

Guide to Completing National Registry Recertification 2.0 Application Effective: October 1, 2017

Quick Guide

Introduction:

This *Quick Guide* has been developed and approved by National Registry to assist Virginia providers who are certified with National Registry to complete their recertification application based on the National Continued Competency Program (NCCP). All providers recertifying in the 2018 certification cycle are utilizing the 2012 NCCP requirements.

Please follow this step-by-step guide when completing your National Registry recertification application. All answers highlighted in **BOLD must** be the response you provide to each question.

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.

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.

Learning Objectives:

Learn how to:

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



The following pages contain line by line instructions without screenshots followed by line by line instructions with screenshots for those who desire visual prompts for each screen being encountered. **National Registry has approved this recertification process and all answers that have been provided in BOLD.** If you do not follow these instructions, your application may be rejected by National Registry.

If you need assistance in completing your recertification application, please contact the Virginia Office of EMS, Division of Educational Development for assistance.

Summary without Screenshots:

1. Open your web browser and log into National Registry at <http://nremt.org>.
2. Log into your existing National Registry account and select **'My Certification'**.
 - a. Review the information contained on **'Certification Dashboard'**
 - b. Review and update your profile information if necessary by selecting **'Update Profile'**.
 - c. Review and manage your agency affiliations by selecting **'Manage Affiliations'**. You do have the option to affiliate with multiple agencies.
 - d. Your recertification cycle will be specific to you based on your recertification date.
3. Select **'Manage My Education'** to access the **'Manage Education for Recertification'** screen.
4. Under **'Change My Recertification Model'** select **NCCP 2012** and click on **'Change My Recert Model'**.
5. On the next screen select **'Yes. Change My recertification model.'**
6. After changing your recertification model, on the left side of the page select **'Add a Course'**
 - a. Course Type – select **'National Component (NCCR)'**
 - b. Course Name - **'Virginia Approved NCCR Topics'**
 - c. Course Approved by - **'Virginia'**
 - d. Course Completion Date will be the **date that you completed your NCCR (Category 1) required hours on your Virginia CE report**
 - e. Course Duration
 - i. **Paramedic - '30 Hours: 00 Minutes'**
 - ii. **AEMT - '25 Hours: 00 Minutes'**
 - iii. **EMT - '20 Hours: 00 Minutes'**
 - iv. **EMR – '8 Hours: 00 Minutes'**
 - f. 'Did you teach this course?' **'No'** unless you were the instructor for all hours listed on your CE report.
 - g. 'Was an instructor present at this course?' **'Yes'**
 - h. 'Course Location'
 - i. Country - **'United States'**
 - ii. State - **'Virginia'**
 - iii. City - **'Richmond'**
 - i. 'Additional Course Information'
 - i. No information needed
7. Click on **'Save & View Transcript'** – Your National Component will show all areas 'Green' indicating you have fulfilled those requirements.
8. On the left side of the page select **'Add a Course'**
 - a. Under Course Type – select **'Continuing Education Course'**
 - b. Course Name - **'Virginia Approved LCCR Topics'**
 - c. Course Approved by - **'Virginia'**
 - d. Course Completion Date will be the **date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report**
 - e. Course Duration
 - i. **Paramedic - '15 Hours: 00 Minutes'**
 - ii. **AEMT - '12 Hours: 30 Minutes'**
 - iii. **EMT - '10 Hours: 00 Minutes'**
 - iv. **EMR – '4 Hours: 00 Minutes'**
 - f. 'Did you teach this course?' **'No'** unless you were the instructor for all hours listed on your CE report.
 - g. 'Was an instructor present at this course?' **'Yes'**
 - h. 'Course Location'
 - i. Country - **'United States'**
 - ii. State - **'Virginia'**

- iii. City - **'Richmond'**
 - i. **'Additional Course Information'**
 - i. No information needed
- 9. Click on **'Save & Add Another Course'**
- 10. On the left side of the page select **'Add a Course'**
 - a. Under Course Type – select **'Continuing Education Course'**
 - b. Course Name - **'Virginia Approved ICCR Topics'**
 - c. Course Approved by - **'Virginia'**
 - d. Course Completion Date will be **the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report**
 - e. Course Duration
 - i. **Paramedic - '15 Hours: 00 Minutes'**
 - ii. **AEMT - '12 Hours: 30 Minutes'**
 - iii. **EMT - '10 Hours: 00 Minutes'**
 - iv. **EMR – '4 Hours: 00 Minutes'**
 - f. **'Did you teach this course?' 'No'** unless you were the instructor for all hours listed on your CE report.
 - g. **'Was an instructor present at this course?' 'Yes'**
 - h. **'Course Location'**
 - i. Country - **'United States'**
 - ii. State - **'Virginia'**
 - iii. City - **'Richmond'**
 - i. **'Additional Course Information'**
 - i. No information needed
- 11. Click on **'Save & View Transcript'**
- 12. On **'My Professional Transcript'** you should now see the entries you made above with the NCCR fully assigned and the LCCR and ICCR indicating unassigned.
- 13. On the left hand side of the screen click on **'Manage My Education'**.
- 14. Click on **'Local or State Component'**.
- 15. Click on **'Select'** and choose **'Virginia Approved LCCR Topics'** and the click **'Assign'**.
- 16. Under Individual Component select **'Individual SubTopic'**.
- 17. Click on **'Select'** and choose **'Virginia Approved ICCR Topics'** and the click **'Assign'**.
- 18. Click on **'Return To Dashboard'**.
- 19. Click on **'Transcript'**. Your NCCR, LCCR and ICCR hours will now show **'Fully Assigned'**.
- 20. On left hand side of the page click on **'Recert Application'**
- 21. On **'Profile and Workforce Information'**, click on **'START'**
- 22. **'Workforce Information'** – Complete the questionnaire. If you work for more than one agency, respond with the answers to the agency that you consider your primary agency. When all questions are answered, click **Finish**.
- 23. Select **Legal Pathway & Criminal Conviction** and respond accordingly
- 24. Select **'Terms of Certification'**, read each statement. You can click to approve each statement or at the bottom of the screen select **'Approve All'**
- 25. Select **'Payment'**, complete your payment method and click on **'Submit Payment'**. Payment will be submitted and your **'Payment Information'** summary will appear. Select **'Print Receipt'** if you desire.
- 26. Click on **'Back to Application'**.
- 27. Under **'Submission'** select **'Submit Application'**
- 28. You may be selected to complete a survey. If selected you can choose to participate, not participate or to be reminded later. If you select **'Remind Me Later'** you will be asked to provide an email address
- 29. Under your **'Recert Application'** you can review the status of your recertification application.
- 30. If you wish to change your status to **'Inactive'** you can do so on this screen.



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. The top navigation bar includes links for HOME, EMR, EMT, AEMT, PARAMEDIC, RECERT, MAPS, VOLUNTEER, and STORE. The main header features the organization's logo and name. Below the header, there are three primary action areas: a 'LOGIN / REGISTER' box with input fields for User ID and Password, a 'VERIFY NATIONAL EMS CERTIFICATION' box with a Registry Number field and a 'Check Status' button, and a 'NATIONAL CERTIFICATION LEVELS' box with buttons for Emergency Medical Responder, Emergency Medical Technician, and Advanced EMT. A green arrow points to the 'LOGIN / REGISTER' section.

Step 2 | Accessing Recertification Application

1. Log into your existing National Registry account and select 'My Certification'.
 - 1) Review the information contained on 'Certification Dashboard'
 - a. Review and update your profile information if necessary by selecting 'Update Profile'.
 - b. Review and manage your agency affiliations by selecting 'Manage Affiliations'. You do have the option to affiliate with multiple agencies.
 - c. Your recertification cycle will become 'unique' to you based on your recertification date.

The screenshot shows the 'My Certification' dashboard. On the left is a sidebar with navigation options: MANAGE MY EDUCATION, RECERT APPLICATION, RECERT BY EXAM APPLICATION, RECERT BY EXAM RESULTS, and VIEW TRANSACTION HISTORY. The main content area includes a profile summary with fields for NREMT Level, Registry Number, Expiration Date, Status, Address, Phone, and Email. Below this are buttons for Recert Application, Update Profile, Manage Affiliations, View Transcript, Add A Course, and Manage Education. A 'Recert Cycle' section shows the dates 3/3/2017 - 3/31/2019. A 'Transaction History' section has a 'Print Card' button. A 'Recertification CE Summary' bar chart shows assigned (green) and unassigned (red) CE hours for National, Local or State, and Individual categories. An 'Agency Affiliation' section has a table with columns for Agency Name and Location. A 'Verification' section has a table with columns for Verified Date, Verified By, Role, and Agency.

Step 2 | Accessing Recertification Application (continued)

2. Select 'Manage My Education' to access the 'Manage Education for Recertification' screen.
3. Under 'Change My Recertification Model' select **NCCP 2012** and click on 'Change My Recert Model'.

Manage Education For Recertification View Instructions

My Current Role: My Certification

DASHBOARD
TRANSCRIPT
ADD A COURSE
MANAGE MY EDUCATION
RECERT APPLICATION
RECERT BY EXAM APPLICATION
RECERT BY EXAM RESULTS
VIEW TRANSACTION HISTORY

RECIERTIFICATION DETAILS

Level	Paramedic
Recert Cycle	3/31/2019
Current Recert Model	NCCP 2016

Change My Recertification Model

Select:
Traditional
NCCP 2016
NCCP 2012

model may require you to re-assign course details! If you are unsure which model to use, check with your State Office of EMS.

Change My Recert Model

Recertification Progress: Courses Assigned

NATIONAL COMPONENT

Airway/Respiration/Ventilation: 3.5 Hours		
Ventilation	0/2 Hours Assigned	■
Capnography	0/1 Hours Assigned	■
Oxygenation	0/0.5 Hours Assigned	■
Cardiovascular: 8.5 Hours		
Post-Resuscitation Care	0/0.5 Hours Assigned	■
Ventricular Assist Devices	0/0.5 Hours Assigned	■
Stroke	0/1.5 Hours Assigned	■

4. The following screen will appear. Click on 'Yes. Change My recertification model.'

Recertification Model Change Confirmation

You are attempting to change your recertification model. If you continue, some of the course topic mapping will not transfer. The courses will remain available in your Professional Transcript, but you will need to re-map the courses to meet the recertification topic requirements.

Are you sure you want to proceed?

Yes. Change my recertification model.

Cancel

Special Note: This step will be for all providers recertifying in the October 1, 2017 to March 31, 2018 recertification cycle only.

For the recertification cycle that will begin on October 1, 2018 through March 31, 2019, all providers will be using NCCP 2016.

1. After changing your recertification model, on the left side of the page select **'Add a Course'**
 - a. Under Course Type – select **'National Component (NCCR)'**
 - b. Course Name - **'Virginia Approved NCCR Topics'**
 - c. Course Approved by - **'Virginia'**
 - d. Course Completion Date will be the **date that you completed your NCCR (Category 1) required hours on your Virginia CE report**
 - e. Course Duration
 - i. **Paramedic - '30 Hours: 00 Minutes'**
 - ii. **AEMT - '25 Hours: 00 Minutes'**
 - iii. **EMT - '20 Hours: 00 Minutes'**
 - iv. **EMR – '8 Hours: 00 Minutes'**
 - f. 'Did you teach this course?' **'No'** unless you were the instructor for all hours listed on your CE report.
 - g. 'Was an instructor present at this course?' **'Yes'**
 - h. 'Course Location'
 - i. Country - **'United States'**
 - ii. State - **'Virginia'**
 - iii. City - **'Richmond'**
 - i. 'Additional Course Information'
 - i. No information needed
2. Click on **'Save & View Transcript'** – Your National Component will show all areas 'Green' indicating you have fulfilled those requirements

Add a New Course

Use the form below to add a course to your Professional Transcript. After saving the basic course information, you can add additional course details and upload PDF documents or photos of your certificates.

Tip: Certificate courses have been pre-mapped to save you time while also ensuring you get maximum credit applied in all the correct topic areas on your recertification application.

My Current Role

My Certification ▼

DASHBOARD

TRANSCRIPT

ADD A COURSE

MANAGE MY EDUCATION

RECERT APPLICATION

RECERT BY EXAM APPLICATION

RECERT BY EXAM RESULTS

VIEW TRANSACTION HISTORY

COURSE DETAILS

Course Type

Select...

Continuing Education Course

Traditional Refresher Course

National Component (NCCR)

Certificate Course

College Course

Certificate Courses (including CPR and ACLS) are the most common course type. Continuing Ed Courses include anything CAPCE or State Approved.

Course Name Select... ▼

Course Approved By State EMS Office CAPCE Other

Virginia ▼

Course Completion Date 09/27/2017

Course Duration 0 ▼ Hours : 00 ▼ Minutes

Did you teach this course? Yes No

Was an instructor present at this course? Yes No

A 'live' instructor may be physically present, or a 'live' instructor may be present

1. On the left side of the page select 'Add a Course'
 - a. Under Course Type – select 'Continuing Education Course'
 - b. Course Name - 'Virginia Approved LCCR Topics'
 - c. Course Approved by - 'Virginia'
 - d. Course Completion Date will be the **date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report**
 - e. Course Duration
 - i. **Paramedic - '15 Hours: 00 Minutes'**
 - ii. **AEMT - '12 Hours: 30 Minutes'**
 - iii. **EMT - '10 Hours: 00 Minutes'**
 - iv. **EMR – '4 Hours: 00 Minutes'**
 - f. 'Did you teach this course?' 'No' unless you were the instructor for all hours listed on your CE report.
 - g. 'Was an instructor present at this course?' 'Yes'
 - h. 'Course Location'
 - i. Country - 'United States'
 - ii. State - 'Virginia'
 - iii. City - 'Richmond'
 - i. 'Additional Course Information'
 - i. No information needed
2. Click on 'Save & Add Another Course'

Add a New Course

Use the form below to add a course to your Professional Transcript. After saving the basic course information, you can add additional course details and upload PDF documents or photos of your certificates.

Tip: Certificate courses have been pre-mapped to save you time while also ensuring you get maximum credit applied in all the correct topic areas on your recertification application.

My Current Role

My Certification ▼

DASHBOARD

TRANSCRIPT

ADD A COURSE

MANAGE MY EDUCATION

RECERT APPLICATION

RECERT BY EXAM APPLICATION

RECERT BY EXAM RESULTS

VIEW TRANSACTION HISTORY

COURSE DETAILS

Course Type	Continuing Education Course ▼	<small>Certificate Courses (including CPR and ACLS) are the most common course type. Continuing Ed Courses include anything CAPCE or State Approved.</small>
Course Name	Virginia Approved LCCR Topics	
Course Approved By	<input checked="" type="radio"/> State EMS Office <input type="radio"/> CAPCE <input type="radio"/> Other	
	Virginia ▼	
Course Completion Date	09/27/2017	
Course Duration	15 ▼ Hours : 00 ▼ Minutes	
Did you teach this course?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Was an instructor present at this	<input checked="" type="radio"/> Yes <input type="radio"/> No	<small>A 'live' instructor may be physically</small>

1. On the left side of the page select 'Add a Course'
 - a. Under Course Type – select 'Continuing Education Course'
 - b. Course Name - 'Virginia Approved ICCR Topics'
 - c. Course Approved by - 'Virginia'
 - d. Course Completion Date will be **the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report**
 - e. Course Duration
 - i. Paramedic - '15 Hours: 00 Minutes'
 - ii. AEMT - '12 Hours: 30 Minutes'
 - iii. EMT - '10 Hours: 00 Minutes'
 - iv. EMR – '4 Hours: 00 Minutes'
 - f. 'Did you teach this course?' 'No' unless you were the instructor for all hours listed on your CE report.
 - g. 'Was an instructor present at this course?' 'Yes'
 - h. 'Course Location'
 - i. Country - 'United States'
 - ii. State - 'Virginia'
 - iii. City - 'Richmond'
 - i. 'Additional Course Information'
 - i. No information needed
2. Click on 'Save & View Transcript'

Add a New Course

Use the form below to add a course to your Professional Transcript. After saving the basic course information, you can add additional course details and upload PDF documents or photos of your certificates.

Tip: Certificate courses have been pre-mapped to save you time while also ensuring you get maximum credit applied in all the correct topic areas on your recertification application.

COURSE DETAILS

Course Type	Continuing Education Course <input type="button" value="v"/>	<i>Certificate Courses (including CPR and ACLS) are the most common course type. Continuing Ed Courses include anything CAPCE or State Approved.</i>
Course Name	Virginia Approved ICCR Topics	
Course Approved By	<input checked="" type="radio"/> State EMS Office <input type="radio"/> CAPCE <input type="radio"/> Other	
	Virginia <input type="button" value="v"/>	
Course Completion Date	09/27/2017	
Course Duration	15 <input type="button" value="v"/> Hours : 00 <input type="button" value="v"/> Minutes	
Did you teach this course?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Was an instructor present at this course?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>A 'live' instructor may be physically present, or a 'live' instructor may be present</i>

My Current Role

My Certification

DASHBOARD

TRANSCRIPT

ADD A COURSE

MANAGE MY EDUCATION

RECERT APPLICATION

RECERT BY EXAM APPLICATION

RECERT BY EXAM RESULTS

VIEW TRANSACTION HISTORY

Step 6 | Assigning LCCR and ICCR Hours

1. On 'My Professional Transcript' you should now see the following entries:

My Professional Transcript

019

My Current Role
My Certification

DASHBOARD

TRANSCRIPT

ADD A COURSE

MANAGE MY EDUCATION

RECERT APPLICATION

RECERT BY EXAM APPLICATION

RECERT BY EXAM RESULTS

VIEW TRANSACTION HISTORY

Easily record all of your Continuing Education and training here in your Professional EMS Transcript. Never lose your course certificates or records again! After you add a course to your transcript, you can upload PDFs or images of the course certificates, cards, or other important records. When it's time for you to renew your National Registry status, click on the Course Name to quickly allocate the course to your Recertification Application.

Don't just upload the courses required to maintain your National Registry status, we encourage you to use this to track and store all of your professional continuing education. Imagine five or ten years from now having the ability to access your complete CE record!

Add A New Course To My Transcript

Copy Print PDF Excel CSV

Search:

Date	Course Name	Duration	Attachments	Source	Location	Recert Topic Map
09/27/17	Virginia Approved LCCR Topics	15h 0m		Manual	Richmond, Virginia	Unassigned
09/27/17	Virginia Approved ICCR Topics	15h 0m		Manual	Richmond, Virginia	Unassigned
09/27/17	Virginia Approved NCCR Topics	30h 0m		Manual	Richmond, Virginia	Fully Assigned

2. On the left hand side of the screen click on 'Manage My Education'
3. Click on 'Local or State Component'

LOCAL OR STATE COMPONENT

Local Or State SubTopic 0/15 Hours Assigned

4. Click on 'Select' and choose 'Virginia Approved LCCR Topics' and the click 'Assign'

LOCAL OR STATE COMPONENT

Local Or State SubTopic 0/15 Hours Assigned

Select... 0

Virginia Approved ICCR Topics [15 hr(s) remaining]
Virginia Approved LCCR Topics [15 hr(s) remaining]

5. Under Individual Component select 'Individual SubTopic'

INDIVIDUAL COMPONENT

Individual SubTopic 0/15 Hours Assigned

6. Click on 'Select' and choose 'Virginia Approved ICCR Topics' and the click 'Assign'

INDIVIDUAL COMPONENT

Individual SubTopic 0/15 Hours Assigned

Select... 0

Virginia Approved ICCR Topics [15 hr(s) remaining]

7. Click on 'Return To Dashboard'
8. Click on 'Transcript'. Your NCCR, LCCR and ICCR hours will now show 'Fully Assigned'

Step 7 | Submitting Recertification Application

1. On left hand side of the page click on 'Recert Application'
2. On 'Profile and Workforce Information', click on 'START'


RECERT APPLICATION

RECERT BY EXAM APPLICATION


RECERT BY EXAM RESULTS

VIEW TRANSACTION HISTORY

Certification Level EMT Expiration Date 3/31/2018

 **Continuing Education** Start

To meet the recertification requirements, use this form to document your Continuing Education. Once your Continuing Education is documented, the remainder of the process is quick! *Remember, in accordance with our policies and accreditation requirements, the NREMT conducts random audits.*

 **Profile and Workforce Information** Start

Verify your contact information is correct, and then help us gain a better understanding of the EMS workforce by by answering a few questions about your professional experience.

3. Complete your **Demographics** information and click 'Next'

Test Candidate
EMT
E5555555
Exp Date: March 31, 2018

My Current Role
My Certification

DASHBOARD
TRANSCRIPT
ADD A COURSE
MANAGE MY EDUCATION
RECERT APPLICATION
RECERT BY EXAM APPLICATION
RECERT BY EXAM RESULTS
VIEW TRANSACTION HISTORY

QUESTIONNAIRE

1 Demographics 2 Workforce Information

Demographics

Please verify that the following information is accurate. If any information is incomplete or needs updated, please provide the most up to date information.

Personal and Demographic Information	Contact Information
Email <input type="text" value="anyone@nremt.org"/>	Address <input type="text" value="6610 Busch Blvd"/> <input type="text"/>
Initial Year of State EMS Licensure <input type="text" value="1900"/>	City <input type="text" value="Columbus"/>
Highest Level of Education Completed <input type="text" value="Master's Degree"/>	Country <input type="text" value="United States"/>
Sex <input type="text" value="Male"/>	State <input type="text" value="Ohio"/>
Ethnicity <input type="checkbox"/> Hispanic/Latino	Zip <input type="text" value="43229"/>
Race <input type="checkbox"/> American Indian or Alaskan Native <input checked="" type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Prefer not to Answer	

NEXT

- 4. **‘Workforce Information’** – Complete the questionnaire. If you work for more than one agency, respond with the answers to the agency that you consider your primary agency. When all questions are answered, click **Finish**.

Test Candidate
EMT
E5555555
Exp Date: March 31, 2018

My Current Role
My Certification

DASHBOARD
TRANSCRIPT
ADD A COURSE
MANAGE MY EDUCATION
RECERT APPLICATION
RECERT BY EXAM APPLICATION
RECERT BY EXAM RESULTS
VIEW TRANSACTION HISTORY

QUESTIONNAIRE

1 Demographics 2 **Workforce Information**

Workforce Information

The following information is necessary to provide the best possible service to you and our profession. These questions help us understand the needs of the EMS community and the workforce capability in times of need.

Note: If you work for more than one EMS agency, answer about the agency for which you do most of your EMS work.

For how many different agencies, services or organizations do you currently perform EMS work?

- 0
- 1
- 2 or more

At your main EMS job, during a typical week, do you function as a patient care provider?

- Yes
- No

Which of the following best describes your primary role at your main EMS job?

- Patient Care Provider
- Educator
- Preceptor
- Dispatcher/Call Taker
- Administrator/Manager
- First-line Supervisor
- Other - A person whose primary EMS role at their main job is not listed above (please specify).

If Other Please Specify

Which of the following best describes your main EMS agency?

- Hospital
- Fire Department
- Tribal
- Military
- Government, Non-Fire Department
- Private
- Air Medical
- Other Please specify:

If Other Please Specify

(continued)

Which of the following best describes the primary type of service provided by your main EMS agency? *If more than one type of service is provided, pick the service with the greatest number of calls in the past 12 months.*

- Primarily 911 response with or without transport capability
- Primarily medical transport (convalescent)
- Equal mix of 911 and medical transport (convalescent)
- Clinical services
- Mobile Integrated Healthcare & Community Paramedicine
- Other - Please specify:

If Other Please Specify

Volunteers are licensed EMS workers who receive nominal or no compensation for their provision of EMS services at the agency. At your main EMS job, are you a volunteer EMS provider?

- Yes
- No

At any of your other EMS jobs, are you a volunteer EMS provider?

- Yes
- No

Which of the following best describes your employment status at your main EMS job?

- Full-time
- Part-time

How long have you been employed or volunteered at your main EMS job?

- Less than one year
- 1-2 years
- 3-4 years
- 5-7 years
- 8-10 years
- 11-15 years
- 16-20 years
- 21 or more years

Which of the following best describes the community in which you do most of your EMS work?

- Rural area (less than 2,500 people)
- Small town (2,500 - 24,999 people)
- Medium town (25,000 -74,999 people)
- Large town (75,000 - 149,999 people)
- Mid-sized city (150,000 - 499,999 people)
- Suburb/fringe of a mid-sized city
- Large city (500,000 or more people)
- Suburb/fringe of a large city

Thank you for participating in the survey. Please click the **Finish** button to return to your application

Step 7 | Submitting Recertification Application (continued)

5. Select **Legal Pathway & Criminal Conviction** and respond accordingly

The screenshot shows the 'CRIMINAL CONVICTION HISTORY' form. The left sidebar contains a 'My Current Role' dropdown and a navigation menu with items: MY DASHBOARD, HOME, MY CERTIFICATION, THE NREMT, EMS CERTIFICATION, RECERTIFICATION, EDUCATION, STORE, RESOURCES, and CONTACT US. The main content area has a progress bar with '1 Criminal Convictions and License Discipline Disclosures' and '2 Statement'. Below the progress bar, the title 'Criminal Convictions and License Discipline Disclosures' is followed by four radio button options: 'I was convicted of a felony', 'I was convicted of a misdemeanor', 'I was subject to Uniform Code of Military Justice (UCMJ) action', and 'A state or jurisdiction took disciplinary action against my EMS or other medical profession license or privilege to practice.' A fifth option is 'None of the above apply'. A red 'NEXT' button is located at the bottom right.

- a) If your response is 'NO' you will see the following screen. Read and click 'Agree & Submit'.

The screenshot shows the 'Statement' step of the 'CRIMINAL CONVICTION HISTORY' form. The top navigation bar includes the National Registry of Emergency Medical Technicians logo and the text 'National Registry of Emergency Medical Technicians® THE NATION'S EMS CERTIFICATION'. The top right has a 'LOGOUT' button. The main navigation bar includes: HOME, EMR, EMT, AEMT, PARAMEDIC, RECERT, MAPS, VOLUNTEER, and STORE. The left sidebar is the same as in the previous screenshot. The main content area has a progress bar with '1 Criminal Convictions and License Discipline Disclosures' and '2 Statement'. Below the progress bar, the title 'Statement' is followed by the text: 'You have indicated that you have NOT been convicted of a felony or a misdemeanor; you have NOT been subject to UCMJ action, or had disciplinary action taken on an EMS or other medical profession license or privilege to practice.' A red 'PREV' button is on the bottom left and a red 'AGREE & SUBMIT' button is on the bottom right.

- b) If your response is 'YES' you will need to provide all documentation requested to National Registry.

Step 7 | Submitting Recertification Application (continued)

6. Select **'Terms of Certification'**, read each statement. You can click to approve each statement or at the bottom of the screen select **'Approve All'**

Test Candidate
EMT
E5555555
Exp Date: March 31, 2018

My Current Role
My Certification

DASHBOARD
TRANSCRIPT
ADD A COURSE
MANAGE MY EDUCATION
RECERT APPLICATION
RECERT BY EXAM APPLICATION
RECERT BY EXAM RESULTS
VIEW TRANSACTION HISTORY

RECERTIFICATION APPLICATION ATTESTATION STATEMENTS

I, **Test Candidate**, hereby affirm and declare that the above information on the application is true and correct. I understand and agree that I may be disqualified from NREMT recertification or my NREMT certification may be revoked in the event that any of the statements made by me on this application or any information submitted by me are false or if I have failed to provide material information. [Click to approve](#)

I understand that recertification is an individual's responsibility. I affirm that I am responsible for checking the status of my recertification application and following up with my agency if necessary. [Click to approve](#)

I understand that this application for renewal of my EMS certification may be selected for audit at any time during my recertification cycle, including after I receive my renewed NREMT certification. [Click to approve](#)

I understand that email, USPS mail, and the message center in my NREMT account are the primary sources of communication from NREMT, and it is my responsibility to keep my contact information up to date in my NREMT profile. I may receive communication from any or all of these sources regarding audits. [Click to approve](#)

I understand that, if selected for audit, within 30 days I must submit documentation that adequately and accurately reflect the EMS education submitted on the recertification application, including but not limited to: course titles, course dates, hours of education, etc. [Click to approve](#)

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

[Back To Application](#) [Approve All](#)

7. Select **'Payment'**, complete your payment method and click on **'Submit Payment'**. Payment will be submitted and your **'Payment Information'**. Select **'Print Receipt'** if you desire.
8. Click on **'Back to Application'**.

Recertification Application

Your payment has been submitted successfully.

PAYMENT INFORMATION

Payment Amount	\$20
Payment Type	Credit Card
Payment Date	2017-10-04

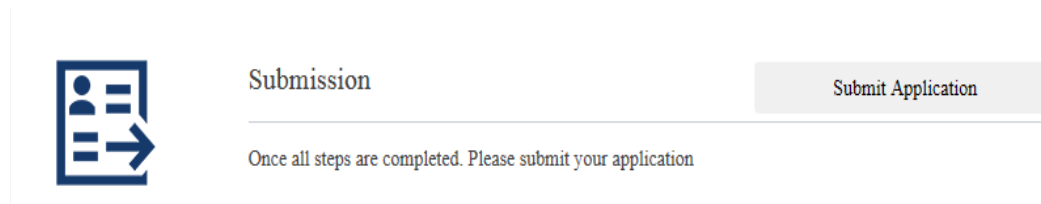
[Back To Application](#) [Print Receipt](#)

My Current Role
My Certification

DASHBOARD
TRANSCRIPT
ADD A COURSE
MANAGE MY EDUCATION
RECERT APPLICATION
RECERT BY EXAM APPLICATION
RECERT BY EXAM RESULTS
VIEW TRANSACTION HISTORY

Step 8 | Submitting Your Application

1. Under 'Submission' select 'Submit Application'



The screenshot shows a user interface for the 'Submission' step. On the left is a blue icon of a person with a checklist and an arrow. To the right of the icon, the word 'Submission' is displayed. Further right is a grey button labeled 'Submit Application'. Below these elements, a horizontal line separates the header from the main content, which reads: 'Once all steps are completed. Please submit your application'.

2. You may be selected to complete a survey. If selected you can choose to participate, not participate or to be reminded later. If you select 'Remind Me Later' you will be asked to provide an email address

The National Registry of EMTs (NREMT) is conducting a survey of EMS professionals. The results of this survey will help us better understand EMS workforce issues and the status of our profession.

You have been selected to provide your valuable input as an EMS professional. Your help is entirely voluntary. Your recertification application will not be affected by your participation in this survey, and this is not a part of your recertification application. Your recertification application has already been submitted. The NREMT does not mandate or require participation in this project, and there are no penalties associated with not participating or discontinuing participation at any time.

There are no foreseeable risks in participation in this survey. Completion of the survey should take about 5-10 minutes. Your responses will be kept confidential. You may refuse to answer any question by selecting "Next" to move to the next question. Additionally, you can quit the survey at any time.

Your privacy is important to us, and your responses will be kept absolutely confidential. Only data summarizing groups of participants will be reported. If you have any questions, or want to obtain more information about this very important project, please contact the NREMT Research Department at 614-888-4484 or via email at research@nremt.org. If you have concerns or questions about your rights as a participant, you can contact the Chair of AIR's Institutional Review Board (which is responsible for the protection of study participants) at IRBChair@air.org or toll-free at 1-800-634-0797.

The time you spend answering this questionnaire can have a real impact on our profession.

By clicking the option below you are consenting to participate in this study. Optionally, you may request to be reminded and complete the survey at another time.

Once again thank you for your help!

Respectfully,

The NREMT Research Team

Your participation is important to us. Please select a choice below.

- I consent to participate
- Please remind me later
- I do not wish to participate

Next

We will send you a personalized link to complete the survey at a later time. Please enter your email address below.

Back

Submit

Thank you for expressing interest in this survey. Your response and participation is very important to us. You have been emailed a personalized link to return to the survey again.

If you have any questions, or want to obtain more information about this very important project, please contact the NREMT Research Department at 614-888-4484 or via email at research@nremt.org.

1. Under your 'Recert Application' you can review the status. If you wish to change your status to 'Inactive' you can do so on this screen.

The screenshot displays a user interface for managing recertification applications. On the left is a vertical navigation menu with the following items: TRANSCRIPT, ADD A COURSE, MANAGE MY EDUCATION, **RECERT APPLICATION** (highlighted in red), RECERT BY EXAM APPLICATION, RECERT BY EXAM RESULTS, and VIEW TRANSACTION HISTORY. The main content area is divided into three sections, each with a document icon and a status indicator:

- Pending Training Officer Review** (PENDING REVIEW):
According to our records you are affiliated with one or more agencies. Your recertification application is pending review and approval of local content and skills from an authorized Training Officer. Once your application is approved, it will be automatically submitted to the NREMT.
If your agency does not review and approve this application prior to 3/31/2018 and you meet all other recertification requirements, you will be recertified with an 'inactive status'.
You may also choose to be recertified with 'inactive' status by selecting the Become Inactive button.
BECOME INACTIVE
- Pending Medical Director Review** (PENDING REVIEW):
According to our records you are affiliated with one or more agencies. Your recertification application is pending review and approval of local content and skills from an authorized Medical Director. Once your application is approved, it will be automatically submitted to the NREMT.
If your agency does not review and approve this application prior to 3/31/2018, and you meet all other recertification requirements, you will be recertified with an 'inactive status'.
You may also choose to be recertified with 'inactive' status by selecting the Become Inactive button.
BECOME INACTIVE
- Pending NREMT Review** (PENDING REVIEW):
According to our records you are affiliated with one or more agencies. Your recertification application is pending review and approval of local content and skills from an authorized Training Officer or Medical Director. Once your application is approved, it will be automatically submitted to the NREMT.
If your agency does not review and approve this application prior to 3/31/2018, and you meet all other recertification requirements, you will be recertified with an 'inactive status'.