



BLS Examination Request Process & Examination Management

This guidance document outlines the process for setting up and managing BLS examination sites.

Sixty (60) days prior to desired exam date

Email BLS Exam Site requests to the KBEMS Education Manager and the Deputy Director, 60 days prior to the requested examination date.

Exam Site requests must include the following:

- Date & Time requested for the examination. Include an additional 2 hours prior to the 1st scheduled examination time.
- Name and phone for SOEC
- Name and phone for Alternate SOEC
- Exam site address
- Number of stations requested. Remember stations must be in multiples of 2.
- Total number of candidates allowed to examine at this exam
- Will retests be accepted

Following determination of availability of resources and staff, electronic notification will be provided to the SOEC identified above.

Examinations may be scheduled Monday through Saturday.

KBEMS will create the Exam in the License Management System. Once notification of Exam Site approval is received the SOEC will be able to enter candidates into the Exam Roster. **KBEMS staff will not enter candidates to the Exam Roster.**

Exam sites accepting candidates from other courses, retests, etc., must obtain candidate information and add such candidates to the exam roster. Provide the Exam site # (EX20xx-xxx) to other programs sending candidates to facilitate such instructors being able to indicate the exam number on their final roster.

Thirty (30) days prior to the exam date

Send to the Education Manager and upload into the exam in the Public Portal, a list of examiners to be used for the exam site. Remember examiners must be approved by KBEMS prior to the exam. Examiner approval/denial will be provided via email.

Seven (7) days prior to the exam date

The exam roster is final, will be closed and cannot be changed. **NOTE:** Candidates on the exam roster who have not been confirmed as “Pass” for their initial course, will not be eligible to examine.

IMPORTANT:

Sponsoring Organization Examination Coordinator (SOEC) is responsible for:

- Exam roster creation & management in the Public Portal
- Scheduling & notifying candidates of exam time. A copy of this schedule must be provided to the KBEMS Rep on exam day.
- Ensuring exam staff & candidates are advised that NO electronic devices are allowed in the exam stations and should be secured in their POVs.
- Ensuring simulated patients are advised of the need to wear tight-fitting clothing to facilitate donning of removable scrubs.

Initial Course Instructor is responsible for reminding candidates:

- To watch the BLS Examination Student Orientation video available on the KBEMS website.
- To arrive at the exam site thirty (30) minutes prior to their scheduled exam time. Candidates not checked in and ready to examine at their designated time will not be allowed to examine.
- That a government issued Photo ID is required for entry into the examination.
- NO personal items including: cellular devices, hand-held computer devices, laptops, tablets, or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, jackets, eyeglass cases, books, notes, pens and pencils are prohibited at the exam site. Wedding rings and religious items are allowed, but will be checked for any electronic capabilities.
- Any attempt to record, photograph, copy or disseminate exam related materials will constitute failure of the exam attempt and will be forwarded to the KBEMS Investigator for potential action.
- Personal stethoscopes are permitted and must be presented at check-in.
- Equipment, other than personal stethoscopes, must be pre-approved by KBEMS thirty (30) days prior to the exam date. Any items not prior approved by KBEMS will not be allowed.
- Candidates must conduct themselves in a professional manner. Inappropriate behavior and/or language may result in dismissal from the exam.