### NOTICE OF EXAMINATION

**EMERGENCY MEDICAL SPECIALIST TRAINEE**  
Exam No. 1198

**WHEN TO APPLY:**  
From: November 4, 2020  
To: November 24, 2020  
**APPLICATION FEE:** $47.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

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**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:**
Emergency Medical Specialist Trainees attend a training program conducted by the New York City Fire Department. Emergency Medical Specialist Trainees receive Emergency Medical Technician (EMT) and emergency medical service operations training and instruction covering basic anatomy, physiology, pathophysiology of emergency medicine, basic treatment modalities for health related emergencies, hazardous materials orientation, NYS Right to Know Laws, blood borne pathogens and infectious disease control, clinical assessment skills, multiple casualty incident (MCI) management, emergency vehicle operations, and related topics. Emergency Medical Specialist Trainees are given practice in applicable patient treatment skills and perform clinical rotations in the field and in hospitals. All Emergency Medical Specialist Trainees perform related work.

**Special Working Conditions:** Emergency Medical Specialist Trainees may be required to work various shifts including nights, Saturdays, Sundays, and holidays. Some of the physical activities performed by Emergency Medical Specialist Trainees and environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; using carrying devices, such as a stair chair or an ambulance stretcher; under the supervision of a certified EMT or Paramedic, treating patients who may have infectious and communicable diseases; working varying hours during the day or night in ambulances or emergency rooms; driving an ambulance in all kinds of weather; working in confined spaces such as under vehicles, trains, and buildings; working at hazardous material scenes such as a chemical spill or an industrial fire or accident; under the supervision of a certified EMT or Paramedic, treating patients at heights such as on rooftops, bridges or elevated highways; and reading Mobile Data Terminals for call information and instructions in varying light conditions.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:**
The current minimum salary is $32,520 per annum. This rate is subject to change.

This is a Trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations, with a 16-month probationary period. Upon satisfactory completion of the required 4-month training program, passing an EMT certification examination, and obtaining a New York State EMT certificate, permanent employees in this class of positions will mature without further examination to the title of Emergency Medical Specialist – EMT, which has a probationary period of 12 months. The last 12 months of probationary service as an Emergency Medical Specialist Trainee will be served concurrently with the first 12 months of the Emergency Medical Specialist-EMT probationary period. Trainees must satisfactorily complete the Emergency Vehicle Operations Course (EVOC) to satisfactorily complete the probationary term in the title of Emergency Medical Specialist - EMT.

**HOW TO QUALIFY:**
You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found “Not Qualified,” your application fee will not be refunded and you will not receive a score.

You will not receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (November 24, 2020).

**EDUCATION AND EXPERIENCE REQUIREMENTS:**
1. A four-year high school diploma or its educational equivalent; and  
   (a) six-months of full-time satisfactory employment; or  
   (b) full-time U.S. military service with an honorable discharge; or
2. Graduation from the FDNY Captain Vernon A. Richard High School for Fire and Life Safety, Clara Barton High School, Bronx Health Sciences High School, Institute for Health Professions at Cambria Heights, Urban Assembly School for Emergency Management or Academy for Health Careers.
Note: If you possess a current valid EMT certificate, in any state, you are not eligible for the Emergency Medical Specialist Trainee title.

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (November 24, 2020).

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

The high school diploma or its educational equivalent must be approved by a State's Department of Education, or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (November 24, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Test in the Online Application System (OASys). Once you Final Submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Test in OASys by midnight Eastern time on the last day of the Application Period (November 24, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, and your application fee will not be refunded. You will not receive credit for education which you obtain after January 31, 2021 or experience which is completed after November 24, 2020.

Age Requirement: Candidates must be at least 17 1/2 years old by the last day of the application period.

Driver License Requirement: At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Respirator Equipment Requirement: Because you are not permitted to have facial hair that interferes with the sealing surface of the respirator and the facepiece or interferes with the valve function of the respirator, you must be able to wear a NIOSH-certified respirator.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Emergency Medical Specialist Trainee. You will be examined to determine whether you can perform the essential functions of an Emergency Medical Specialist Trainee. Additionally, you will be expected to continue to perform the essential functions of an Emergency Medical Specialist Trainee throughout your career, and may, therefore, be medically and psychologically tested periodically throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Character and Background: In accordance with the provision of the State Emergency Medical Services (EMS) Code - Part 800, candidates for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The New York State Department of Health (DOH) will review all criminal convictions from within the United States, and any conviction committed within any federal, military or state and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, and if the applicant represents an unreasonable risk to public safety or welfare of patients or others: You have been convicted of a misdemeanor or felony conviction; you were convicted of the unauthorized practice of a medical profession; you were convicted of embezzlement, forgery, or false pretense and have been convicted of a crime enumerated in Section 574 of the executive code. If you have a misdemeanor or felony conviction that has not been expunged or sealed, you must present a certified criminal record to the DOH. Candidates for this position are advised that good character and satisfactory background are absolute prerequisites to appointment.

Residency Requirement: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

Drug Screening Requirement: You must pass a drug screening in order to be appointed. Random drug screenings may be conducted for the duration of your Emergency Medical Specialist Trainee and Emergency Medical Specialist-EMT career.

Qualifying Physical Test: Physical standards have been established for the positions of Emergency Medical Specialist Trainee and Emergency Medical Specialist - EMT. You will be required to pass a qualifying physical test prior to starting the training program, and may be required to undergo periodic physical testing throughout your career.

HOW TO APPLY:

If you believe you meet the requirements in the “How to Qualify” section, apply using the Online Application System (OASys) at www.nyc.gov/ examsforjobs. Follow the onscreen application instructions for electronically completing your application and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation.
email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: https://a856-exams.nyc.gov/OASysWeb/Home/Faq. Effective January 2020, the Online Application System is no longer supported by Windows 7 or earlier versions of Windows operating systems.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf. This guide gives important information about claiming Veterans’ or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your “Application for Examination.”

REQUIRED INFORMATION:

1. Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

2. Education and Experience Exam: Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (November 24, 2020) to clearly specify in detail all of your relevant education, registration, and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys).

3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed in the Foreign Education Evaluation Guide which is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:

A. If you wish to claim a diploma or degree only and do not wish to claim any semester credits in the area(s) described in The Test section, ask for a “document-by-document” evaluation of your foreign education.

B. If you wish to claim semester credits in the area(s) described in The Test section, ask for a “course-by-course” evaluation (which includes a “document-by-document” evaluation) of your foreign education.

You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (November 24, 2020).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience working hands-on with patients in a health care setting (e.g. hospital, doctor’s office or other patient care facility) for:

You will receive:

At least 1 year but less than 1 year and 6 months 10 points
At least 1 year and 6 months but less than 2 years 12.5 points
At least 2 years but less than 2 years and 6 months 15 points
At least 2 years and 6 months but less than 3 years 17.5 points
At least 3 years but less than 3 years and 6 months 20 points
At least 3 years and 6 months but less than 4 years 22.5 points
At least 4 years but less than 4 years and 6 months 25 points
At least 4 years and 6 months but less than 5 years 27.5 points
5 or more years 30 points

Option (a) - Exam (125 points)

The following is the breakdown of points available:

1. Education (100 points)
2. Experience (25 points)
3. Foreign Education Evaluation (5 points)

You must achieve a minimum score of 55 points to pass the Exam.
For successful completion of undergraduate and/or graduate credits at an accredited college or university, in the following subject areas: anatomy and physiology, emergency medicine, epidemiology, microbiology, infectious disease control and health-related clinical assessment skills: You will receive:

Completion of 3 to 11 semester credits 5 points
Completion of 12 to 23 semester credits 10 points
Completion of 24 or more semester credits 15 points

For successful completion of undergraduate and/or graduate credits at an accredited college or university that are NOT in the following subject areas: anatomy and physiology, emergency medicine, epidemiology, microbiology, infectious disease control and health-related clinical assessment skills: You will receive:

Completion of 3 to 11 semester credits 3 points
Completion of 12 to 23 semester credits 6 points
Completion of 24 or more semester credits 9 points
For successful completion, within the last 5 years, of:

Current certification in Basic Cardiac Life Support (BCLS) 5 points

Emergency Vehicle Operators Course (EVOC), consistent with the 1995 National Standard Curriculum 5 points

Medical Assistant Certification (MAC) 5 points

Certified First Responder Certification with Defibrillation (CFR–D) 5 points

24 hours of HazMat Operations Level Training, consistent with the Federal OSHA regulations at 29 CFR 1910.120(q)(6)(ii) 5 points

BCLS, EVOC, MAC, CFR-D and/or HazMat Operations Training must be successfully completed by the last day of the Application Period (November 24, 2020). HazMat Training must be on the Operations Level; you will not receive credit for entry-level training.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 X 12 = 7.2 months.

Education and experience used to meet the minimum requirements cannot be used to gain additional credit.

You have you have until midnight Eastern time on the last day of the Application Period (November 24, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 24, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.

You will not receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

• City Employees - update this information in NYCAPS Employee Self Service (ESS) at www.nyc.gov/ess
• All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
• Submit a written request by email to OASys@dcas.nyc.gov by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/149f.pdf

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: https://www1.nyc.gov/site/dcas/employment/civil-service-system.page.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give
specific reasons why your score should be higher. Your appeal may result in a higher or lower rating. To access your portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tabs.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list and.
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

ADDITIONAL INFORMATION:
Investigation: The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an $88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

Maturation: This is a Trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations, with a 16-month probationary period. Upon satisfactory completion of the required 4-month training program, passing the EMT certification examination, and obtaining a New York State EMT certificate, permanent employees in this class of positions will mature without further examination to the title of Emergency Medical Specialist - EMT, which has a probationary period of 12 months. The last 12 months of probationary service as an Emergency Medical Specialist Trainee will be served concurrently with the first 12 months of the Emergency Medical Specialist-EMT probationary period. Trainees must satisfactorily complete the Emergency Vehicle Operations Course (EVOC) to satisfactorily complete the probationary term in the title of Emergency Medical Specialist - EMT.

The probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the total probationary period.

Forgivable Loan Agreement: Upon the Trainee’s commencement of the training program, the City will require that he or she sign a Forgivable Loan Agreement. Under the terms of the Forgivable Loan Agreement, the Trainee will be required to participate in all applicable State and Regional certification examinations and will be required to work for the New York City Fire Department for a period of three years (156 weeks) from the date the Trainee advances into the Emergency Medical Specialist-EMT title, and is assigned the duties of that title.

If the Trainee fails to fulfill any part of the three year employment commitment, he or she will be obligated to pay the New York City Fire Department an amount for training costs determined by the following formula:

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\text{Divide the weeks left of the 156 week commitment by 156, and then multiply the result by the Total Cost of Training. This equals the Amount Owed to the Fire Department.}
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Under the foregoing formula, the amount owed to the Fire Department will decrease as the Emergency Medical Specialist-EMT fulfills a greater amount of his or her three year work commitment to the Fire Department.

The terms of the Forgivable Loan Agreement, including any applicable exemptions and the total cost of training, shall be described in greater detail prior to the start of training.

PENALTY FOR MISREPRESENTATION:
Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.