



**PSI Services LLC/AMP**

Phone: (833)-310-6428

E-mail: [examschedule@psionline.com](mailto:examschedule@psionline.com)

[www.goAMP.com](http://www.goAMP.com)

## **NEW YORK STATE DEPARTMENT OF HEALTH BUREAU OF EMERGENCY MEDICAL SERVICES (NYEMS)**

### **ELIGIBILITY**

Once you have been approved, you are responsible for scheduling an appointment to take the examination.

### **EXAMINATIONS BY PSI SERVICES LLC/AMP**

#### **TELEPHONE REGISTRATION**

Call PSI at **(833) 310-6428** to schedule an examination appointment. This tollfree number is answered from 8:00 a.m. to 10:00 p.m. (Eastern Time) Monday through Thursday, 8:00 a.m. to 8:00 p.m. on Friday and 9:30 a.m. to 6:00 p.m. on Saturday.

Please have your credit card (VISA, MasterCard, American Express and Discover) available for payment of examination fees.

#### **ONLINE SCHEDULING**

For the fastest and most convenient test scheduling process, PSI recommends that candidates schedule their examination appointment online at any time at [www.goAMP.com](http://www.goAMP.com). To use this service on our website, follow these easy steps:

- Once eligibilities are received by PSI, candidates will be able to go to <http://online.goamp.com/CandidateHome/CandidateInformation.aspx> and select “Candidates” for online scheduling.
- Follow the simple, step-by-step instructions to choose your examination by selecting Category: Healthcare; Program: NYS DOH Bureau of Emergency Medical Services; and register for the examination. Please have your credit card (VISA, MasterCard, American Express and Discover) available for online payment of examination fees.

#### **RESCHEDULING AN EXAMINATION APPOINTMENT**

A candidate may reschedule an appointment for examination within the candidate’s eligibility period once at no charge online at [www.goAMP.com](http://www.goAMP.com) OR by calling PSI at **(833) 310-6428** at least two business days prior to the scheduled testing appointment.

#### **MISSED APPOINTMENT OR LATE CANCELLATION**

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not reschedule your appointment at least two business days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

#### **EXAMINATION SITE CLOSING FOR AN EMERGENCY**

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (833) 310-6428. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

## REQUIRED IDENTIFICATION AT THE EXAMINATION SITE

Candidates need to provide one (1) valid form of non-expired, government issued identification, **bearing photo and signature**.

Candidates must register for the exam with their **LEGAL** first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered.

### **ACCEPTABLE IDENTIFICATION (with photo) - Choose one**

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Permanent resident card with photograph
- Native American tribal ID Card with photograph
- Foreign government-issued passport with photograph
- Canadian provincial driver's license with photograph
- Indian and Northern Affairs Canada card with photograph (INAC)

Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

## SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Calculators are not allowed.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

**TAKING THE EXAMINATION BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

**EXAMINATION RESULTS**

Your score will be given to you immediately following completion of the examination.

**TESTING SITES**

Site Address	City	State	Postal Code
12 Metro Park Rd, Suite 101	Albany	NY	12205
3250 Westchester Ave, Ste 126	Bronx	NY	10461
34 Marconi Street	Bronx	NY	10461
54 Macdonough Street	Brooklyn	NY	11216
527 Coney Island Ave	Brooklyn	NY	11218
841 Route 146	Clifton Park	NY	12065
3121 Clinton St. Suite 6	Buffalo	NY	14224
135-41 37th Ave, 4th Floor	Flushing	NY	11354
102-40 67th Drive	Forest Hills	NY	11375
6921 164th St, Suite 9	Fresh Meadows	NY	11365
50 Clinton St, Suite 303	Hempstead	NY	11550
204 W Old Country Road	Hicksville	NY	11801
9-25 East Fourth Street, Suite 11	Jamestown	NY	14701
520 Columbia Drive, Suite 101	Johnson City	NY	13790
4171 US Route 11	Malone	NY	12953
139 Fulton St., Suite 605	New York	NY	10038
355 East 4th St	New York	NY	10009
124 E 40th St, Rm 801	New York	NY	10016
566 7th Ave, Suite 703	New York	NY	10018
545 Eights Ave, Ste 1210	New York	NY	10018
139 Fulton St., Suite 605	New York	NY	10038
201 South Avenue, Suite 501	Poughkeepsie	NY	12601
The Shops at Atlas Park	Ridgewood	NY	11385
1512 Ridge Road West	Rochester	NY	14615
1000 E Henrietta Rd	Rochester	NY	14623
101 Hering Dr	Ronkonkoma	NY	11779
245 Middle Country Road	Selden	NY	11784
1911 Richmond Ave, Suite 130	Staten Island	NY	10314
6443 Riding Rd, Ste 108	Syracuse	NY	13206
20104 NYS Route 3	Watertown	NY	13601
155 Mamaroneck	White Plains	NY	10601
34 Oriskany Blvd	Whitesboro	NY	13492
6205 Main St, N Campus	Williamsville	NY	14221