



The Paramedic Association of New Brunswick

L'Association des paramédics du Nouveau-Brunswick

Dear applicant,

Here is a quick checklist to ensure all the proper documents have been included in your registration application package to facilitate your registration. Please verify that all your documents have been received at the PANB office by 4:30 pm on the deadline for application. You can find this date with the exam information located in the "Upcoming Events" section of our website and also on the application for registration form included in this package.

- Registration Application form
- Proof of successful completion of CMA accredited program (Diploma/ Certificate)
- Approved Criminal Records Check (Enhanced Police Information Check)
<http://sterlingtalentsolutions.ca/panb> (must be performed within 60 days of examination date)
- PCP - Copy of a valid Health Care Provider CPR card (issued less than 12 months from exam date)
- ACP – Copy of a valid ACLS or PALS Provider Card (Issued less than 24 months from exam date)
- Exam policy (please read and sign this document)
- Payment (\$100 **non-refundable** fee or full new graduate exam fee)
- A **clear copy** of government issued identification

All applicants writing the registration examination will be required to pay the cost of the exam as well as the registration fee in full, prior to sitting for the session. PANB will not issue and credentials to successful applicants until all fees have paid been in full.

If you have any questions regarding this package or how to register please feel free to contact our office at (506) 459-2638 (toll free: 1-888-887-7262) or via email at info@panb.ca and someone will be able to assist you.

Regards,

Chris Hood
Executive Director/ Registrar



The Paramedic Association
of New Brunswick
L'Association des paramédics
du Nouveau-Brunswick

298 Main Street, Fredericton, NB E3A 1C9
P:(506) 459-2638 or 1-888-887-7262 | Fax:(506) 459-6728

Application for Registration 2019

*All required information for registration, including payment, must be received by 4:30 pm (Atlantic Time) on application deadline date in order to qualify to write the Licensing Exam

Applicant Information

Female Male

Name: (First, Middle, Last) _____

Mailing Address: _____
(Street) (City) (Prov.) (Postal Code)

Telephone: _____
(Home) (Work) (Cell)

Email address: _____ Date of Birth: _____
(DD) / (MM) / (YYYY)

Education Information

Name of Educational Program/Institution: _____

Location: _____ Date of completion: _____

**Proof of completion of an approved program must be submitted with application*

Licensing Exam

I am applying to write: PCP Exam ACP Exam

Please indicate the exam date for which you are applying:

- February 22, 2019 (application deadline: Feb 8, 2019) July 2, 2019 (application deadline: June 18, 2019)
 September 12, 2019(application deadline: Aug 30, 2019) December 17, 2019 (application deadline: Dec 3, 2019)

All exams will take place in Fredericton, NB and will begin at 10:00am unless otherwise indicated. Please check www.panb.ca for the most up-to-date information. **Exam dates, location and times are subject to change without prior notice.*****

Payment information

Credit Card authorization: VISA/MasterCard/AMEX – **PLEASE PRINT CLEARLY.** – *There will be an additional 3% fee added to all credit card payments*

Card Number: _____ Expiry Date: _____

Signature: _____ Cardholder: _____

Please indicate: \$100.00 (deposit on exam only) \$1000.00 (new graduate exam and 2019 registration fee)
 \$700.00 (jurisprudence exam and 2019 registration fee)

You must pay a minimum of \$100.00 as a **NON-REFUNDABLE DEPOSIT by the application deadline. The registration fee (\$400) and the balance of \$500.00 for the exam (total fee for exam: \$600.00 for new graduate or \$300.00 for jurisprudence) must be paid in full on the day of the exam.*



Professional Practice

- Have you ever been convicted of an offence or do you have any outstanding charges not previously reported to the PANB? Yes No

**If you answered yes, obtain more information from PANB.*

****"Offence" or "charge" or "conviction" respectively mean an offence or charge or conviction under the Criminal Code of Canada or under any other federal statute of Canada, including but not limited to the Controlled Drugs and Substances Act, or an offence, charge or conviction in respect of similar statutes in any jurisdiction outside of Canada.*

- Have you ever previously applied to the Paramedic Association of NB? Yes No
- Are you currently applying or have you previously applied for licensure/examination to become a paramedic in a province other than New Brunswick? Yes No

If yes, please list each province: _____

- Are you currently or have you ever been registered/licensed/certified to practice paramedicine in another Canadian Province? Yes No

**If you answered "yes", please provide a completed Verification of Registration Form*

- Are you currently or have you ever been registered/licensed/certified to practice in a regulated profession, other than paramedicine, in New Brunswick or elsewhere? Yes No

**If you answered "yes", please provide a completed Verification of Registration of Other Regulated Profession Form*

- Have you ever had your license/registration suspended, revoked or under investigation for incompetence, professional misconduct, conduct unbecoming or incapacity as a paramedic or another regulated profession in New Brunswick or elsewhere? Yes No

**If you answered yes, obtain more information from PANB.*

- Has your license/registration ever had conditions, restrictions or limitations imposed on it as a paramedic or another regulated profession in New Brunswick or elsewhere? Yes No

**If you answered yes, obtain more information from PANB.*

I certify that the information provided in this form is correct and by signing, I agree to comply with the rules and regulations as set out by PANB.

Signature

Date

Paramedic Association of New Brunswick

Examination Policies and Conduct

You are responsible to ensure that you are in the right place, at the right time to write your examination ("exam"). The latest updates and revisions to the Examination Schedule are available on the PANB website or you may call the PANB office during business hours. It is strongly advised that you check the exam schedule regularly for any changes.

If you are unable to write an exam due to illness or a personal/family emergency, you must notify PANB by telephone as soon as possible but no later than 24hours prior to the start of the exam

I understand that the contents of the PANB licensing exam are highly confidential. I understand that disclosing or discussing the contents of the PANB licensing exam with anyone, including by not limited to, other candidates, classmates, instructors, fellow practitioners or any other member of the public before, during or after an exam sitting is considered cheating and that cheating is a form of academic dishonesty. All forms of academic dishonesty are considered serious offences with PANB and could result in a disciplinary suspension, withdrawal or expulsion from the exam process.

It is important that you read and understand the code of conduct and examination policies.

I have read and understand the Academic Code of Conduct and Examination Policies.

Print Name

PANB ID *(if applicable)*

Signature

Date

Witness

Paramedic Association of New Brunswick

Examination Policies and Process

The purpose of this document is to ensure that all individuals applying for registration are aware of the process and expectations of PANB. It also serves as an information forum to allow new applicants to locate exam information such as location and times it is offered, things to bring to the exam, documents that each individual needs to read above and beyond class materials, as well as where and how to locate cancellation information.

As a new registrant, you are responsible for your registration process and to ensure the accuracy of all information. All completed documents must be returned to the PANB office by the indicated date. A \$100 non-refundable deposit must accompany your registration package in order to guarantee your seat. Please pay special attention to the photo id requirement as the id you provide with your registration package will also need to be presented on the day of your examination. Individuals are also responsible to notify PANB of any change in demographic information as it is used for mailing of test scores and other important communications.

As a new registrant you will be required to sign a document stating that there are no reasons for which you feel you are unable to write the exam. This form will also state that all information submitted to PANB is authentic and that any falsified information automatically disqualifies the individual from registration and will be referred to our Conduct and Competency Committee for a disciplinary hearing. You will be required to show proof of identity prior to entering the exam room.

Prior to entering the exam room you will be required to submit a payment for the registration and examination if you have not already done so (the current fee minus the \$100 deposit). Be prepared to have your photo taken as it is required for your registration id card.

PANB is committed to ensuring a quality exam is delivered and therefore it has implemented rules for this purpose. As a new registrant you will be expected to follow them, please read them carefully. We strive to ensure all individuals writing the exam have an equal opportunity for success. PANB does acknowledge that a proper testing area must be quiet, properly heated, and lighted. Our invigilators have also read the same rules and are expected to adhere to the same standards. PANB does recognize that new applicants may write their exam in either of the official languages and therefore will provide an invigilator for each official language if required.

D. Contributing to Academic Misconduct - knowingly assisting someone to commit any form of academic misconduct is itself academic misconduct. This may include, but is not limited to:

i. Offering, giving or selling material with the knowledge that these works will likely be subsequently submitted as a completed exam;

ii. Allowing work to be copied during an examination

iii. Offering, giving or selling answers to exams

iv. Unauthorized sharing of examination questions and/or answers.

PENALTIES AND CONSEQUENCES FOR ACADEMIC MISCONDUCT

Disciplinary Withdrawal (DW)

An invigilator or the Registrar may recommend that an attendee be assigned a disciplinary withdrawal. Attendees who are assigned a disciplinary withdrawal for academic misconduct shall **have their case referred immediately to the Conduct and Competency Committee for their review and decision. All disciplinary action will be rendered at their discretion and PANB will fully support any decision rendered.**

CODE OF CONDUCT

PANB's Code of Conduct is reflected in our Values and Ethics as well as our Professional Standard and applies to all attendees of the exam. Attendees are responsible for familiarizing themselves with this policy.

PANB will implement the misconduct policy when misconduct is suspected, and implement the consequences that are decided by the Conduct and Competency Committee if attendees are found to be guilty of misconduct.

It is imperative that all attendees abide by the code in order to maintain an environment that is conducive of a good examination environment. Invigilators of the exam have a responsibility to take action if they suspect the code has been violated. Attendees who have any concerns about academic integrity should discuss them with the invigilator or the appropriate PANB staff member if applicable. PANB recognizes the gravity of a charge of academic misconduct and is committed to handling the disposition of such charges in a respectful, timely and thoughtful manner. PANB will apply this policy in a manner that is consistent with the principles of natural justice and the rights of attendees to a timely and fair manner.

Our Values and Ethics can be found on our website under the Professional Practice Header.

Academic Misconduct and Dishonesty

Academic misconduct includes actions that have a negative effect on the integrity of the testing environment. Academic dishonesty is any deliberate attempt to gain advantage by deceiving PANB staff members or designate who are monitoring the exam. Offences of this nature are unacceptable. If anyone suspects that an attendee has committed academic misconduct, they must immediately report their concern to one of the PANB staff members on site to ensure the appropriate course of action is taken as to maintain the integrity of our examinations.

It is expected that attendees will familiarize themselves with the actions that are defined as academic misconduct by PANB. Attendees, who are unclear about what might be considered academic misconduct, should consult the PANB Registrar. The following examples are provided for descriptive purposes and are not intended to constitute an exhaustive list. Academic dishonesty may involve an individual or a group, and includes but is not limited to the following offences:

- A. Plagiarism** - claiming the words, ideas, artistry, drawings, images or data of another person as if they were your own. This includes
- i. Copying another person's work*
 - ii. Presenting someone else's work, opinions or theories as if they are your own;*
 - iii. Presenting another's finished exam as your own;*
 - iv. Working collaboratively on an exam and then submitting it as if it were created solely by you; or submitting the same work, in whole or in part, as your completed exam*
- B. Cheating.** The use of any materials or aids not expressly allowed by the auditor or Registrar in an examination or test;
- i. Copying another person's answer(s) to an examination or test question;*
 - ii. Consulting with another person or unauthorized materials outside of an examination room during the examination period (e.g. discussing an exam or consulting materials during an emergency evacuation or when permitted to use a washroom);*
 - iii. Improperly submitting an answer to a test or examination question completed, in whole or part, outside the examination room unless specifically permitted by the examination format;*
 - iv. Improperly obtaining, through deceit, theft, bribery, collusion or otherwise, access to examination paper(s) or set of questions, or other confidential information.*
- C. Misrepresentation of personal identity or performance**
- i. Impersonating someone or having someone impersonate you in person, in writing. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to a penalty;*
 - ii. Falsely identifying oneself or misrepresenting one's personal performance outside of a particular exam, in an exam in which one is not officially enrolled, or in the exam process*
 - iii. Withholding or altering academic information, transcripts or documents.*

In order to ensure the academic integrity of exams attendees are asked to:

To be prepared to present the same Photo ID card that was submitted with your registration package prior to the exam

- Turn off and Place all cell phones, personal audio equipment and other electronic devices in bags and leave them at the front of the room.
- Place all bags and personal belongings at the front of the room.
- **No personal belongings can be brought to the exam desk.**
- Have no pencil cases on desks, **only writing materials**
- Have no food during the exam unless medically required (you may bring water into the exam room provided it is in a transparent plastic bottle without labels)
- Remove hats and sunglasses while writing the exam unless required by religious observance
- Conduct the exam in **silence**
- Raise their hands to ask a question, to visit the washroom, or to request additional supplies
- If, for any reason, an attendee must leave the exam room they are to be escorted by an invigilator.
- In the case of an emergency, leave all exam materials on the desk and follow the instructions of the invigilator.
- Maintain all academic integrity during an exam
- You will not be allowed into a scheduled exam if you are more than 5 minutes late
- You are not permitted to leave the exam within the first 30 minutes, or within the last 15 minutes. If you do leave during this time for any reason, you WILL NOT be permitted to return.
- In the event of an **examination session** cancellation before or during the examination, the exam will be re-scheduled and the new date will be posted on the PANB website the following business day.
- A fire alarm normally results in immediate evacuation of the building. The invigilators, in consultation with PANB staff, are responsible for making the determination whether the exam can be re-started, or whether a make-up must be scheduled. It is the invigilator's responsibility to make an announcement at the beginning of the exam regarding procedures to be followed in the event of a fire alarm or exam disruption. If an exam does not continue after an evacuation, attendees may confirm the revised time, date and location with the PANB office the following business day.

Examination Policy and Procedures FAQ's

The following FAQs apply to all exam situations

What Should I Bring?

- The Same Picture ID used for registration
Sharpened pencils, Pens
- Any exam materials identified during the registration process

What Can I Bring?

- A clear water bottle without a label
- A pencil sharpener
- Tissues
- Medically necessary food (you must inform the invigilators)

If I bring it, what has to be in my bag at the front of the room?

- Cell phones (turned off!) must be labeled and left in the designated bin at the front of the room
- Laptops, i-pods, tablets and other electronic devices
- Notes and books (unless permitted by the invigilators)
- Coats and hats, sunglasses, loose-fitting hoodies and/or sweaters
- Purses and pencil cases
- Any other things not permitted by the invigilators
- Be sure to label your bag, as many bags look alike!

What if I do not want to leave something in my bag or at the front of the room?

- Don't bring anything you do not have to bring
- You should keep your money and credit cards, etc., in your pocket
- There is a coat check available at the exam location

What are some of the important things I need to know about exams?

- You will not be allowed into an exam if you are more than 5 minutes late
- You may not leave an exam in the first 30 minutes or, the last 15 minutes unless you have completed your exam
- There are no protocol questions on the exam. Scope of practice in NB follows the 2011 version National Occupancy Competency Profile document. You are responsible for the skills, knowledge and abilities, including supplemental information located in Appendices 4 and 5, in this document as set for your level of practice whether it be basic awareness, academic understanding, demonstrate proficiency in a simulated setting, demonstrate proficiency in a clinical setting or demonstrate proficiency in a field preceptorship. Note that in some cases, there may be competencies that have different levels of proficiency for different levels of practice. For example: Competency A may require that an ACP be able to demonstrate proficiency in a simulated setting while a PCP needs to have academic knowledge of that competency.

PLEASE NOTE THAT PANB IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.