

**M A S S A C H U S E T T S**  
**OFFICE OF EMERGENCY MEDICAL SERVICES**  
 DEPARTMENT OF PUBLIC HEALTH

**ADMINISTRATIVE REQUIREMENT MANUAL**

**EFFECTIVE DATE:** March 24, 2020    **AUTHORIZATION:** W. Scott Cluett III, Director  
**TITLE:** Exam Process for Massachusetts Certification: EMT-Basic, Advanced EMT and Paramedic  
**SUPERSEDES:** 5/28/2015

**Purpose:**

To define the process for the certification examinations to obtain Massachusetts certification as an EMT-Basic, Advanced EMT or Paramedic.

To define the time limit allowed for candidates to obtain National Registry of EMTs (NREMT) certification in order to obtain Massachusetts certification as an EMT-Basic, Advanced EMT or Paramedic.

**Eligible Candidates:**

Candidates must first contact the NREMT to begin the process to obtain NREMT certification. The Commonwealth's EMT-Basic psychomotor examination (practical exam), accepted by the NREMT, is administered to individuals who have successfully completed an EMT-Basic training program at a Department-accredited training institution. The NREMT Advanced EMT or Paramedic practical exam must be taken by individuals who have successfully completed an Advanced EMT or Paramedic training program at a Department-accredited training institution. Finally, individuals whose Massachusetts EMT certification has lapsed and who meet certain retraining requirements for reinstatement through NREMT examination must take the practical examination applicable to their level of certification.

**Fee:**

There is a fee payable to the Commonwealth of Massachusetts for EMT certification. The certification fee is \$150. There is a fee schedule for any tests administered by the Department at 105 CMR 170.910(B). The certification fee of \$150 must be submitted at the time of application, in the form of a check made payable to Commonwealth of Massachusetts.

**Deadlines:**

A. EMT-Basic Candidates

1. An EMT-Basic candidate has **a maximum of two years** from the official course end date to obtain NREMT certification. This includes successful completion of the Massachusetts practical examination, which is accepted by NREMT, as well as the NREMT cognitive examination (written examination). Please note that the official course end date for EMT-Basic program is the last day of the course as listed on the Registration of EMT Course form, unless amended in writing by the accredited training institution prior to the end of the course. A candidate has a maximum of three attempts within this **two-year** period to pass the practical examination, and the maximum number of attempts per NREMT policies to pass the written examination. Please contact the NREMT for details, at [www.nremt.org](http://www.nremt.org) or (614) 888-4484.
2. In accordance with NREMT procedures, the practical examination and written examination can be taken in any order within that **two-year** period.

B. Advanced EMT or Paramedic Candidates

1. Advanced EMT or EMT-Paramedic candidates may take the NREMT Advanced EMT or paramedic-level practical examination, respectively, only after successful completion of their entire training program -- didactic and lab, clinical and field portions of the program. The following deadlines apply:
  - a. The candidate has **two years** from the official course end date of the program to successfully obtain NREMT certification. This includes successful completion of the applicable practical and NREMT written examinations. Please contact the NREMT for details.
  - b. In accordance with NREMT procedures, the practical examination and written examination can be taken in any order within that **two-year** period.

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- C. All Candidates: Failure to Obtain NREMT Certification on Time: If a candidate has not successfully obtained NREMT certification within the **two-year** time limit, the candidate will need to successfully complete another Department-approved EMT-Basic, Advanced EMT or Paramedic training program in order to take the Massachusetts certification examination, unless the candidate is eligible for extension due to military service. See D., below, and A/R 2-238.
- D. Candidates Engaged in or Recently Discharged from Active Military Service After Initiation of Process for NREMT Certification: Candidates who successfully completed their EMT training and contacted the NREMT to initiate the process to obtain NREMT certification prior to being deployed for active military service in the United States armed forces, including as members of reserve or National Guard, and whose active duty status caused the candidate to miss the **two-year** deadline for obtaining NREMT certification, as described above, should contact the NREMT upon their discharge from active duty.

For Department Administrative Requirements (ARs) governing related requirements on EMT certification:

AR 2-236 defines the process for EMT-Basics certified/licensed out of state to apply to obtain Massachusetts certification as an EMT-Basic.

AR 2-320 defines the process for Advanced EMTs certified/licensed out of state to apply to obtain Massachusetts certification as an Advanced EMT.

AR 2-323 defines the process for Paramedics certified/licensed out of state to apply to obtain Massachusetts certification as a Paramedic.

AR 2-238 defines the processes for EMT certification and recertification for returning veterans and EMTs engaged in active military service.