



EMS Instructor-Coordinator Remote Proctored Exam

Instructions and Requirements

Instructions:

Registering for Exam: After application has been approved, log into Mi-Train at:

<https://www.train.org/mi-train/course/1124948/live-event> to register for the date and time you wish to test.

Time: Must be logged into the Microsoft Teams link 15 minutes prior to the exam time. You will be emailed the link to MS Teams 24 hours prior to the exam date/time.

1. **Five minutes:** Five minutes prior to the exam, you will be instructed to log into: <https://www.train.org/mi-train/course/1091183/details>. The Program ID will be given to you by the exam proctor just prior to exam start time. **Please ensure your information is current in Mi-Train prior to the exam.**
2. **Webcam:** Must be on at all times during the exam. You will be recorded throughout.
3. **Room:**
 - a. Private room without interruptions or noise.
 - b. The lighting in the room must be bright enough to be considered “daylight” quality.
 - c. The desk or walls around you must not have any writing.
 - d. You will be required to show the area around your space to ensure there are no study materials; including notes, books, phones, smartwatch devices, or other objects.
 - e. No other person is allowed to enter the room while you are taking the proctored exam.
4. **Computer:**
 - a. A desktop or a laptop is required; you may not use a tablet or cellular phone.
 - b. All programs other than Mi-Train and MS Teams must be closed out.
 - c. No website or computer program other than Mi-Train and MS Teams may be used during the course of the exam.
5. **Behavior:**
 - a. You must verify your identity using a photo ID that has your name and photo on the same side.
 - b. You must dress as though you are in a public setting.
 - c. You may not use headphones, ear buds, or any other type of listening equipment.
 - d. You must not communicate with any other person by any means.
 - e. You must not use a phone for any reason.
 - f. You may not leave the room during the exam for any reason.

6. Time to complete examination:

- a. There are 110 items on the Instructor-Coordinator exam, however, 10 of these items are being validated. You will have **two** hours to complete the examination. You will be notified by the proctor with 1 hour, 30 minutes, and 5 minutes remaining. Once you complete the examination, log out of both Mi-Train and MS Teams.

7. Results:

- a. You will be emailed with the results of the examination and instructions, if necessary, regarding retest registration.
- b. Instructor-Coordinator license will be available to print on the email you receive from the eLicensing portal, if passed.
- c. The passing score of the Instructor-Coordinator exam is 75%.

I affirm that I am the IC candidate of record, and I have read and understand the instructions and requirements. If there is a suspicion that I have violated any of the instructions and requirements, I will automatically receive a score of "0" for the exam and my attempt will be under review by the Department for eligibility to retest. I understand that I will be recorded during this exam for use, as necessary, by the Department. I further understand that if I am caught cheating, I will not be allowed to re-take this exam.

Name:

Name of IC Program:

Signature:

Date:

This signed document must be uploaded to the Instructor/Coordinator initial licensure application. The application will not be approved without this signed document.