

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Reminder regarding refresher exam rosters  
**Date:** Tuesday, August 08, 2017 2:24:21 PM

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

All EMS Instructors:

To coincide with the February 1st implementation of the new EMR certification & EMR/EMT recertification written exams, OEMS **requested in a message sent January 25, 2017, that course instructors provide a completed roster to the exam proctor with all the names of the candidates who will be sitting for the exam.** In the past, the proctor had the candidates fill in their names on the roster at the beginning of the exam. This has led to a host of problems that has delayed processing of exam results. OEMS is working hard to improve work flow in order to process the test results as quickly as possible and having the roster completed by the course instructor will eliminate the majority of the problems Bonnie faces as she is processing the scores.

Attached you will find two versions of the **Written Exam Record & Roster** form: a fillable pdf (preferable) where you can fill in all the information right on a computer (you will need the free Adobe application if you do not already have it - click [here](#) to download), and a plain pdf for printing and filling out by hand. The roster can be sent to the proctor ahead of the exam or at the exam itself. If you choose the second option, *please remember to either type or legibly hand write the names on the form and complete all the information requested.* **The fillable roster is available for download on the [Forms page](#) of the OEMS website.**

Reminder: Each course needs a separate roster completed with the corresponding approval number and course information required.

**For those of you who have complied with this request – thank you!**

**For those who have not done so - please implement immediately !**

If you have questions regarding this new process, please feel free to contact me via email at [theresa.devito@ct.gov](mailto:theresa.devito@ct.gov)

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This Everbridge notification is intended for current CT. certified EMS Instructors. If you have received this notification in error, please contact your [Regional EMS Coordinator](#).