

INSTRUCTOR GUIDELINES

For Registering EMT-B Students for the Practical Exam

Instructor should mail to the MEMSA office by the test calendar deadline:

1. **Tally Sheet** with **ALL** student's names **typed** in alphabetical order, last name first. Example: Jones, Mary
 - The top must be filled out completely. Be sure you include your Training Entity's BEMS Number and a valid FAX number!
 - The bottom must also be filled out in four places, including date of exam, location, number of stations, and total amount of money orders enclosed.
 - The last four digits of each student's **Social Security Number** **MUST** be typed in the appropriate column.

2. **MEMSA Registration Form** for each student filled out completely. These must be stacked in alphabetical order by the student's last names.
 - Please **DO NOT** staple money orders to registration forms.
 - Please **DO** use paper clips, or put all money orders in a separate envelope in alphabetical order by last name.
 - Please **DO** be sure your Training Entity is on each form!

3. **Money Order** for each Student.
 - A Training Entity may send one check for all students.
 - A student may call the MEMSA office with a credit card number.
 - NOTE: Test Results will **NOT** be released to the Bureau of EMS without payment.
 - Please be sure each Money Order contains the name of the student and is **LEGIBLE!**

GENERAL REMINDERS:

1. Please **DO NOT** staple forms together! Use paper clips, separate envelopes inside larger envelope, rubber bands, etc.
2. We ask that you cross check before submitting your paperwork to make certain you have a money order and registration form for each student listed on the Tally Sheet.
3. Instructors are **NOT** allowed at the testing site unless serving as an examiner or in some other official capacity.
4. The Site Coordinator will notify you what time your students are scheduled to arrive on an initial test date. If your students are not scheduled to arrive until 11:00 am and they should show up at 8:00 am, they will have a long wait!
5. All students should arrive on retest days (even if testing for the first time) at 8:00 am unless the Site Coordinator notifies you otherwise.
6. It is **YOUR JOB** to notify your students of their scheduled time for testing.
7. If you have questions or don't understand a particular guideline, please call the MEMSA office at **888-410-1557**.
8. **The Verification Form** is sent to the Bureau of EMS, **NOT** MEMSA!
9. **NOTE: If you can't make the deadline for initial testers, please FAX the Tally Sheet to MEMSA by the deadline and then put the rest in the mail.**

Thanks for your cooperation!

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