

## **Emergency Medical Responder (EMR) Examination Application Instructions** **Examination Date: November 17, 2021**

Note: **This process applies only to Emergency Medical Responder (EMR) examinations for those who plan to practice in Alberta, Saskatchewan or Manitoba.** All candidates for the Primary Care Paramedic (PCP) and Advanced Care Paramedic (ACP) examinations **must** continue to follow the application process through the provincial regulator as outlined on the COPR website.

- 1) Submit an Examination Application.
  - Click **Apply for EMR Examination**.
  - Log into the portal or click on New User to create an account.
  - Select “Examination Application” and complete the application form.
  - If applicable, apply for Testing Accommodations as part of the Examination Application:
    - The [Disability Information form](#) must be completed by a Regulated Health Care professional who has completed an assessment in the past year.
    - Upload the completed form to the Examination Application.
  - If the EMR training program is complete, upload a transcript or certificate that clearly states EMR program requirements have been met.
    - If training is incomplete, an application can still be submitted.
  - Complete Examination fee payment (\$550 +tax) via credit card and submit application.
  - You will receive a confirmation email.
  - **Application deadline: 4pm CST, September 28, 2021.**
  
- 2) Schedule the time of the Examination virtual proctoring session.
  - COPR’s examination provider, Yardstick Assessment Strategies (YAS), will send candidates an email with instructions approximately five weeks prior to the exam date. You must access the YAS web portal to complete this step to complete the EMR Examination booking. Monitor your junk/spam folder as the email may automatically be sorted by your email provider to your junk mail.
  - Examination booking window **opens October 13, 2021 and closes October 20, 2021.**
  - You will receive a confirmation email after booking your examination start time.
  
- 3) Ensure proof of training program completion submitted.
  - If not submitted with the Examination application, documentation of successful program completion must be uploaded to the COPR Applicant Portal before the **deadline of November 2, 2021. Failing to upload sufficient evidence by the deadline will result in your examination application being cancelled. The refund policy will apply.**
  - You will receive a confirmation email after documentation has been approved.

- 4) Before Examination Day, review the [COPR Examination Handbook](#) and note the virtual proctoring requirements. **It is mandatory** that you use the *Test It Out* function in the Yardstick Assessment Strategies portal to ensure your computer and internet connection meets all requirements. [This video](#) shows what to expect during a virtually proctored Examination.

**Documentation requirements for training program completion:**

A certificate, transcript or letter from the educational institution that clearly states the EMR program has been completed.

A transcript that lists courses but does not state the EMR program is complete will not be accepted.

- To upload proof of training program completion, log into the applicant portal and select the option to upload a document. COPR staff are notified by the system that your documentation has been submitted for review.
- To cancel an application, log into the applicant portal and select cancel. COPR staff are notified of your cancelation. **The refund policy will apply.**

**Process Summary for Emergency Medical Responder (EMR) Candidates**

<b>Timeline</b>	<b>EMR Candidate Action</b>
Prior to Examination Application Deadline: <b>September 28, 2021</b>	Candidate completes COPR Examination Application and purchases examination
Approximately 5 weeks before the Examination  Booking Window Opens	Yardstick Assessment Strategies (YAS) emails candidates their booking credentials with details of how to log in and select time of exam sitting. YAS sends a booking confirmation email confirming seat at examination.
4 weeks before the Examination Booking Window Closes	Booking window closes.
<b>November 2, 2021</b>	<b>Deadline to submit proof of training program completion</b> (if not submitted with examination application).
Prior to Examination Day	<b>Candidate completes computer equipment test to ensure all requirements are met.</b>
Day of Examination	Candidate logs in for virtual proctoring at the scheduled time with the appropriate photo ID.