



Caribbean Association of Fire Chiefs

P.O. Box 2510, Kingshill, USVI 00851-2510

<http://www.caribbeanfirechiefs.org/>

<http://www.cafcregistry.org>



CAFC Emergency Services Registry

Examination Guidelines

To become a credentialed Community Emergency Responder Trained (CERT), First Responder (EMR), EMT-Basic, Paramedic, Firefighter, or Communications Specialist professional and gain additional recognition across the Caribbean, individuals need to obtain certification and credentialing from the Caribbean Association of Fire Chiefs' Emergency Services Advisory Board specific to their certification eligibility.

The Advisory Board oversees the Emergency Services Registry for Emergency Services Professionals serving the CARICOM. Being certified means a candidate has met the cognitive and psychomotor competencies established by of Emergency Services Registry and is recognized by employers, the public, educational institutions, Caribbean Disaster Emergency Management Agency and other regulatory agencies. The essential components of the credentialing process include registration, confirmation of training, successful completion of a written examination and skills demonstration.

Upon receiving certification, credentialed members are required to submit the credentialing certificate to the local oversight agency or medical authority. Licensure to practice within a specific country or island is not dictated by the Emergency Services Registry of CAFC and may be required in order to be employed in the respective country or island and is based on the specified Emergency Medical Services scope of practice. Additionally, consultation, confirmation and acknowledgment with the local the Ministry of Health, Fire Brigade, Chief Medical Officer or licensing authority for your respective country's policy is still required. If a candidate is certified and registered, but not licensed in his/her nation or country of residence, the candidate may not be allowed to practice as an EMS provider within the local jurisdiction.

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Examination Requirements (applicable for most credentials)

In order to apply for certification, candidates are required to:

- Be at least 18 years old (16 years old with parental consent). Submission of DL or ID.
- Successfully complete the appropriate course being sought for recognition (CERT, Firefighter, First Responder, EMT-Basic, EMT-Intermediate, or Paramedic) approved by local jurisdiction requirements, meets the standards of the United States Department of Transportation's (US DOT) curriculum, National Health Services of England, European Curriculum for Emergency Training, or equivalent, and the requirements of the Emergency Services Advisory Council guidelines.
- Submit attestation on licensing action and criminal conviction statements.
- Submit a letter from your program director or Certificate of Completion verifying the successful completion of training course.
- Current **BLS/CPR** credential based on current AHA guidelines (AHA, Red Cross, or ASHI).
- Current **ACLS** credential for Paramedics

Certification Process

The three steps required for certification are as follows:

1. Successfully complete an approved Original or Renewal training course (granted reciprocity if card current and / or proof of recertification through an accredited institution in the Caribbean or U.S.)
2. Apply to CAFC Emergency Services Registry.
3. Successfully complete both a written (cognitive) and practical (psychomotor) assessments with the required minimum passing scores (if new graduate).

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EMS Examination – Written (Cognitive)

The EMS written examination is comprehensive, multiple choice and delivered via written format or electronically where available. It assesses a candidate's EMS knowledge based on the level of credentialing and includes the following areas:

- Airway Management
- Cardiology
- Trauma
- Medical
- Obstetrics and Pediatrics
- EMS Operations

The essence of the evaluation will be primarily based on the US DOT curriculum competencies. The evaluation is also consistent with International EMS Testing Standards used by the registries in the UK, Canada, and Australia. Regardless of textbook used to prepare for the certification examination, it will evaluate core cognitive competencies specific to the US DOT curriculum. Candidates are given two hours to complete the closed-book 100-question cognitive exam. Successful completion requires the following:

- A minimum score of 70% on the written examination.
- Each candidate is granted two attempts on the established day of testing to be successful.
- If unsuccessful after two attempts, candidates will be required to complete retesting at the next CAFC conference as a registered conference attendee OR based on local proctors.

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EMS Examination - Skills/Practical Test (Psychomotor)

Demonstrating competency in a wide range of emergency care skills is required to obtain certification. Your instructor is required to verify that you have demonstrated the required skills in the following areas as evidenced by inspection of course administration documents:

- Trauma patient assessment and management
- Medical patient assessment and management
- AED/Cardiac arrest management
- Apneic patient bag-valve-mask ventilation
- Seated and supine patient spinal immobilization
- Long bone fracture and joint dislocation immobilization
- Traction splinting
- Shock management
- Bleeding control
- Bag-mask ventilation with supplemental oxygen
- Upper airway adjuncts and suction
- Supplemental oxygen administration to a breathing patient
- Successful demonstration with a satisfactory score on each psychomotor exam component.

Successful completion requires the following:

- The minimum passing score for each skill/practical station per established individual skill station check-off sheets.
- Each candidate is granted two attempts to be successful on the established day of testing.
- If unsuccessful after two attempts, candidates will be required to complete retesting at the next CAFC conference as a registered conference attendee OR based on local proctors.

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How is the EMS Practical Exam conducted?

The psychomotor (practical) exam will comprise of essential emergency medical skills not limited to patient assessment (medical and trauma), demonstration of skills such as oxygen administration, patient movement and lifting, seated and supine patient immobilization techniques (KED/short board, backboard use, cervical application, etc.), airway management techniques (oxygen administration, bag mask ventilation, basic airway maintenance with OPA/NPA, etc.), AED/Cardiac arrest management, bleeding control techniques, and communication to A and E physician using a telephone, radio or other device.

*** Candidates are provided two attempts for the Written (Cognitive) and two attempts for the Skills/Practical (Psychomotor) examinations for a total of four attempts for the entire testing process. If a candidate is not successful, he/she will not be able to participate in testing for a period of two (2) years.**

If the academic institution where initial training is an approved proctor site by CAFC, the psychomotor evaluation may occur in conjunction with the final assessment of each candidate (final practical).

CAFC is in the process of approving proctors who are credentialed and affiliated with academic institutions that have been verified by the Advisory Council representatives. Approved proctors will be credentialed and allowed to facilitate the cognitive and psychomotor examinations upon approval of the CAFC Emergency Services Advisory Board.





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Equipment Required for EMS Psychomotor Skills Exam

- Portable oxygen tank with regulator, airway adjuncts (NPA, OPA, BVM)
- Long Spine Board, Short Spine Board or KED, Cervical Collar
- Traction Splint
- Long board splints or other type splints for extremities
- AED trainer
- Blood pressure cuff
- Full size manikins

Reciprocity vs. Initial Credentialing

Reciprocity requires the submission of the following documents:

- A current BLS/CPR card
- EMS certificate of completion not to exceed 5 years old
- If the EMS certificate is older than 5 years, a certificate confirming the successful completion of a renewal class at an accredited institution such as the University of the West Indies, Barbados Community College, America Antigua University or another location approved by CAFC Advisory Council must be submitted.

Initial credentialing is required for new providers after the completion of an initial training course by approved proctors or CAFC Advisory Council representatives which requires submission of the following documents:

- A current BLS/CPR card
- Certificate of completion
- Any other document (s) indicated on the registry's website for certification.

In lieu of a recertification class, a letter from the Chief Medical Officer representing a hospital where the EMR, EMT, EMT-A or otherwise is currently engaged in clinical skills performance consistent with the level of training will be accepted.





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Registration Process

- Candidates will be required to register online at www.cafcregistry.org
- An initial credential/reciprocity fee of **US \$25.00**
- The renewal period for all credentials is two years.
- Additional fees will be applicable for “in-country testing and assessment” that includes accommodation and air fare for assessors when specifically requested by an agency or entity. CAFC will also provide assessment and testing at its the annual conference at no additional charge for registered conference attendees. The fees cover the following:
 - Written testing
 - Certificate of credentialing
 - Uniform patch or pin as available
 - Certification and registration for a two-year period within Emergency Services Registry database, which is recognized by the entire Caribbean Fire Chiefs, along with acknowledgement of various Chief Medical Officers in the Caribbean, and Caribbean Disaster Emergency Management Agency.
- Candidates re-applying for a written examination for any level credentialing, will be required to again register online via the Emergency Services Registry online registration portal.
- Fees for re-testing online will be **US \$25.00** for the examinations.
- Recertification every two years requires documentation of 24 hours of approved continued education (trauma training, patient assessment, medical conferences, testing of competency by local governing medical authority, etc.)





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Scheduling of Written Testing (EMS)

In the future, the written examination will be administered by CAFC Emergency Services Registry test centers (University of the West Indies Jamaica, St. Maarten, Barbados Ambulance Services, The Bahamas) or representatives of the Advisory Council in several locations across the Caribbean. To schedule your exam, candidates must:

- Complete an application on the CAFC Caribbean Registry website.
- Submit a US \$25 non-refundable fee good for up to one testing session (2 attempts).
- Obtain a Permit to Test (PTT) from the CAFC Registry.
- Be present at the exam site on date of the examination.



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