

## First Responder Licence Renewal Frequently asked Questions (FAQ)

### The Process

Q: What is the difference between getting an initial EMA FR licence and renewing my EMA FR licence?

**A: The EMA FR initial licence process consists of training, certification and Board examinations, while the EMA FR licence renewal process consists of an online written examination.**

Q: Are there any changes to the EMA FR initial licensing requirements?

**A: No, the current EMA FR initial licensing requirements have not changed.**

Q: What do I have to do to renew my EMA FR licence?

**A: You need to successfully complete the online written examination and apply for your licence.**

Q: Is a course results form still required for a licence renewal?

**A: No, a course results form is only required for initial licensing and/or initial endorsements.**

Q: Once I have successfully completed the exam, what else do I need to do?

**A: You will need to submit an [application for licence form](#)**

Q: How do I get access to the online exam?

**A: Please follow the steps below to request access to the online exam**

- 1. Obtain a [BCeID](#). Please use only lowercase characters in your BCeID username. (If you already have a BCeID and password you may skip this step.)**
- 2. Please use your BCeID username and password to create a new account in the online learning system [here](#) (it may take up to 2 weeks to be granted access).**

Q: How will I know when my access to the online exam has been approved?

**A: You will receive a notification email from the exam coordinator that includes a link to log in and complete your exam.**

Q: Once I have access to the online exam, how long do I have to complete it?

**A: Your exam should be completed at least 2 weeks before your licence is set to expire. Alternatively, if your licence has already expired, you have until one year after your licence expires to complete the exam. Typically, access is given for 365 days. For further questions on access, please email [getanexam@gov.bc.ca](mailto:getanexam@gov.bc.ca).**

Q: Once I have access to the online exam system, is that forever?

**A: No, once you have completed your exam you will be removed from the system.**

Q: Do I have to do anything to maintain my BCeID account?

**A: Yes, your BCeID password needs to be updated every two years.**

Q: Does the licence renewal exam cover the endorsements?

**A: Yes, the examination covers all of the endorsements on your licence. However, if you wish to add an endorsement that you did not previously have, you will need to complete the initial licensing requirements for that.**

Q: Why is there a 2 week delay in approving my registration and exam access request?

**A: This gives the branch time to review the requests, grant access, and assign your exam.**

Q: Am I required to take recertification training to renew my licence?

**A: No, the Board removed the requirement for recertification training to renew your licence April 1, 2016. Please see [EMALB 2016-05 Licensure – EMA FR Initial, Renewal and Reinstatement Licensing Requirement](#) policy for more information.**

Q: Can I just complete the recertification to renew my licence?

**A: No, if you choose to do the recertification program you are still required to complete the online licence renewal exam.**

## **The Exam**

Q: How many questions are on the EMA FR licence renewal exam?

**A: The exam consists of 150 multiple choice questions.**

Q: Are the exam questions numbered or randomly selected questions?

**A: The exam questions are randomly selected from an exam bank. In addition, the questions and choices are then shuffled within the exam, so no two exams are alike.**

Q: What percent is required to pass the EMA FR licence renewal exam?

**A: 75% is required to pass.**

Q: How will I be notified of successful completion of the exam?

**A: As soon as you complete and submit the exam, the system will notify you of your results.**

Q: Will the exam end when I have successfully answered 80% of the questions or do I have to complete the entire exam?

**A: No, you must complete the entire exam as the system calculates your marks after you have submitted the exam.**

Q: Will I be able to review my exam once it is complete to see what questions I got wrong?

**A: No, for security purposes you will not be able to review your exam.**

Q: Can I print a copy of my exam for my records?

**A: No, duplication of the exam in any way is considered cheating and your licence file will be referred to the Board for possible disciplinary action.**

Q: Is a proctor required for the EMA FR licence renewal exam?

**A: No, the great thing about the online exam is that you can complete it anywhere at any time.**

Q: What happens if I am called out to an incident during the exam, can the exam be paused?

**A: The exam cannot be paused. You should ensure that you have 2 hours to dedicate to completing your exam. Please refer to the [Candidate Code of Conduct \(EMALB 2011-01\)](#) policy for more information regarding the conduct expected during examinations.**

Q: Are there practice tests available?

**A: Currently there are no practice tests available.**

Q: Is there a study guide available?

**A: No, however for the medical content you should be able to review your training material and for the legislative content in the exam you can refer to the jurisprudence [preparatory manual](#) for links to relevant legislation and policy.**

Q: How many opportunities do I get to successfully pass the EMA FR licence renewal exam?

**A: You have 3 opportunities to successfully complete the exam.**

Q: What happens if I fail the EMA FR licence renewal exam?

**A: If you are unsuccessful on your 1<sup>st</sup> attempt, you may re-attempt the exam after 3 days, if you are unsuccessful on your 2<sup>nd</sup> attempt, you may re-attempt the exam after 5 days and if you are unsuccessful on your 3<sup>rd</sup> attempt, you will be required to complete the requirements for initial licensing to renew your licence.**

Q: Can I request feedback for my exam?

**A: If you are unsuccessful on your second attempt, you may contact the exam administrator for general feedback and areas of weakness at [getanexam@gov.bc.ca](mailto:getanexam@gov.bc.ca).**