



## Consolidated Test Site Policies

### General Information

The Lord Fairfax EMS Council serves as the sponsor and coordinator of the state certification examinations within the Lord Fairfax EMS Council region. These policies apply to ALL BLS test sites held within the Council's region, not to other region's test sites, although there may be many similarities.

The Consolidated Test Site (CTS) program is a service provided to EMS candidates and providers seeking state certification. The Council, as the coordinator, is responsible for all details related to scheduling and providing an examination in accordance with state and regional standards.

***It is the responsibility of the candidate testing to ensure timely pre-registration, completion of any paperwork required by the Virginia Office of EMS, and timely attendance at the site.*** The Council is NOT responsible for any errors on the part of the candidate testing or that of the candidate's instructor and the Council will not delay a test site for candidates who are late arriving.

The Lord Fairfax EMS Council is responsible for all Consolidated Test Site related expenses including appropriate insurance coverage, compensation of evaluators, patients, moulage services, and equipment. All guidelines, policies, and procedures for the Virginia Office of EMS certification testing will be adhered to.

### Schedule

The Council will publish no later than March 1 of each calendar year a schedule of testing dates and locations for the upcoming fiscal year (July-June). While scheduling changes may occur due to circumstances beyond the Council's control, in general this will be the schedule for those twelve months without addendum or deletion.

***PLEASE NOTE: A minimum of 15 candidates is required in order to hold the exam. If this minimum number is not met 10 days prior to the date, the test will be cancelled. This is a requirement by the Virginia Office of EMS.***

### Registration

All test site registrations are completed electronically on the Council's website. EMS Instructors may pre-register their initial EMT candidates on the Council's website using the *Third Class Report Registration*. This pre-registration will HOLD the number of spaces necessary for the class for 2 weeks so that the instructor has adequate time to receive the candidate certification numbers from the VA Office of EMS. At that time, the instructor should encourage the candidates to register using the reservation code the instructor obtained when registering his or her class on the Council's website. After the 2 week reservation

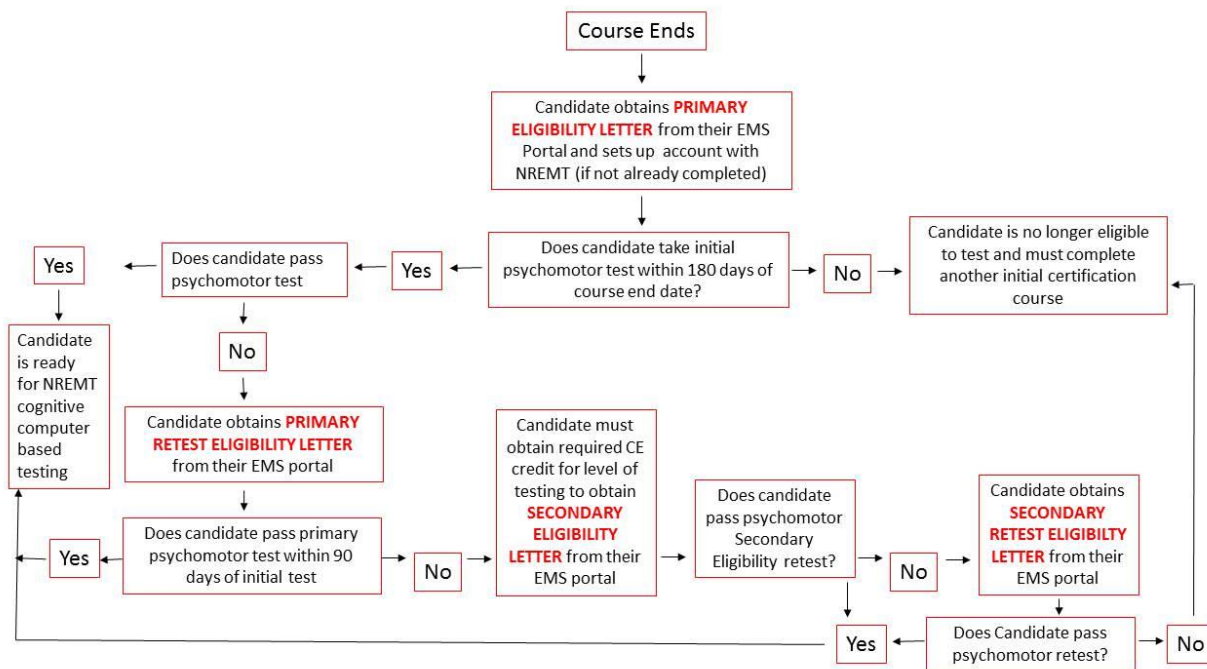
period has expired, the test will open to the public and all reserved spaces will be released to other candidates.

Candidates not affiliated with a local EMS course (reciprocity, challenges, re-entry, retests, recertification, etc) must pre-register for examination through the Council’s website without a reservation code. Confirmations are sent electronically to each registrant upon their successful registration. The registration process is first come, first served; which means that timely registration is essential as there are a limited number of seats available for each testing examination. **ALL test site registrations close 10 days prior to the testing date & NO registrations will be accepted after this date.**

The Council must receive a copy of your Eligibility letter from OEMS **AT LEAST two business days prior to the test site.** You can send it by either faxing it to (540) 722-0094 or scan your letter to send by e-mail to [jspilewski@vaems.org](mailto:jspilewski@vaems.org). You can get your letter by going to the Virginia Office of EMS website and accessing your portal with this link: <http://www.vdh.state.va.us/OEMS/Training/ProviderPortalSwitch.htm>

Candidates who complete an erroneous registration will be sent an e-mail or called to correct any errors. The Council IS NOT responsible for a candidate’s registration and any needed follow-up or corrections are the sole responsibility of the candidate.

Candidates as of fourteen (14) days prior to the test site that have NOT PAID for their seat at the test site will be deleted from the roster and will be available to other candidates. Space at the test sites is limited and spaces will not be held for unpaid candidates!



## **Examination Fees**

The Virginia Office of EMS sets the amount charged for testing across the Commonwealth. There will be a \$50 fee per candidate for initial testing and \$25 per candidate who have to retake one or more practical stations. There will be no fee to complete a written Education Coordinator Examination.

## **Payment Instructions**

Registrations are ONLY accepted online, no phone registrations will be accepted. You are strongly encouraged to pay by credit card to ensure confirmation of your seat for testing. If paying by cash, check, or money order, you will need to do so NO LATER than **14 days** prior to the testing date. NO payments will be accepted at the test site!

### [Payment Option 1: Credit Card](#)

Payment via credit card can be made via the link that follows the test registration or from your dashboard on your account page.

### [Payment Option 2: Check, Cashier's Check, Money Order, or Cash](#)

Mail your payment or pay in person to:

Lord Fairfax EMS Council  
180 Prosperity Drive, Suite 1  
Winchester, VA 22602  
ATTN: CTS Registration

If you are sending your payment by mail, please send a printed copy of your on-line confirmation with your payment so the fees can be credited to the proper person/registration code.

## **BLS Site Information**

All BLS Consolidated testing is held at:

Winchester Church of God  
2080 North Frederick Pike  
Winchester, VA 22603

[Map of Winchester Church of God](#)

## **Arrival At the Test Site**

Testing begins promptly at 6:30 pm. Candidates are asked to arrive no later than 6:00 p.m. If any candidate arrives after 6:30 p.m., they will not be admitted to test (no exceptions). Candidates are NOT permitted to bring any electronic devices onto the premises. Candidates must bring the following:

- Positive identification in the form of a government issued picture identification card.
- Eligibility Letter from your Provider Portal

## **Cancellations and Rescheduling**

Candidates who cancel attendance at a test site at least fourteen (14) days prior to the test date will be allowed to reschedule one time. Cancellation may be done by e-mail, phone, or in writing to the Council's office. The Council is NOT responsible for any cancellations that were expected to be made by a third party.

You may also request a refund if it's no later than fourteen (14) days prior to the test date (less a \$10 processing fee). Refunds may take up to two weeks to issue.

Non-attendance without cancellation (no-show) at a consolidated test site for which the test candidate has pre-registered forfeits the candidate's registration fee to the Council which goes towards the expenses of the personnel needed for that examination. If the candidate wishes to register for a future test site, the full examination fee is expected to be paid.

## **Failure to Pre-Register**

Candidates who fail to pre-register for a practical examination will not be admitted to the test site, no exceptions.

**For questions please contact Janet Spilewski at (540) 665-0014.**