

Guide to Completing National Registry Recertification Application

Quick Guide

Introduction:

This *Quick Guide* has been developed to assist Virginia providers who are certified with National Registry to complete their recertification application based on the new National Continued Competency Program (NCCP). Virginia transitioned all providers to the 2012 NCCP recertification requirements on July 1, 2016.

Please follow this step-by-step guide when completing your National Registry recertification application.

Providers who do not maintain their Virginia CE report in alignment with their National Registry certification cycle will not be able to utilize this process. Please remember to use the 'Recertify Me' option in your Virginia EMS portal after your National Registry has been recertified to maintain your CE report in alignment with your National Registry certification cycle.

Learning Objectives:

Learn how to:

- ✓ complete your recertification application with National Registry using the National Continued Competency Program (NCCP)



Step 1 | Accessing the National Registry Website

- a. Open your web browser and log into National Registry at <http://nremt.org>.

The screenshot shows the homepage of the National Registry of Emergency Medical Technicians (NREMT). The header includes the NREMT logo and the text "National Registry of Emergency Medical Technicians® THE NATION'S EMS CERTIFICATION". A "LOGIN" button is in the top right. The main content area features the website URL "www.nremt.org" and a navigation menu with "NREMT", "NCCP", "CERTIFICATION", "DATA", and "RECEIVED". Below the navigation are three main sections: "LOGIN / REGISTER" with a login form and "Create an account" / "SIGN IN" buttons; "VERIFY NATIONAL EMS CERTIFICATION" with a search form and "Check Status" button; and "NATIONAL CERTIFICATION LEVELS" with buttons for "EMR", "EMT", "AEMT", and "PARAMEDIC".

Step 2 | Accessing Recertification Application

1. Log into your existing National Registry account and go to 'My Certification' to locate your Electronic Recertification Application and click on 'Manage Education'

The screenshot shows the "Electronic Recertification Application" page. It features a "MANAGE EDUCATION" button with a red arrow pointing to it. Below this, there is a section for "CURRENT CERTIFICATION EXPIRATION" and "RECEIVED CYCLE START DATE". The "RECEIVED CYCLE START DATE" section includes a table with columns for "NATIONAL", "LOCAL", and "INDIVIDUAL" hours, each with a progress bar and a value of "0 of 30 hours", "0 of 15 hours", and "0 of 15 hours" respectively. Below the table is a "- OR -" separator and a "RECEIVED BY EXAM" button.

Note: Recertification Cycle Start Date will be unique to each provider based on when National Registry issues your new certification. Hours accumulated after that start date can be utilized toward the next certification cycle.

Step 3 | National Continued Competency Content

1. Under National Core Competency Requirements (NCCR) Version
 - a. Select the Drop Down box for 'Choose an NCCR model'
 - i. Select 'I used the 2012 NCCR model'

Education obtained on or after 3/26/2015 can be utilized in your current recertification cycle.

Choose National Core Competency Requirement (NCCR) Version Complete

The NREMT currently recognizes the 2012 or 2016 NCCR education plans. If you are unsure of which plan you completed, ask your training officer or view the [NCCP page](#).

NOTE: It is your responsibility to retain documentation of your education for three years.

Select the NCCR model you utilized.

Choose an NCCR model

I used the 2012 NCCR Model

I used the 2016 NCCR Model

Nothing further needs to be entered; you will see that a 'Complete' check box will appear at both the 'Choose National Core Content' and under 'National'

Choose National Core Competency Requirement (NCCR) Version Complete

The NREMT currently recognizes the 2012 or 2016 NCCR education plans. If you are unsure of which plan you completed, ask your training officer or view the [NCCP page](#).

NOTE: It is your responsibility to retain documentation of your education for three years.

Select the NCCR model you utilized.

I used the 2012 NCCR Model

National Complete

You have attested that you fulfilled the [2012 NCCR model requirements](#), and you will retain supporting documentation of your education for three years. If audited, you will provide the NREMT documentation of your 2012 NCCR model education.

NOTE: By selecting the 2012 NCCR model, you are not required to enter in individual topic area courses below. Proceed to the Local component section.

[+ Add Class](#)

[+] Show Details

Step 4

Local Continued Competency Requirements

1. Under Local select 'Add Class' enter the following:
 - a. Under **Class Information** enter the following:
 - i. Class Name: **Virginia Approved LCCR Topics**
 - ii. Class Sponsor: **Virginia Office of EMS**
 - iii. Description : **Virginia Approved LCCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations**
 - iv. Method of Instruction: **Lecture**
 - v. Date Completed: **Date you completed your Category 2 CE requirements**
 - vi. Hours: Select hours based on your certification level (EMR – 4, EMT – 10, AEMT – 12.5, Paramedic – 15)
 - b. **Submit** your Local Content.

Manage My Education > Add Class

Local Not Started

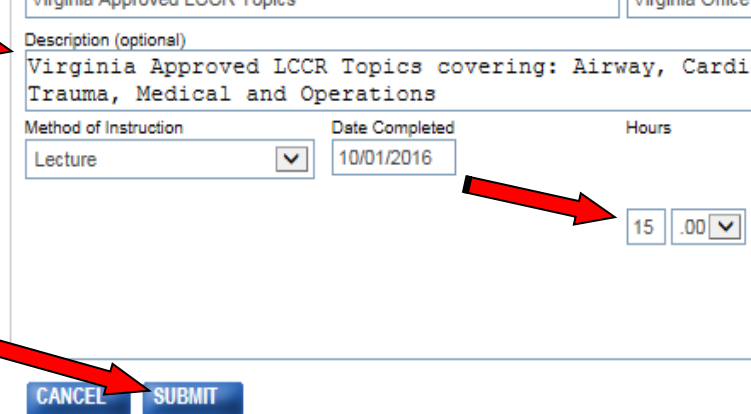
You currently have 0 of 15 hours for this category.

Class Info

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name	Class Sponsor	
Virginia Approved LCCR Topics	Virginia Office of EMS	
Description (optional) Virginia Approved LCCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations		
Method of Instruction	Date Completed	Hours
Lecture	10/01/2016	15 .00



Step 5 | Individual Continued Competency Requirements

1. Under Individual select 'Add Class' enter the following:
 - a. Under **Class Information** enter the following:
 - i. Class Name: **Virginia Approved ICCR Topics**
 - ii. Class Sponsor: **Virginia Office of EMS**
 - iii. Description : **Virginia Approved ICCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations and other EMS related topics**
 - iv. Method of Instruction: **Lecture**
 - v. Date Completed: **Date you completed your Category 2 CE requirements**
 - vi. Hours: Select hours based on your certification level
(EMR – 4, EMT – 10, AEMT – 12.5, Paramedic – 15)
 - b. **Submit** your Local Content.

Manage My Education > Add Class

Individual Not Started

You currently have 0 of 15 hours for this category.

Class Info


Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name	Class Sponsor	
Virginia Approved ICCR Topics	Virginia Office of EMS	
Description (optional)		
Virginia Approved ICCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations and other EMS related topics		
Method of Instruction	Date Completed	Hours
Lecture	10/01/2016	15 .00

15 .00

CANCELSUBMIT



Step 6

Active/Inactive Status and Submitting Recertification Application

1. Select either Active or Inactive Status then click on **Submit Recertification**
2. Personal Information. Make sure information is correct. Check the **'I verify that the contact information is accurate'** then click **NEXT**
3. Validate Agency: Your agency will be listed or you will show as unaffiliated. Check the **'I verify that the agency above is my agency'** then click **NEXT**
4. Select Card Type: Answer the question concerning whether you want a card mailed or will print the card yourself then check **'I verify that my selection is accurate'** then click **NEXT**
5. Active/Inactive Status: Indicate whether you wish to stay active or go inactive. Check the **'I verify that the information shown above accurate'** then click **NEXT**
6. Disciplinary Actions: Select a response to the question asked. Check the **'I attest the information submitted above is accurate. I understand submitting falsified information may impact my recertification.'** then select **NEXT**
7. Criminal Convictions: Select a response to the question asked. . Check the **'I attest the information submitted above is accurate. I understand submitting falsified information may impact my recertification.'** then select **NEXT**
8. Personal Attestation: Read the attestation statement. Check the **'I understand and agree with the above statement. I understand submitting falsified information may impact my recertification.'** then select **NEXT**

GENERAL INFO
CBT CANDIDATES
MY CERTIFICATION
STATE EMS OFFICE
PROGRAM DIRECTOR
TRAINING OFFICER

Dashboard
Recert By Exam Results
Affiliate With Agency
Remove Agency Affiliation
Choose State of Licensure
Manage Education
Submit Recertification
Withdraw Recertification
Print Application
Print Card
Print Current Receipt
Past Applications
Past Receipts
Purchase NREMT Items

Step 1: Verify Your Information

Personal Information

Please verify that the information listed is correct. The format that you see your name on this page will be used on Certificates, Registry Cards and correspondence.

If you want to review or make any corrections to the information, [[Edit My Profile](#)].

I verify that the contact information listed is accurate.

Validate Agency

Select Card Type

Active/Inactive Status

Disciplinary Actions

Criminal Convictions

Personal Attestation

PREVIOUS NEXT PRINT APPLICATION INFORMATION

Step 7 | Verify Your Education

1. Verify that the education listed is correct. Check the **'I confirm the hours listed above are accurate.'** And click **NEXT**

Recertification

1 Verify Your Information | 2 **Verify Education** | 3 Submit Application | 4 Application Verification | 5 NREMT Verification

Step 2: Verify Your Education

Course Hours

Category/Topic	National Hours Required	Hours Completed
Post-resuscitation care	2	0
Stroke	1.5	0
Ventricular assist devices (VADs)	0.5	0
Pediatric cardiac arrest	2.5	0
CNS injury	2	0
Tourniquets	0.5	0
Field triage	1	0
Special healthcare needs	2	0
OB emergencies	1	0
Psychiatric Emergencies	1	0
Communicable diseases	1	0
At-risk populations	1	0
Pediatric transport	0.5	0
Affective Characteristics	1	0
Capnography	1	0
Advanced Airway Management in the Perfusing Patient	1	0
Cardiac arrest	2	0
Congestive heart failure (CHF)	0.5	0
Crew Resource Management (CRM)	1	0
ACS	1	0
Fluid Resuscitation	0.5	0
Medication delivery	1	0
Pain management	1	0
Role of Research	1	0
Culture of safety	0.5	0
Artificial ventilation	2	0

Local Category/Topic	Local Hours Required	Hours Completed
	15	15

Individual Category/Topic	Individual Hours Required	Hours Completed
	15	15

If any of this appears to be incorrect, you can adjust your hours by visiting [[Manage My Education](#)]

I confirm the hours listed above are accurate.

2. Verify your choice of Active/Inactive Status.. Check the **'I confirm the above information is accurate.'** then click **NEXT**

Active/Inactive Status

You have chosen to remain active.

If any of this appears to be incorrect, you can adjust your information by visiting the [[Manage My Education](#)] page.

I confirm the above information is accurate.

PREVIOUS **NEXT** **PRINT APPLICATION INFORMATION**

Step 8 | Finishing up the Application

1. Complete the online application:
 - a. Choose Payment Method
 - i. Select method of payment and provide the information requested
 - b. Application Verification
 - c. NREMT verification

