



State of Louisiana
Louisiana Department of Health
Office of Public Health

To: Psychomotor Candidate

From: Susan F. Bailey, MSEM, NRP
Director, Bureau of EMS

Congratulations on your successful completion of the Initial EMS Course. Now it is time for the Psychomotor Exam, the Bureau of EMS exam team will make every effort to ensure that you receive a fair and objective exam to facilitate a successful outcome. Below are some policies that must be adhered to while taking the psychomotor exam. To ensure an optimal psychomotor exam environment, please read and comply with the policies listed below:

1. Candidates must arrive on time at the designated time slot and location on the BEMS IMS website wearing proper attire. Casual clothing is acceptable. No tank tops, sweatpants, or open-toe shoes.
2. There is a no refund policy. Candidates may be allowed a credit for rescheduling if the candidate notifies the Exam Coordinator seven (7) business days in advance.
3. The candidate will not be allowed to leave the site for any reason, **including lunch**. Lunch/Snacks must be brought with you for a 30-minute break.
4. The Bureau of EMS no longer accepts money orders. Candidates must make all payments with a debit/credit card. A debit or credit card must be available in the event that a same-day retest is needed.
5. You will not be allowed to use any communication devices at any time during the examination process. Your BEMS Login and Password must be written below.

IMS Login: _____

IMS Password: _____

Candidates must print and sign this form and bring it with them to the exam site.

By signing this form, you agree to adhere to the policies and regulations outlined above. The Exam Coordinator reserves the right to refuse any candidate from participating in the examination process and reserves the right to remove any individual from the exam location for lack of adherence to the outline policies.

Signature: _____ Date of Exam: _____

Print Name: _____