BLS Examination Request & Management

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

Sixty (60) days prior to desired exam date

In your Public Portal:

- o Select "Manage" from left menu
- o Click "Add New Course" on right
- o Select "Course Type" of "BLS Examination"
- o Select "Course Name" of "BLS Examination"
- o Select - Region where the Exam is being held
- o "Sponsor" is the sponsoring organization holding the exam
- o "Coordinator" is the SOEC for the exam site
- o "Instructor" is the Alternate SOEC for the exam site
- o In "Description" box add contact for exam information, if Retests are accepted, etc.
- o "Start Date & Time" is the date & time of the exam. 1st exams should be at 0930, 1330 or 1800. Remember exam staff needs to be there 1.5 hours before 1st exam for 2 station sites and 2.0 hours before 1st exam for 4 or more station sites. Unless other arrangements are made with KBEMS.
- o Check the Day of the week the exam is being held on
- o Check BLS Examination Document
- o Click on the "Documents" tab
- o Click "Add a Document". Add a copy of a document, that indicates the number of stations, the number of candidates, and contact information for the SOEC and the Alternate SOEC
- o Return to "Details" tab
- o Click "Save & Continue"

REMEMBER:
- Exams are not approved until you receive the approval letter.
- Stations must be in multiples of 2.
- No examiner will be allowed to examine more than 10 candidates per exam site.

Thirty (30) days prior to the exam date

Send Issuance staff a list of individuals to be approved to serve as Exam facilitators. It is recommended that this list include additional persons that may serve as exam facilitators in the event of exam facilitator cancellation or no-show.

Revised 07242023

Seven (7) days prior to the exam date

The Exam Roster is final and cannot be changed.

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 shorts and tank tops to facilitate donning of removable scrubs.
- Any candidates on the exam roster who cannot be confirmed as having "Passed" their initial course 7 days prior to the examination date, will not be eligible to examine.

REMINDER: Initial Course Instructor should have candidates:
- Watch the BLS Examination Student Orientation video available on the KBEMS website.
- Arrive at the exam site 30-45 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.
- Bring a government issued Photo ID.
- DO NOT bring personal items including: electronic devices, i.e., cellular devices, laptops, tablets, pagers, watches, purses, firearms or other weapons, hats, bags, coats, jackets, eyeglass cases, books, notes, pens and pencils as these are prohibited in the exam room. Wedding rings and religious items are allowed but will be checked for electronics.
- DO NOT bring equipment, other than personal stethoscopes, to the exam site unless they have been pre-approved by KBEMS.