



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED INFORMATION**

APPLICATION  
EDUCATION AND EXPERIENCE  
TEST  
FOREIGN EDUCATION  
EVALUATION GUIDE  
(IF APPLICABLE)

BILL DE BLASIO  
Mayor

LISETTE CAMILO  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**EMERGENCY MEDICAL SPECIALIST TRAINEE**

**Exam No. 7014**

**WHEN TO APPLY: From: February 1, 2017**

**APPLICATION FEE: \$40.00**

**To: February 28, 2017**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**The Notice of Examination is amended to extend the end of the application period from February 21, 2017 to February 28, 2017. Candidates who applied previously need not apply again.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY 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 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 stair chair or 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, emergency rooms, or in the morgue; 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 \$29,456 per annum. This rate is subject to change.

This is a trainee class of positions. The title of Emergency Medical Specialist Trainee has a probationary period of 3 months. Upon satisfactory completion of the required 3-month training program and obtaining a New York State Emergency Medical Technician (EMT) certificate, permanent employees in this class of positions will advance without further examination to the title of Emergency Medical Specialist-EMT. The title of Emergency Medical Specialist-EMT has a probationary period of 15 months. The first 3 months of the Emergency Medical Specialist-EMT probationary period will be served **concurrently** with the 3 month Emergency Medical Specialist Trainee probationary period. The last 12 months of probationary service will be served in the Emergency Medical Specialist-EMT title.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**those creating accounts that require additional documentation before they can be 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**

2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Monday, February 20, 2017.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. 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."

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

**Education and Experience Requirements:** By the **last day of the Application Period**, you must have:

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, Vocational Training Center or Grace Dodge High School.

**Note:** Military service should be listed under the employment/work experience section of the Education and Experience Test. If the type of military discharge is not listed, then credit will not be given for military service.

**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 and experience requirements must be met by the last day of the Application Period (February 21, 2017).**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization.

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.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education or experience which you obtain after the end of the Application Period (February 21, 2017).

**REQUIREMENTS TO BE APPOINTED:**

**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.

**Minimum Age Requirement:** Candidates must be 18 years old by the last day of the application period.

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

**Medical and Psychological Assessment:** Medical and psychological guidelines have been established for the position of Emergency Medical Specialist Trainee and the position into which incumbents in this title will mature, Emergency Medical Specialist - EMT. You will be examined to determine whether you can perform the essential functions of an Emergency Medical Specialist Trainee and Emergency Medical Specialist - EMT. Additionally, you will be expected to continue to perform the essential functions of an Emergency Medical Specialist - EMT 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 any federal, military or state jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or represent a potential risk or danger to patients or the public at large. If you have a misdemeanor or felony conviction, you must present the NYS DOH clearance letter to be appointed. For more information, contact the DOH website at [www.health.state.ny.us/nysdoh/ems/main.htm](http://www.health.state.ny.us/nysdoh/ems/main.htm) or telephone (212) 417-4455. In addition to this provision of the State Emergency Medical Services Code, candidates for this position are advised that good character and satisfactory background are absolute prerequisites to appointment.

**Residency:** City residency is required within ninety days of appointment to this position.

**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 the City of New York.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed. Random drug screening 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.

**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 Test:** Fill out **Sections A.1 (if applicable), A.2, A.3 (if applicable), A.4 (if applicable), A.5 (if applicable), A.6 (if applicable), B (if applicable) and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
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 on the Foreign Education Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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 date for applying for this examination. 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 on pages 3-4, ask for a "**document-by-document**" evaluation of your foreign education.
  - (B) If you wish to claim a diploma/degree **and/or** semester credits in the area(s) described in *The Test* section on pages 3-4, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed on page 2. 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):**

**You will receive:**

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

**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:**

	<b>You will receive:</b>
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 subject areas of anatomy and physiology, emergency medicine, epidemiology, microbiology, infectious disease control and health-related clinical assessment skills:**

	<b>You will receive:</b>
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:**

	<b>You will receive:</b>
Current certification in Basic Cardiac Life Support (BCLS)	5 points
Emergency Vehicle Operators Course (EVOC), consistent with the 1995 National Standard Curriculum	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

To receive additional credit for undergraduate and/or graduate coursework in the subject areas of anatomy and physiology, emergency medicine, epidemiology, microbiology, infectious disease control and health-related clinical assessment skills, you **must** list the relevant courses in **Section A.6** of the Education and Experience Test.

BCLS, EVOC and/or HazMat Operations Training must be successfully completed by the **last day of the Application Period (February 21, 2017)**. HazMat Training must be on the Operations Level; you will not receive credit for entry-level training. If the completion date of the BCLS, EVOC and/or HazMat Operations Training is not listed on the Education and Experience Test, you will not be given credit for them.

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).

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for education or experience which you obtain after the end of the Application Period.

Education and experience must be obtained by **the last day of the Application Period (February 21, 2017)**.

**THE TEST RESULTS:** If you pass the Education and Experience Test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

#### **ADDITIONAL INFORMATION:**

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**Maturation:** This is a Trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations of the City of New York. The title of Emergency Medical Specialist Trainee has a probationary period of 3 months. All trainees are required to pass a New York State Emergency Medical Technician (EMT) certification examination to complete training. The employment of any Emergency Medical Specialist Trainee who does not pass this exam will be terminated. Upon satisfactory completion of the required 3-month training program and obtaining a New York State Emergency Medical Technician (EMT) certificate, permanent employees in this class of positions will mature without further competitive examination to the title of Emergency Medical Specialist - EMT. The title of Emergency Medical Specialist-EMT has a probationary period of 15 months. The first 3 months of the Emergency Medical Specialist-EMT probationary period will be served **concurrently** with the 3 month Emergency Medical Specialist Trainee probationary period. The last 12 months of probationary service will be served in the Emergency Medical Specialist-EMT title. Trainees must satisfactorily complete the Emergency Vehicle Operations Course (EVOC) to satisfactorily complete the probationary term in the title of Emergency Medical Specialist Trainee.

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:

**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.**

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.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at [nyc.gov/dcas](http://nyc.gov/dcas) and at DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 53052; Health Technician Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)