailing. The purpose of this checklist is to improve the accuracy and time it takes for the EMS Specialist to process your course paperwork and schedule your student's psychomotor examination. It has become increasingly more time consuming to process paperwork that is submitted late or incomplete. In order to streamline the process while at the same time ensuring that all required materials are submitted, we have developed these checklists to help maintain a consistent and standardized process. Following are the details for each process and the new time frames for submission.

**Background Checks:** Background check paperwork will still be sent with the course approval paperwork. This includes the background check form, finger print cards (when applicable). Due to the time it takes for background checks to be completed all background check forms and payments are to be returned to the Section within 10 business days of the first day of class. Appropriate payment should be paper clipped to the background check forms. Please do not staple these together.

**Psychomotor Exam Paperwork:** All forms required to be submitted to the Section are listed on the "Pre-Psychomotor Exam" checklist. Forms are to be completed and sent to the Section no later than 3 weeks before your scheduled end of course date. Psychomotor (Practical) exams will not be scheduled until all paperwork has been submitted to the Section and processed.

**End of Course Paperwork:** All required materials as listed on the "End of Course" checklist must be complete and submitted to the Section. These materials should be mailed within 10 business days of the completion of the psychomotor exam.

Each instructor will be required to complete and attach the appropriate checklist for each class submitted for processing. Instructions can be found on each individual checklist.

**Important reminder: Course paperwork that is submitted incomplete or incorrect will be returned to the instructor via certified mail for correction and resubmission.** Returning course paperwork for correction could potentially cause delays in testing or licensure of your students.

As always we are more than willing to assist you with this or any other process; however as the instructor you are responsible for completing the end of course paperwork correctly and in a timely manner.

If you have any questions, please feel free to contact the office at (501) 661-2262.

Enclosures: End of Course Checklist

## *Pre-Psychomotor Exam Paperwork:*

Class # \_\_\_\_\_ Training Site: \_\_\_\_\_

Lead Instructor: \_\_\_\_\_

Anticipated psychomotor examination date: \_\_\_\_\_

Pre-Psychomotor Exam paperwork for each candidate should include:

\_\_\_\_\_ Completed Arkansas EMT (bubble form) application.

\_\_\_\_\_ \$20.00 Fee per candidate (nonrefundable)

\_\_\_\_\_ CPR card (AHA-Healthcare Provider or ARC-CPR for the Professional Rescuer). **Class roster is NOT acceptable.**

Please paper clip (do not staple) each individual student's paperwork together in the order above.

This form should be attached to the top of your paperwork. Please place the materials in the order listed and initial each item acknowledging that those items are enclosed for each student.

This will facilitate prompt processing of your paperwork and scheduling of the psychomotor examination.

**These materials must be returned no later than 3 weeks prior to the scheduled course completion date.**

**Reminder: Packets returned incomplete will be returned to the instructor for correction and delay the scheduling of your students psychomotor exam.**

Thank you for your cooperation with this process.

## ***End of Course Materials to Return:***

End of course paperwork should include:

- \_\_\_\_\_ Basic EMT Course Completion letter on training site letterhead with attached roster of candidates eligible to test. Check the letter for appropriate signatures; Medical Director, Training Site Representative and Instructor(s).
- \_\_\_\_\_ Minimum points to pass sheet
- \_\_\_\_\_ Completed examination summary roster with candidate's pass/fail information.
- \_\_\_\_\_ Individual psychomotor skill sheets with individual skills report form. Place each student's skill sheets together behind their personal summary form.
- \_\_\_\_\_ Lay-Evaluator Continuing Education Roster
- \_\_\_\_\_ E-Mailed material for the Patient Assessment scenario

This form should be attached to the top of your paperwork. Please place the above materials in the order listed and initial each item acknowledging that those items are enclosed. This will facilitate prompt processing of your paperwork.

These materials must be returned within 10 business days following the completion of the psychomotor exam.

**Reminder: Packets returned incomplete will be returned to the instructor for correction and delay your students' issuance of their licensure cards.**

Thank you for your cooperation with this process. Should you have any questions please feel free to call the Section at 501-661-2262.