



# **Regional Emergency Medical Advisory Committee of New York City**

## **Medical Standards Committee**

### **Certification & Credentialing Subcommittee**

#### **Administrative Manual**

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**(See Appendix B)**

# THE REGIONAL EMERGENCY MEDICAL SERVICES COUNCIL OF NEW YORK CITY, INC.

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# THE REGIONAL EMERGENCY MEDICAL SERVICES COUNCIL OF NEW YORK CITY, INC.

## INTRODUCTION AND ACKNOWLEDGMENTS

The Certification & Credentialing Subcommittee (C&C) of the New York City Regional Emergency Medical Advisory Committee (NYC REMAC) Medical Standards Committee oversees the quality of prehospital paramedic training in the New York City Region. Its purpose is to ensure quality prehospital education that translates into the administration of quality prehospital care. Toward this end, minimum standards have been developed to define the content and administration of regional certification examinations and Continuing Medical Education training.

Decisions of the C&C Subcommittee may be appealed to the Chair of the REMAC Medical Standards Committee in writing within 10 business days.

This manual has been developed to provide the New York City prehospital emergency medical community with pertinent REMAC procedures, processes, and requirements applicable to Paramedic Course Sponsors and the individual providers.

The Certification & Credentialing Subcommittee thanks the following paramedics and physicians for their contribution in the development of this edition:

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Their support and participation are greatly appreciated.

## **1. NYC REMAC PARAMEDIC CERTIFICATION TYPES**

### **1.1 Initial NYC REMAC Paramedic Certification**

1.1.1 **Original** candidates have valid New York State paramedic certification.

1.1.2 **Provisional** candidate

A. Lapsed Certification who has taken the Initial NYC REMAC Paramedic Certification examination and is pending completion of either CME acquisition or NYC REMAC Updates.

### **1.2 Renewal Certification**

1.2.1 **CME-Based Renewal**: Any existing NYC REMAC paramedic who satisfies the requirements below.

A. Completes the CME requirements detailed in section 3.3

B. Submits a CME Attestation Letter by their NYC REMAC recognized Agency Medical Director

C. Maintains a current record of completion for the NYC REMAC Updates at the time of recertification.

1.2.2 **Lapsed Certification**: Any existing NYC REMAC paramedic who does not complete the CME-Based Renewal program will revert to the Initial Certification pathway in section 1.1.1 as a Provisional candidate.

## **2. NYC REMAC INITIAL PARAMEDIC CERTIFICATION**

### **2.1 CANDIDATE REQUIREMENTS**

2.1.1 Must be an Original or Provisional candidate in order to utilize the NYC REMAC Initial Paramedic Certification Examination as regional credentialing.

2.1.2 Must pass the Initial Paramedic Certification Examination as detailed in subsequent sections.

2.1.3 The Certification & Credentialing Subcommittee retains the right to make decisions based on prerequisite documentation of exam candidates. Qualifications of each candidate must be verified by the exam sponsor (REMAC Liaison or Regional Course Sponsor).

2.1.4 All examination candidates must provide proof of current NYS DOH paramedic certification card.

### **2.2 EXAMINATION SCHEDULING**

2.2.1 The Initial Paramedic Certification Examination Calendar is published between July and December for the next calendar year.

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- 2.2.2 Schedule of exams through the REMAC Liaison.
- 2.2.3 Regional Course Sponsors may independently schedule REMAC Basic exams for their classes.
  - A. Exams should be arranged through the REMAC Liaison as early as possible.
  - B. A preliminary candidate roster must be submitted at least 10 business days prior to the exam. A final update is required by close of business on the last day prior to the exam.
  - C. Examination registration fees are waived for participating Regional Course Sponsor programs. The waiver applies to the independently scheduled REMAC Basic exam date, not to the individual students. Please note paramedic card fees cannot be waived.

## 2.3 EXAMINATION REGISTRATION

### 2.3.1 Candidates

- A. The number of candidates scheduled is limited to the exam facility's seating capacity that permits appropriate supervision of the exam;
- B. Submission of these items must be submitted by the first day of the month of the exam:
  - 1. Completed Paramedic Certification Exam Application;
  - 2. \$100 registration fee to NYC REMSCO.
    - a. The Initial Paramedic Certification Examination fee is waived one time with proof of receiving public assistance.
- C. Repeated attempts at the examination are limited: after two consecutive failures, there is a 6-month preparation period before the candidate may attend the next exam; after the third and further consecutive failures, there is a 12-month preparation period for next exam.

### 2.3.2 Regional Course Sponsors Basic exams.

- A. Candidates must submit completed Initial Paramedic Certification Examination Application, postmarked at least 10 business days prior to the exam:
- B. Sponsors are responsible to verify that Original candidates meet the prerequisites for registration (Section 2.1).

### 2.3.3 Americans with Disabilities Act (ADA):

- A. NYS Department of Health policies regarding ADA candidates will be applied, as applicable, to NYC REMAC testing policies.
- B. ADA-based requests must be submitted in writing to the Chair of the Certification & Credentialing Subcommittee at least 30 days prior to the scheduled examination date.

## 2.4 EXAMINATION ADMISSION

### 2.4.1 Admission to all REMAC Certification exams requires:

- A. Photo identification;
- B. Proof of NYS DOH paramedic certification card **or** on-site scoring results;

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C. Candidates failing to present required items will not be admitted to the exam.

## 2.4.2 Academic Integrity Policy

A. At the start of all NYC REMAC examinations this policy is to be read aloud by the proctor and distributed in writing to the candidates.

B. Failure to comply with this policy will result in the candidate's immediate disqualification.

1. Examination materials are the physical and intellectual property of the NYC REMAC and must be returned to staff.
2. Only the exam book and answer sheet are permitted on the candidate's desk. Recording information on any other materials is forbidden.
3. Communication with anyone other than exam staff is forbidden, as are attempts to observe another candidate's actions or answers.
4. The use of electronic devices for verbal communication, text messaging, photography, or any other function is forbidden during an exam.
5. After leaving the examination site candidates are forbidden from communicating exam content with anyone either verbally or in writing.
6. Candidates must sign and submit a confidentiality statement indicating they have read and understand this policy.

C. Violation of the Academic Integrity Policy

1. Exam staff witnessing any violation will immediately inform the proctor.
2. The proctor will confiscate and secure all relevant materials, and escort the candidate from the exam room.
3. Prior to leaving the facility the candidate and exam staff must prepare, sign and submit a written statement on the incident. The REMAC Liaison will forward all statements and relevant materials to the Certification & Credentialing Subcommittee for review.
4. Candidates found to be in violation of the Academic Integrity Policy are not permitted to sit for any NYC REMAC examination until authorized by the Chair of the REMAC C&C Subcommittee.
5. On completion of its review, the C&C Subcommittee may determine to:
  - a. validate the exam in question, which may include:
    - i. permission to complete the exam if necessary, within a specified period;
    - ii. extending certification for a specified period.
  - b. invalidate the exam in question, which may include:
    - i. permission to repeat the exam process under normal registration procedures.
    - ii. suspension of certification for a specified duration.
    - iii. permanent decertification with prohibition from recertifying in the NYC Region.

## 2.5 EXAMINATION COMPONENTS

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## 2.5.1 A single multiple-choice exam:

120 Regional protocol questions with four choices, approximately:

- a. 12% General Operating Procedures
- b. 60% Treatment Protocols
- c. 12% Appendices
- d. 16% Scenario based questions

B. may include additional noncredit pilot questions;

C. is limited to 3 hours;

D. has a passing grade of 80%;

E. provides results of Regional Protocol subtopics to guide further study (Section 1.6.1.A).

## 2.5.2 Results of all exams are distributed at the exam if available, or else mailed to candidates.

## 2.6 EXAMINATION ABSENCE OR FAILURE

2.6.1 Certification is withheld until successful completion of the examination process;

2.6.2 Candidates who are absent may register for the next available exam.

2.6.3 Failure by Initial Paramedic Certification candidates:

- A. A final retest may be provided within the same month following the original attempt; this retest expires one month after the initial exam.

## 2.7 LENGTH & EXPIRATION OF INITIAL NYC REMAC PARAMEDIC CERTIFICATION

2.7.1 Candidates who pass the examination will be certified as NYC REMAC certified paramedic providers for 37 months, expiring on the next day of the month following the examination. Any future recertification will require completion of the CME-Based Renewal Process (section 3). If recertification is not completed through the CME-Based Renewal process, the paramedic becomes a Lapsed Certification (section 1.2.2).

2.7.2 If NYS-DOH certification becomes invalid by expiration, suspension, or revocation, NYC REMAC certification is immediately suspended until recertified by New York State.

## 3. RENEWAL OF NYC REMAC PARAMEDIC CERTIFICATION

### 3.1 REQUIREMENTS

3.1.1 Renewal of credentialing must be accomplished prior to current card expiration.

3.1.2 Renewal shall be accomplished by ongoing certification via the CME based program as defined below.

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- A. Must be a NYC CME-based Renewal participant (section 1.2.1).
- B. Must have obtained their NYC REMAC Initial Paramedic Certification prior to entering the CME-Based Renewal process.
- C. Must provide proof of current NYS DOH paramedic certification.

3.1.3 Must provide proof of current NYS DOH paramedic certification card.

## **3.2 NYC REMAC ANNUAL UPDATES**

3.2.1 NYC REMAC issues periodic updates pertinent to advancing EMS care.

3.2.2 Paramedics must be current with all NYC REMAC Updates during their certification period.

- A. NYC REMSCO Training & Education Committee will create educational modules in support of the NYC REMAC's initiatives.
  - 1. Didactic components of the NYC REMAC Updates will be hosted and tracked on the NYC REMSCO Learning Management System (LMS).
  - 2. Additional required components will be guided by accompanying REMAC Advisories.
- B. The LMS content will include competency verification(s).
- C. NYC REMAC Update completion certificates will be issued via the LMS to the provider for personal record-keeping.

3.2.3 The program will be advertised to all regionally credentialed paramedics and agencies.

### **3.2.4 NYC REMAC UPDATES REGISTRATION**

- A. Participants will self-register once the program is launched.
- B. The program is completed on any internet-based device.
- C. Americans with Disabilities Act (ADA):
  - 1. NYS Department of Health policies regarding ADA participants will be applied, as applicable, to NYC REMAC testing policies.
  - 2. ADA-based requests must be submitted in writing to the Chair of the Certification & Credentialing Subcommittee at least 30 days prior to the scheduled examination date.

### **3.2.5 NYC REMAC UPDATES OMISSION**

- A. Renewal Certification will be withheld without successful completion of consecutive NYC REMAC Updates for each year of the renewal process (i.e. each year prior to the 36 month period)
- B. Candidates who have not completed the required NYC REMAC Updates must complete the requirements prior to being considered for CME-Based Renewal.
- C. Candidates who do not complete all available NYC REMAC Updates 90 days prior to card expiration date are required to undergo Provisional process as a Lapsed Certification candidate.



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## 3.3 CONTINUING MEDICAL EDUCATION (CME)

### 3.3.1 CANDIDATE CME VERIFICATION

- A. Candidates for NYC REMAC Renewal Certification must complete CME requirements regardless of employment title/position.
- B. Candidates are responsible to maintain records of their CME, including copies of completion certificates. Activities without certificates should be recorded on an appropriate reporting form, including presenter, topic, date, time, the site or sponsoring agency, and signature of the presenter
- C. Records must be submitted to the primary service Agency Medical Director to receive a signed CME Attestation on official letterhead verifying compliance with REMAC CME requirements. This letter must be submitted to the Certification & Credentialing Subcommittee prior to the candidate's REMAC credential expiration.
- D. Candidates not meeting CME requirements for the REMAC CME-Based Renewal pathway may recertify by successfully completing the Initial Paramedic Certification process.
- E. "Inactive Status" may be requested by currently-certified REMAC providers unable to work in their capacity for reasons such as, but not limited to, illness, injury, or military deployment. Written requests are made to the NYC REMAC Certification & Credentialing Subcommittee and reviewed on an individual basis. If the provider does not have the required CME upon recertification, approval of Inactive Status grants the provider a fee waiver for the NYC REMAC Initial Paramedic Certification Examination and an extension of their NYC REMAC certification for the time period they were inactive. The provider must then submit a CME letter from their primary service Agency Medical Director before their extension expires for the full 37 months of certification.
- F. Candidates without any primary service Medical Director but who have met the CME requirements must submit their CME records to the REMAC Liaison for pre-approval prior to applying for CME-Based Renewal pathway.

### 3.3.2 CME HOURLY REQUIREMENTS

- A. Category A: Physician Directed Call Review, 36 hours (at least 12 hours of Prehospital Care Report Review)
  - 1. Prehospital Care Report Review;
  - 2. Quality Assurance/Improvement Review;
  - 3. Emergency Department Teaching Rounds;
  - 4. On-Line Medical Control Rotation;
  - 5. Direct Patient Care Post-Interaction Education:
    - a. Case-Based Journal Article CME by agency Medical Director (or designee)
    - b. Case Write-up of Actual Patient by treating Paramedic with submission to agency Medical Director (or designee)
- B. Category B: Alternative Source CME, 36 hours (maximum of 12 hours in any one venue):

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1. Online CME: recommended providers posted on REMSCO website. Any non-recommended provider requires approval by the Certification and Credentialing Subcommittee Chair or designee.
2. Clinical rotation, as approved by the service Medical Director;
3. Lecture, conference or symposium;
4. Journal article CME with completion certificate;
5. Associated Certifications: e.g., BCLS / ACLS / PALS / NRP / PHTLS.

## 3.3.3 CME PROVIDERS

### A. NYC REMAC Accreditation

1. Nationally recognized emergency medicine and EMS organizations such as the American Medical Association (AMA), American Academy of Emergency Medicine (AAEM), American College of Emergency Physicians (ACEP), National Association of EMS Physicians (NAEMSP), NYS DOH, and REMSCO are accredited by NYC REMAC to provide CME.
2. To receive NYC REMAC CME accreditation, other agencies must be pre-approved by the NYC REMAC Training & Education Committee.

### B. Lecture, conference and symposium guidelines:

1. Lecture time will be accredited on an hour-for-hour basis if provided by a REMAC approved Medical Director
2. Instructors may receive CME hours for lecturing on topics with the prior written approval of the Certification & Credentialing Subcommittee.

## 3.4 APPLICATION FOR CME-BASED RENEWAL

3.4.1 Paramedic candidates for CME-Based Renewal must submit proof of documents to the Certification & Credentialing Subcommittee REMAC Liaison at least 90 days prior to their expiration date

A. CME Attestation Letter from Agency Medical Director

B. Proof of completion of the three most recent NYC REMAC Annual Updates

C. Proof of current NYS DOH paramedic certification card

3.4.2 The Certification & Credentialing Subcommittee REMAC Liaison will coordinate the documents for accuracy and generate a new card prior to the paramedic's expiration date.

3.4.3 Any discrepancy in the CME-Based Renewal process will be escalated to the Chair of the Certification & Credentialing Subcommittee for individual review.

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## 3.5 LENGTH & EXPIRATION OF RENEWAL NYC REMAC PARAMEDIC CERTIFICATION

- 3.5.1 Candidates who pass the CME-Based Renewal pathway will be certified as NYC REMAC certified paramedic providers for 37 months, expiring the next day following the certification. Any future recertification will require completion of the CME-Based Renewal Process (section 3). If recertification is not completed through the CME-Based Renewal process, the paramedic becomes a Lapsed Certification (section 1.2.2).

## 4. CERTIFICATION & CREDENTIALING SUBCOMMITTEE REGULATIONS

- 4.1.1 Membership is open to all paramedic Course Sponsors approved by NYC REMSCO.
- 4.1.2 Each Sponsor holds one seat staffed by representatives appointed in writing by the program Medical Director: a primary and an alternate who are either physicians or REMAC paramedics.
- 4.1.3 Newly appointed paramedic representatives must provide proof of meeting these minimum qualifications:
- A. NYS DOH Certified Instructor Coordinator for 3 years;
  - B. NYS DOH certified paramedic;
  - C. NYC REMAC certified paramedic;
  - D. instructor certified in either ACLS or PALS;
  - E. minimum 6 years of clinical paramedic experience in the NYC Regional EMS System; up to 3 years of paramedic instructor experience may be applied;
  - F. recommendation from the examiner's Course Sponsor Medical Director;
  - G. course outlines with dates and NYS DOH approval numbers for original or refresher paramedic program within the last 3 years, documenting examiner service as one of the following:
    1. certified instructor coordinator;
    2. program director;
    3. clinical coordinator;
    4. skills coordinator;
- 4.1.4 Each Sponsor has one vote at meetings as cast by the primary representative or alternate.
- 4.1.5 At-Large seats are voting seats available to former Sponsor representatives as appointed by the Chair and renewed based on annual review of attendance and participation.
- 4.1.6 C&C Executive Committee in closed sessions
- A. develops new REMAC examinations;
  - B. reviews ongoing exams to maintain accuracy and relevance;
  - C. hears appeals to the validity of examination questions.
  - D. membership: C&C Chair, Vice-chair, Sponsor representatives, At-Large members.

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- E. EC members are exempt from the REMAC certification exams when meeting CME and NYS requirements and are in good standing as determined by the Chair's annual review of attendance and participation.
- 4.1.7 Members shall make themselves available to the Chair or Vice-Chair for projects of the Committee. These projects may include, but are not limited to, reviewing course applications and CME applications, and projects referred by the REMAC.
- 4.1.8 The Vice-Chair will maintain attendance records. Voting privileges are revoked for any sponsor absent for two consecutive meetings, or 50% over a year, without notifying the Chair or Vice-Chair. The sponsor must attend two consecutive meetings to restore voting privileges.