



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

RICK SNYDER
GOVERNOR

OLGA DAZZO
DIRECTOR

December 1, 2011

TO: Paramedic and Specialist Education Program Sponsors

FROM: Robin M. Shivley, Manager
EMS & Trauma Systems Section

RE: NEW PROCESS – Practical Exam

Effective December 1, 2011, the State of Michigan adopted a new on-line registration process for the Specialist and Paramedic practical examination.

The reasons for adopting this on-line process is it is more efficient and will reduce the incidence of applicants who register for a practical examination and then fail to show on the scheduled day of testing. Applicants who register and then fail to show leads to wasted resources for both the state and our testing facilities. In addition, it negatively impacts other applicants attempting to schedule an exam.

The new on-line registration site is powered by EasyIC. The website is: www.register.easyic.net. This website can be accessed from any standard computer with internet capability.

How the system works:

- The Instructor-Coordinator (IC) will direct Specialist and Paramedic students to register for the practical exam at www.register.easyic.net immediately after successful completion of the course and after the roster has been submitted to the State of Michigan. The IC should give the students an approximation of when the roster will be submitted keeping in mind that the students can only register a minimum of three weeks prior to the exam date.
- The student will create a user account and choose the school they are affiliated with as provided from the drop down list. When creating an account the student will need to provide the correct name of the school, and the **course completion date as provided on the course roster.**
- The student will then choose three preferred testing dates as provided. They must apply a minimum of three weeks from the testing date. **NO STUDENT WILL BE ALLOWED TO REGISTER LESS THAN THREE WEEKS PRIOR TO ANY PRACTICAL DATE!**
- The student will then submit their information in addition to paying the required practical exam fee (see chart below).

	EMT-Specialist		Paramedic
Initial Test	\$175.00		\$200.00
Partial Retest	\$125.00		\$150.00
Full Retest	\$175.00		\$200.00

- The candidate will then wait for approval from the State of Michigan. Approval will be emailed to the student once their name and corresponding roster have been verified.
- If a candidate cannot make the approved examination date, a \$25.00 rescheduling fee will be charged to the applicant.
- All fees are non-refundable.
- Finally, all applicants will then prepare for the practical exam which may include utilizing the website for helpful information which includes a fresh look at the National Registry skills sheets.
- **Retest Applicants** -- In order to be approved by the State of Michigan applicants will need to fax their National Registry exam results to the State of Michigan at 517/241-9458.

As with all new processes, we know and understand that there may be a few glitches to work through, however, we are confident that this new on-line registration process will decrease the amount of time and resources required from our current process.

If you have any questions regarding this new registration process you may contact me at rmshivl@michigan.gov. If you have any questions related to the easyIC registration website, please contact either Jeff Finkbeiner at info@easyic.net or Shaun Pochik at spochik@hva.org