

## General Requirements for Certification

To qualify for certification as a New York State Certified First Responder (CFR) the applicant must meet the following requirements:

- ◆ enroll in an original CFR course
- ◆ complete an *Application for Emergency Medical Services Certification (DOH-65)*, with the applicant's original signature in ink;
- ◆ be at least 16 years of age prior to the last day of the month in which he/she is scheduled to take the written certification exam
- ◆ satisfactorily complete all requirements of a New York State approved course in CFR given by a New York State approved course sponsor
- ◆ after successful completion of all course requirements, but within one year after course completion, pass the New York State practical skills examination;
- ◆ within one year of passing the state practical skills examination, pass the New York State written certification examination;
- ◆ have no convictions for a crime or crimes related to murder, manslaughter, assault, sexual abuse, larceny (theft), robbery, drug abuse, sale of drugs or currently be under charges for such a crime, unless the DOH finds that such conviction or charges do not demonstrate a present risk or danger to patients.

## What Happens the First Night of Class

- ◆ You will be asked to complete the Application for Emergency Medical Services Certification (DOH-65).
- ◆ You will receive, and the CIC should review, the course policies and procedures which will address at least the following:
  - course goals and objectives
  - attendance requirements and make-up procedure
  - testing requirements (practical and written) and the pass/fail criteria
  - re-test policies
  - requirements regarding personal conduct and ethics
  - class cancellation procedure
  - course termination/expulsion and appeal procedure
  - required textbooks
  - tuition refund schedule (if applicable)
  - for refresher courses, a learning contract between the student and the course sponsor
  - requirements for clinical and/or internship hours
  - statement regarding Americans with Disabilities

You should receive a class schedule listing the time, date and topic for each class session and a schedule for reading assignments.

## Requirements for Becoming Certified as a New York State Certified First Responder

Complete General Requirements for Certification.

Complete all course requirements, including but not limited to:

- Acceptable attendance during the course.
- Successfully pass the CPR training portion of the course.
- Maintain the minimum grade average required by the Course Sponsor.
- Successfully pass all skill evaluations.
- Complete all required clinical and/or internship hours prior to the NYS Practical Skills Examination.
- Successfully pass the NYS Practical Skills Examination.
- Successfully pass the NYS Written Examination.

## NYS Practical Skills Examination

The purpose of the practical examinations is to assess basic entry level skill competency prior to being admitted to the written certification examination. During the course you will develop proficiency in all of the skills contained in the course learning objectives. The practical examination will test only selected skills.

Prerequisites for Admission - In order to be admitted to the practical examination, students must successfully complete all course requirements to the satisfaction of the course sponsor and as specified in the course policies and procedures.

Certification Examination and re-test sequence - The NYS Practical Skills Examination **must precede the written examination**

Americans with Disabilities Act (ADA) - For the State Final Practical Skills Examination, the NYS Bureau of EMS does not permit testing accommodations, but will consider the use of certain aids by the candidate. Candidates with an identified disability may be permitted to use certain aids, which they would be responsible to provide and reasonably be able to bring to the patient's side in actual practice. The only types of aids permitted are those that do not alter the essential functions of the CFR. For example the use of prescription or reading glasses, hearing aids and personal stethoscopes have been permitted since they serve as an aid to the provider. In contrast, a Braille sphygmomanometer would not be permitted since sight is considered an essential function of the certified EMS provider. If you have questions or need further assistance with ADA issues, please contact the NYS Bureau of EMS at (518) 402-0996.

Use of personal equipment - Candidates may use their personal pocket mask and stethoscopes for the practical examination. Candidates may not bring or use equipment for the examination unless it is equipment that has been used during the course or unless special arrangements have been made with the CIC and exam coordinator. This must be done in advance of the exam date.

Required testing stations for CFR - the following skills were identified as being the minimum number of performance items that should be included in every CFR practical examination:

### Mandatory Skills

- Station 1 - Patient Assessment Management - Trauma
- Station 2 - Patient Assessment Management - Medical
- Station 3 - Cardiac Arrest Management/AED
- Station 4 - Bag-Valve-Mask: Apneic Patient

### Random Skills

- Station 5A - Upper Airway Adjuncts and Suction
- Station 5B - Supplemental Oxygen Administration
- Station 5B - Bleeding Control/ Shock Management

The CFR student must successfully pass all five stations

The mandatory and random skill stations consist of both skill-based and scenario-based testing. The random skill station is conducted so the student is totally unaware if the skill to be tested until he/she arrives at the test station.

## Testing/Re-testing Policies

CFR candidates who fail **two skill stations or less** on the practical exam may be re-tested on those skills. **Three or more failed stations** constitute a failure of the practical examination and the candidate must complete a refresher course prior to being re-tested.

- Those failing two stations or fewer are eligible to take two re-tests. The *first re-test* may occur on the same day as the initial exam. Failure of a same-day re-test entitles the student to a second re-test on those skills failed.
- The *second re-test* **must** be conducted on **another date** and the candidate must be provided with **remedial instruction**. Failure of the *second re-test* constitutes a failure of the examination and a refresher course must be completed prior to any re-testing.
- A different examiner will administer re-tests.
- When a station is failed, the candidate must re-test the same station in its entirety.

A candidate is allowed to test a single skill station a maximum of three times before he/she must complete a refresher course.