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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

EMERGENCY MEDICAL SPECIALIST TRAINEE
Exam No. 6126

WHEN TO APPLY: From: June 15, 2026

To: August 7, 2026

APPLICATION FEE: \$30.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

**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:

It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by August 7, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (August 7, 2026).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

Age Requirement:

Candidates must be at least 17 years old by the last day of the application period.

Driver License Requirement:

You must have a motor vehicle driver license valid in the State of New York at the time of appointment. 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 a 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:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

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 Friday, June 19, 2026, and Friday, July 3, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:
<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:
<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

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

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:** Complete the exam by following the on-screen instructions. You must provide detailed information about your certifications, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.

3. **If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.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.

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, experience and certifications/training used to gain additional credit must be obtained by the last day of the Application Period (August 7, 2026).

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 Life Support (BLS)	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

BLS, EVOC, MAC, CFR-D and/or HazMat Operations Training must be successfully completed by **August 7, 2026**. HazMat Training must be on the Operations Level; you will not receive credit for entry level training.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s),

appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <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 on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

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.

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.

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 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