

January 14, 2008

FR: Kyle Thornton, EMS Bureau Chief

TO: Whom It May Concern

FR: Approval of Special BLS/ILS State Test Sites

In the past few months I have received requests for special BLS/ILS state test sites to be held at various EMS departments/services. These requests will be approved on a "case by case" basis, with no guarantee of approval for any request.

For consideration of approval, the request for a Special test site must meet the following guidelines:

1. The request must be received at the bureau a minimum of 60 days prior to the desired test date.
2. There will be at least 15 candidates eligible to test at the approved site.
3. There must not be a regularly scheduled BLS/ILS state test site within fifty (50) miles thirty (30) days prior to or after the requested test date.
4. The requesting department/service will be responsible for locating and providing adequate & acceptable space for a special test site.
5. The requesting department/service will pay for all costs related to this special site (i.e. hotel costs, skill evaluator pay, skill evaluator travel, costs of rent for test site space, etc.).
6. Skill evaluators can not be employed by the department/service requesting the special site. Additionally, the primary course instructor for any of the candidates may not participate as a skill evaluator. All evaluators must be approved by the BLS/ILS Coordinator at least one week prior to the site.

The EMS Bureau will be responsible for the costs of travel for the BLS/ILS coordinator and other Bureau designated staff (if necessary), and all testing materials.

If you have any questions, please contact Ute Fennicks, NM BLS/ILS Coordinator at (505) 476-8215.

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