

## Emergency Medical Assistants Licensing Board

<b>EMALB2013-04 Special and Remote Sessions</b>  <b>Responsible Branch:</b> Emergency Medical Assistants (EMA) Licensing Branch  <b>Contact:</b> Exam program area Email <a href="mailto:getanexam@gov.bc.ca">getanexam@gov.bc.ca</a>	<b>Reference Information (Manual, page number, chapter):</b>
	<b>Replaces former policy:</b> N/A
	<b>Date Effective:</b> April 1, 2014
	<b>Last Update:</b> November 3, 2023
	<b>Next Review Date:</b> January 2025
<b>Keywords</b>	E.g. examinations, regulation, licensure etc.

### 1. Policy Rationale & Purpose:

The EMA Licensing Branch maintains a regular practical examination schedule that includes a number of locations throughout BC.

The purpose of this policy is to define the criteria for scheduling a practical examination session (referred to as “special sessions”) outside the schedule established by the EMA Licensing Branch.

There are instances where candidates, often from communities that have an urgent need to fill EMA shortages, are unable to travel to regular examination sessions because doing so would cause them an undue hardship or cause a service interruption in their community.

### 2. Policy Scope

Stakeholders, including the British Columbia Emergency Health Services Corporation, (BCEHS), First Nations Emergency Services Society (FNESS) and Fire Departments that provide direct, public emergency service, that foresee service issues related to examination attendance should contact the Branch for assistance.

### 3. Policy Statement:

The provision of special and remote location examination sessions is contingent on the Branch’s ability to accommodate the request while maintaining the regularly scheduled examinations. Each request will be reviewed on a case-by-case basis and must be pre-approved by the Director.

1. **Special and/or Remote Examination Sessions** are defined as unique examination sessions established to meet a request provided in writing from BCEHS, FNESS, and Fire Departments unable to attend a regularly scheduled examination session and where a significant local need for a special session is clearly identified.
2. **Regularly scheduled examination sessions** are defined as the Branch’s published examination sessions to which all eligible candidates are assured access.

### Process Requirements:

1. The client (BCEHS, FNESS, or Fire Department) must submit the request the Branch Exam Coordinator ([getanexam@gov.bc.ca](mailto:getanexam@gov.bc.ca)) at minimum 8 weeks prior to their desired special or remote examination session start date.



2. The request **in writing** must include the following:
  - a) Clear justification (explanation) of the need for a special session.
  - b) Licence category and number of candidates.
  - c) Proposed exam session date(s), location, and verification of equipment availability.
3. The Branch Exam Coordinator will review the client's request, determine branch resources, and prepare a recommendation for the Director's approval. The decision will be communicated in writing to the client by the Exam Coordinator.
4. If the client's request for special session is approved, the following is required two weeks before the exam session date:
  - a) [Application for Licence](#) forms for each candidate
  - b) Proof of course completion for each candidate (course certificate or course transcripts).
5. Remedial evaluations, if required, **must** take place within a regularly scheduled EMA Licensing practical evaluation session, unless otherwise approved by the Exam Coordinator.

**3. Legal Authority:**

[Emergency Health Service Act Section 6\(5\)\(a\)](#)  
[Emergency Medical Assistants Regulation Section 2\(ii\)](#)  
[Emergency Medical Assistants Regulation Section 3\(3\)\(a\) and \(b\)](#)  
[Emergency Medical Assistants Regulation Section 9.2\(b\)](#)

**4. Key Stakeholders:**

- BCEHS
- FNESS
- Fire Departments

**Reviewed by the EMA Licensing Board on: August 30, 2022**

**Approved (director name & signature):**



**Date approved: August 30, 2022**

**Drafted by: Kim Fiege/Sam Grantham**



## Change Index

Date	Author	Details
2022-08-18	Kfiede	Updating policy to include Fire Departments
2023-11-03	SC	Policy review and updated application link