

Emergency Medical Assistants Licensing Board

EMALB 2016-09 Training Institution Submission of Program Completion Certificates and/or Transcripts Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch Contact: Exam program area getanexam@gov.bc.ca	Reference Information:
	Replaces former policy: n/a
	Date Effective: April 1, 2016
	Last Update: July 24, 2019
	Next Review Date: January 2025

1. Policy Rationale & Purpose

This policy describes the Emergency Medical Assistants Licensing Branch's (branch) process whereby program completion certificates and/or transcripts are to be submitted directly from training institutions to the branch.

Completion certificates/transcripts are the confirmation to the branch that a candidate has successfully completed a recognized training program and are required by the branch to initiate the scheduling of exams. Historically, in most cases, students have submitted their completion certificates directly to the branch to be eligible to take exams that lead to licensure. Although infrequent, there have been instances of incorrect or falsified certificates coming directly from candidates and there is not currently a way for the branch to verify the authenticity of every certificate.

Receiving verification directly from the institution confirms legitimacy of the documentation.

2. Policy Scope

This policy applies to all training institutions that provide board recognized programs and endorsement modules for the EMR, PCP, ACP, and CCP licence categories with the exception of those institutions that have provided the Branch with a web-based verification mechanism.

3. Policy Statement

Program completion certificates and transcripts will be accepted by the branch for the purposes of scheduling licensing examinations that lead to licensure:

- when received **directly** from training institutions or been verified via a web-based mechanism, and
- when received **after** the successful completion of the program.

Exception: To limit the delay in the examination process, EMR certificates may be received directly from the candidate under the following circumstances:

- The training institution has an online platform where EMALB can verify the certificate; or
- The training institution delivers the course roster, at the time of course completion, to EMALB (getanexam@gov.bc.ca) listing the candidates, the date of completion and pass/fail.

Certificates/transcripts submitted prior to course completion will be destroyed by the branch and re-submission following successful course completion will be required.

4. Legal Authority

[Emergency Medical Assistants Regulation Section 2\(ii\)](#)

5. Key Stakeholders:

- *EMA Training Institutions*
- *EMA Training Candidates*

6. Definitions:

n/a

7. Resources:

The EMA Regulations are enacted under the [Emergency Health Services Act](#).

Reviewed by the EMA Licensing Board on: February 19, 2016

Approved (director name & signature): Richard Simpson



Date approved: February 19, 2016

Drafted by: Jane Holt