



## 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 ([carman.m.allen@ks.gov](mailto:carman.m.allen@ks.gov)), 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 1<sup>st</sup> 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 should immediately begin entering all potential 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 a list of individuals to serve as Exam facilitators for approval. It is recommended that this list include additional persons for approval that may serve as exam facilitators in the event of exam facilitator cancellation or no-show.

## **Seven (7) days prior to the exam date**

Send to the Education Manager, Staff Rosters that include exam facilitator names **& exam facilitator certification numbers**, assigned assistants, and simulated patients for each exam station at the exam site. Remember exam facilitators must be approved by KBEMS prior to the exam. Exam facilitator approval/denial will be provided via email. It is recommended that you have several "Back-up" exam facilitators approved. Assistants and simulated patients are not validated and will not be eligible to serve as exam facilitators in the event of an exam no-shows.

The Exam Roster is final, will be closed and cannot be changed. **NOTE:** Candidates on the exam roster who cannot be confirmed as "Pass" for their initial course 7 days prior to the examination date, 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 shorts and tank tops 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.