

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Update of EMR/EMR Refresher/EMT Refresher exam retake process  
**Date:** Friday, March 31, 2017 3:54:01 PM

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Good Afternoon,

## ***Sent on behalf of Terry DeVito, Education & Training Coordinator:***

There have been some questions regarding the process for retesting of the EMR/EMR Refresher/EMT Refresher exams.

The following is how we will proceed:

If a student needs to retest:

1. Instructors should refer the student to contact, via email, the appropriate Regional Coordinator (it's also acceptable if the instructor wishes to handle rescheduling for their students – the same process applies):
  - For exams in Regions 1-4: Judi Reynolds @ [Judith.reynolds@ct.gov](mailto:Judith.reynolds@ct.gov)
  - For exams in Region 5: Jean Speck @ [jean.speck@ct.gov](mailto:jean.speck@ct.gov)
2. The regional coordinator will provide the student with available testing sites/dates.
3. The student chooses a site/date from the list and contacts the Instructor/Coordinator of the exam **directly** to book a seat in the exam. **NOTE: when booking a seat in an exam, the student must provide the original course approval number, the course instructor name and email in order to sit for the exam.**
4. Instructors need to notify the proctor in advance of the exam, of the additional student, in order to assure he/she has enough exams.
5. When preparing the course rosters for the exam session, instructors should complete a separate roster with the corresponding instructor information and provide these to the proctor.

If you have any questions regarding this process, please contact [Terry DeVito](#).

Thank you.

Jean C. Speck

Region 5 EMS Coordinator

CT. Department of Public Health

Office of Emergency Medical Services

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This Everbridge notification is intended for current Connecticut certified EMS Instructors and EMR/EMRR/EMTR proctors. If you have received this notification in error, please contact your [regional EMS coordinator](#).