Emergency Medical Technician Data Collection Procedures

Note: The NREMT does not share data with anyone other than the program coordinator and the state education coordinator for the EMS program where the student graduated. The program coordinator will be able to run a report from the NREMT website that will provide the number of students who attempted the exam and the number of students successful at the exam. This report, along with the individual student Pass/Fail rates, can be submitted to the state for federal reporting purposes.

Following are instructions to submit the NREMT report along with pass/fail results for each student:

1. In an Excel Spreadsheet, list the following fields:
    a. Student's UIC
    b. Last Name
    c. First name
    d. Building Name
    e. Building Number
    f. Result – Pass or Fail

    PLEASE DO NOT SEND SPREADSHEET VIA EMAIL DUE TO STUDENT CONFIDENTIALITY

2. Save Spreadsheet and Upload NREMT report and spreadsheet into secure Moodle website. **Registration is required for the Moodle site. Please follow the directions below in steps 3 through 7 along with referring to the Moodle Registration document on the CTE Skills Assessment Website under the Data Coordination and Collection Section.** http://www.michigan.gov/mde/0,4615,7-140-2629_53968_53970---,00.html.

3. The Moodle room that is required for registration is the **Emergency Medical Technician Project Share Room.**

    To complete Step #3 of the Moodle Registration Procedures, click on the following links within Moodle:
    o   Michigan Project Rooms
    o   External Coordination
    o   Emergency Medical Technician Project Share Room

4. Complete Steps 4, 5, and 6 as stated in the Moodle Registration Procedures.

5. To complete Step 7, please enter the Enrollment Key: **EMT18**

6. Complete Steps 8 and 9 as stated in the Moodle Registration Procedures.

7. Upload the files – see instructions on the CTE Skills Assessment Website on How to Upload a File in Moodle.

If you have issues entering the **Emergency Medical Technician Project Share Room,** please contact Valerie Felder at felderv@michigan.gov or at 517-335-1066.