



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Data Collection—Certification Examination Attempts

Effective Date: September 1, 2019

TITLE: Certification Examination—Results Tracking

RATIONALE: Princeton Rescue Squad will record and track pass rates of graduates on certification exams for all vocational courses offered that lead to certification.

POLICY/PROCEDURE:

The Education Director will actively track and record the results of certification exams for all vocational courses.

The Table provided below will outline the systematic collection and record update Timeline for each course/cohort.

Course	Cohort Completion	Schedule of collection and record updates	Examination Deadline <i>[Identified by the governing body]</i>	Test Dates and Proof of Result
EMT	Fall Cohort	January, February, March, June, August	2 years from course comple- tion	Electronic on NREMT.org
	Spring Cohort	June, July, August, October, December	2 years from course comple- tion	Electronic on NREMT.org
CCT	Spring Cohort	May, June, July, September, November	2 years from course comple- tion	Emailed from wvoems.org, filed with cohort documents
PST	Spring Cohort	February, March, April	n/a	Test Results retained with

The following items will be tracked on a spreadsheet for each course and cohort:

Course Name, Assigned Instructor, Cohort graduation date, student name, If failed: number of attempts to date, which attempt was successful, date of success, notes regarding student progress.

RESPONSIBLE PERSONNEL:

Education Director in consultation with the assigned Instructional Faculty