



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA  
Commissioner

## NOTICE OF EXAMINATION

### EMERGENCY MEDICAL SPECIALIST TRAINEE Exam No. 5066

**WHEN TO APPLY:** From: October 9, 2024

To: November 26, 2024

**APPLICATION FEE: \$54.00**

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

**CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.**

**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 \$36,330 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by November 26, 2025. The experience requirement needed to qualify must be met by May 31, 2025.**

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. A four-year high school diploma or its educational equivalent; **and** one of the following:
  - (a) Six months of full-time satisfactory employment demonstrating reliable work habits; or
  - (b) Full-time U.S. military service with an honorable discharge; or
  - (c) Successful completion of 15 semester credits from an accredited college or university; or
2. Graduation after completion of FDNY approved Emergency Medical Services coursework at a New York City High School or Vocational Training Center.

**Note:** If you possess a current valid EMT certificate, in any state, you are not eligible for the Emergency Medical Specialist Trainee title.

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.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  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 26, 2024) 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 26, 2024), your examination will be considered incomplete, 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.**

#### **Age Requirement:**

Candidates must be at least 17 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 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. 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 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 property or the safety or welfare of 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. 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 Requirement Advisory:**

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 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.

**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](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, 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 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/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

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

**Manhattan**

2 Lafayette Street  
17th Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

**The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 14, 2024, Tuesday, November 5, 2024, and Monday, November 11, 2024.**

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**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](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application 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."

**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:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (November 26, 2024) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

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 26, 2024), your examination will be considered incomplete, 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.

- 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 How to Qualify section or 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 How To Qualify section or 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 26, 2024).**

#### 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:

**Education and experience used to gain additional credit must be obtained by the last day of the Application Period (November 26, 2024).**

**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 up to:**

At least 1 year but less than 1 year and 6 months	2.5 points
At least 1 year and 6 months but less than 2 years	5 points
At least 2 years but less than 2 years and 6 months	7.5 points
At least 2 years and 6 months but less than 3 years	10 points
At least 3 years but less than 3 years and 6 months	12.5 points
At least 3 years and 6 months but less than 4 years	15 points
At least 4 years but less than 4 years and 6 months	17.5 points
At least 4 years and 6 months but less than 5 years	20 points
5 or more years	22.5 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:**

**You will receive up to:**

Completion of 3 to 11 semester credits	2 points
Completion of 12 to 23 semester credits	4 points
Completion of 24 or more semester credits	6 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 up to:**

Completion of 3 to 11 semester credits	1 point
Completion of 12 to 23 semester credits	3 points
Completion of 24 or more semester credits	5 points

**For successful completion, within the last 5 years, of:**

**You will receive:**

Current certification in Basic Cardiac Life Support (BCLS)	2 points
Emergency Vehicle Operators Course (EVOC), consistent with the 1995 National Standard Curriculum	2 points

Medical Assistant Certification (MAC)	2 points
Certified First Responder Certification with Defibrillation (CFR-D)	2 points
24 hours of HazMat Operations Level Training, consistent with the Federal OSHA regulations at 29 CFR 1910.120(q)(6)(ii)	2 points

BCLS, EVOC, MAC, CFR-D and/or HazMat Operations Training must be successfully completed by **November 26, 2024**. 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.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

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

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

**You have until midnight Eastern time on the last day of the Application Period (November 26, 2024) 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 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 26, 2024), your examination will be considered incomplete, 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, certifications/training, or experience which you obtain after November 26, 2024.**

#### **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](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, 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, and/or new telephone number.

#### **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/dp148a.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 email 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 the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
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.

**ADDITIONAL INFORMATION:**

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$102.50 (\$75.00 for DCJS, \$13.25 for FBI plus a \$14.25 service fee). 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 date and place of birth by transcript, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. 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 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.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the 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)**