

Policy Name	Examination Validity Inquiries
Policy Number	63.06
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

To permit National Registry responses to inquiries regarding the validity of the National Registry of Emergency Medical Technicians' examinations.

Scope

The scope identified herein applies to any inquiry from internal or external stakeholders regarding the cognitive or psychomotor examination. This procedure does not apply to inquiries regarding the portfolio.

Definitions

Inquiry – A request (in the form of a complaint, suggestion, or review) made by an internal or external stakeholder regarding the validity of the cognitive or psychomotor examination.

Supervisory Reviewer – A director or an individual with higher rank on the Examinations Team.

Subject Matter Expert (SME) – An individual with demonstrated knowledge, skills, and experience in a particular area.

Policy

Inquiries, complaints, or requests to review or revise any component of the cognitive or psychomotor examinations are received by internal and external stakeholders. National Registry staff will identify procedures for appropriately logging, reviewing, researching, and where applicable responding to requests.

Rationale

Inquiries, complaints, and review requests related to examination content should be adequately reviewed, investigated as needed, and responded to when appropriate in a manner consistent with National Registry policies, accreditation requirements, and psychometric practices.

Related Policies and Procedures

63.06.01 Responding to Examination Validity Inquiries

References

Document History			
Version #	Approval date	Effective date	Revision Summary
01	x.xx.xxxx	x.xx.xxxx	Policy created and approved