

Policy Name	Examination Administration Personnel: Psychomotor
Policy Number	62.07
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

Establish the requirements for personnel involved in the administration of the psychomotor examination for National Registry certification.

Scope

Applies to National Registry psychomotor examinations.

Definitions

Not applicable

Policy

The National Registry requires qualified and trained personnel to securely administer the psychomotor examinations.

National Registry Representatives

An individual serving as the National Registry Representative is required to hold current, active Paramedic certification from the National Registry.

Selection of Personnel

The Examination Coordinator is responsible for securing all required personnel for the psychomotor examination administration.

Training of Personnel

The National Registry Program Manager is responsible for training the National Registry Representative.

Confidentiality and Conflict of Interest

All personnel with access to confidential information for the psychomotor examinations agree to abide by the National Registry's confidentiality and conflict of interest policies.

Rationale

The policies regarding the administration of the National Registry psychomotor examinations must ensure that all candidates take the examination under comparable conditions, safeguard the confidentiality of examinations, and address security at every stage of the process.

Related Policies and Procedures

62.01 Examination Administration: General Requirements & Security

62.05 Examination Administration and Site Requirements: Psychomotor

62.07.01 Examination Administration Personnel Roles and Responsibilities

References

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved