

Entry to Practice Examination Application Instructions Emergency Medical Responder, Primary Care Paramedic and Advanced Care Paramedic

Consult the [examination dates page](#) for all examination dates and deadlines

1) Submit an Examination Application.

Click the “**Apply for Examination**” button

- Log in or click on New User to create an account.
- Select “Examinations” and “Start New Application” to complete the application form.
- If applicable, apply for Testing Accommodations as part of the Examination Application:
- If the educational program is complete, upload a transcript or certificate that clearly states program requirements have been met.
- If the educational program is incomplete, an application can still be submitted.
- Complete Examination fee payment via credit card and submit application.
- You will receive a confirmation email.

2) Schedule the time of the Examination virtual proctoring session.

- The examination provider, Meazure Learning (formerly Yardstick Assessment Strategies), will send an email with instructions approximately five weeks prior to the examination. Check your spam.
- The booking window opens five weeks before the examination and closes four weeks before the examination. **You must complete this step to finalize the examination booking.** Failure to complete this step may result in cancellation of your examination. The refund policy applies.
- You will receive a confirmation email from Meazure Learning.

3) Ensure proof of training program completion submitted.

- If not submitted with the Examination application, documentation must be uploaded to the COPR Applicant Portal before the deadline of 14 days prior to the examination. Failing to upload sufficient evidence by the deadline will result in your examination application being cancelled. The refund policy will apply.
- To upload proof of training program completion, log into the applicant portal, select “Examinations”, locate your application, and **select Review** to access the option to upload a document.
- You will receive a confirmation email after the documentation has been approved.

Documentation requirements for training program completion:

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

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

COPR does not receive documents directly from educational institutions. Candidates are responsible to upload required documents directly to the applicant portal.

- 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 Meazure Learning exam portal to ensure your computer and internet connection meets all requirements.

- 5) To cancel an application, log into the applicant portal and select “Examinations”, locate your application, and select cancel. **The refund policy will apply.**

Exceptions

- Candidates who exceed the requirement to write the examination within 12-months post graduation and who plan to license/register/certify in the provinces of Alberta, Saskatchewan or Manitoba must submit a signed eligibility letter in addition to the proof of training program completion. (LINK TO ELIGIBILITY LETTER)

- Candidates who must write the COPR examination as a requirement from the provincial regulator (example: license reinstatement) must follow these steps on the education page of the application:
 - Select “Other” as Educational Institution
 - Select the current date as the program completion date
 - Upload a letter or document from the provincial regulator indicating they are required to write the COPR examination

Process Summary

Timeline	Examination Candidate Action
Prior to Examination Application Deadline: Approx. 7 weeks prior to examination	Candidate completes COPR Examination Application and purchases examination
5 weeks before the Examination Booking Window Opens	Meazure Learning emails candidates their booking credentials with details of how to log in and select time of exam sitting. A confirmation email is sent when complete.
4 weeks before the Examination Booking Window Closes	Deadline to complete examination booking.
14 days prior to examination	Deadline to submit proof of training program completion (if not submitted with examination application).
Prior to Examination Day	Candidate completes computer equipment test to ensure all requirements are met.
Day of Examination	Candidate logs in for virtual proctoring at the scheduled time with the appropriate photo ID.

How to monitor your examination application status

- Log into the COPR applicant portal and select “Examinations”.
- The Examination Applications page lists your applications.
- Note the examination date and the listed status:

New: application is saved but not yet submitted.

Submitted: application submitted, pending review.

Waiting for documents: application is submitted, incomplete. Waiting for proof of educational program completion. Click **Review** access document upload feature.

Eligible: application complete, approved to write examination.

Cancelled: application has been cancelled.

Refunded: examination fee has been refunded (based on refund policy).

Pass or Fail: examination result.

How to access examination results

When examination results are released, candidates will receive an email notification. Follow these steps to access your results:

- Log into the COPR applicant portal and select “Examinations”.
- The Examination Applications page lists your applications.
- Note the examination date and the listed status: Pass or Fail
- Click **Review** and then **Score Report** to access your individual score report. Click **print** to print or save the PDF document.