

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:

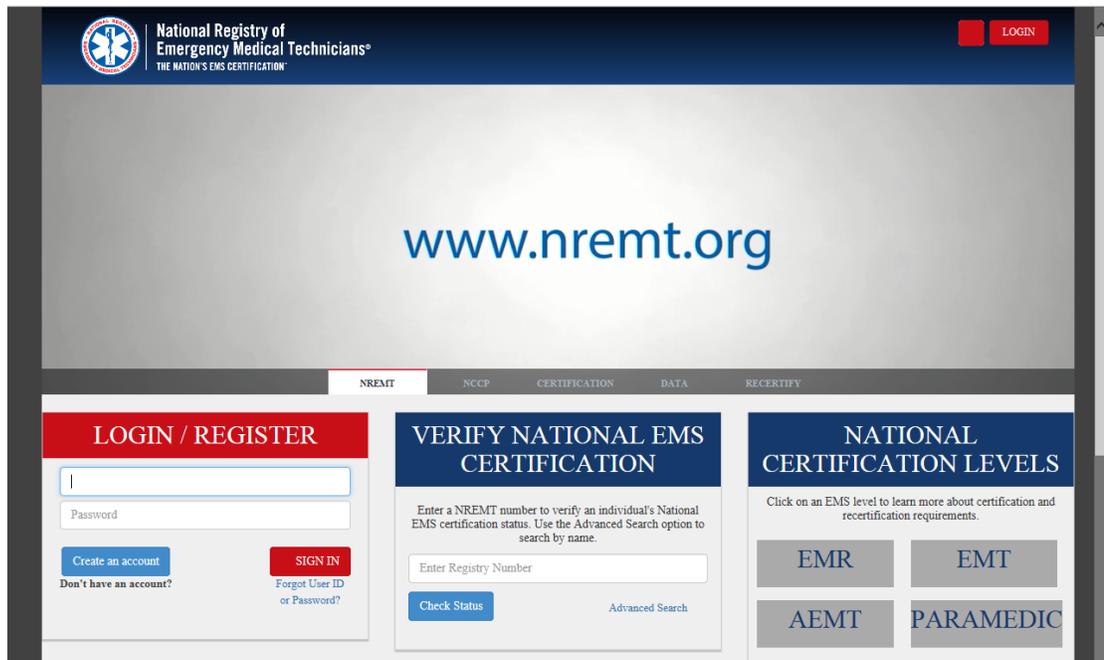
Learn how to:

- ✓ 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>.



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, it displays "CURRENT CERTIFICATION EXPIRATION" (162 days) and "RECEMIFICATION CYCLE START DATE" (3/26/2015). There are three progress bars for "NATIONAL" (0 of 30 hours), "LOCAL" (0 of 15 hours), and "INDIVIDUAL" (0 of 15 hours) education. Below these is a "- OR -" separator and a "RECEMIFY 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.

1. Under National select **'Add Class'** enter the following:
 - a. Under **Class Information** enter the following:
 - i. Class Name: **NCCR**
 - ii. Class Sponsor: **Virginia Office of EMS**
 - iii. Description : Leave Blank
 - iv. Method of Instruction: **Lecture**
 - v. Date Completed: **Date you completed your Category 1 CE requirements**
 - b. Under **Class Detail** enter the following:
 - i. Topic/Category: **NCCR National Requirement**
 - ii. Hours: Select hours based on your certification level (EMR – 8, EMT – 20, AEMT – 25, Paramedic – 30)
 - c. **Click** on **'ADD'**
 - d. **Submit** your National Content.

National Not Started

You currently have 0 of 30 hours for this category. [Progress Bar]

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
<input type="text" value="NCCR"/>	<input type="text" value="Virginia Office of EMS"/>

Description (optional)

Method of Instruction	Date Completed
<input type="text" value="Lecture"/>	<input type="text" value="10/01/2016"/>

Class Detail

Select a topic, enter the number of hours, then click the "Add" button. When you have finished adding course details, click the "Submit" button to add this course to your refresher training.

Topic/Category	Hours	ADD
<input type="text" value="NCCR National Requirement"/>	<input type="text" value="30"/> <input type="text" value=".00"/>	<input type="button" value="ADD"/>

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	
<input type="text" value="Virginia Approved LCCR Topics"/>	<input type="text" value="Virginia Office of EMS"/>	
Description (optional)		
<input type="text" value="Virginia Approved LCCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations"/>		
Method of Instruction	Date Completed	Hours
<input type="text" value="Lecture"/>	<input type="text" value="10/01/2016"/>	
		<input type="text" value="15"/> <input type="text" value=".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

CANCEL **SUBMIT**

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

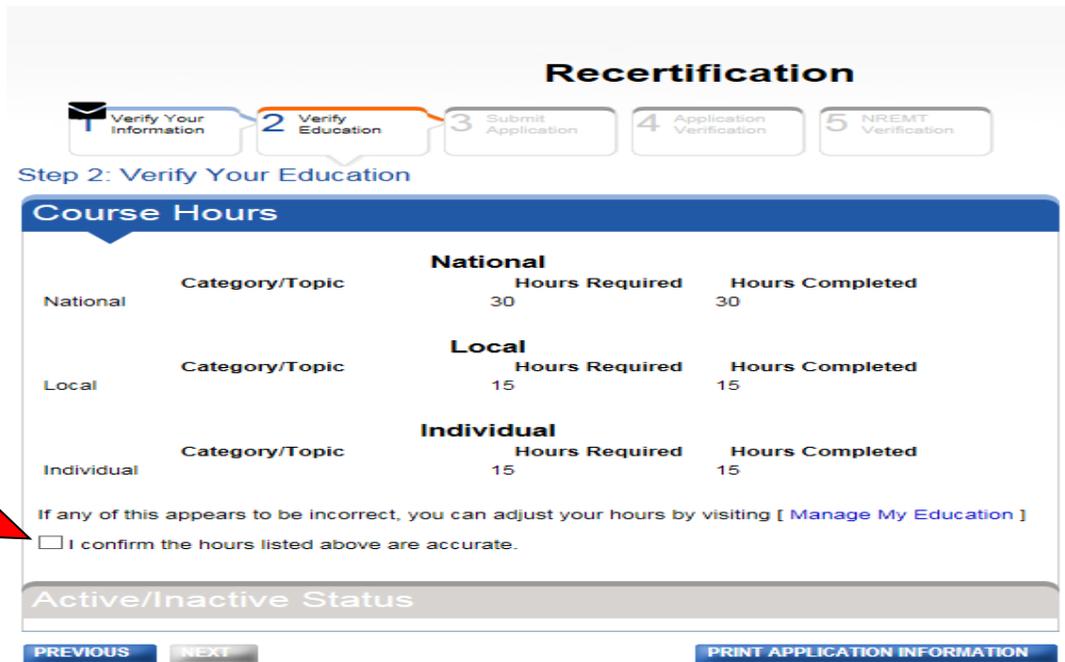
Criminal Convictions

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**



The screenshot shows the 'Recertification' process. At the top, there are five numbered steps: 1. Verify Your Information, 2. Verify Education (highlighted), 3. Submit Application, 4. Application Verification, and 5. NREMT Verification. Below this is the 'Step 2: Verify Your Education' section, which is titled 'Course Hours'. It contains three tables for National, Local, and Individual categories. Each table has columns for 'Category/Topic', 'Hours Required', and 'Hours Completed'. Below the tables, there is a confirmation checkbox and a link to 'Manage My Education'. A red arrow points to the checkbox.

National			
Category/Topic	Hours Required	Hours Completed	
National	30	30	

Local			
Category/Topic	Hours Required	Hours Completed	
Local	15	15	

Individual			
Category/Topic	Hours Required	Hours Completed	
Individual	15	15	

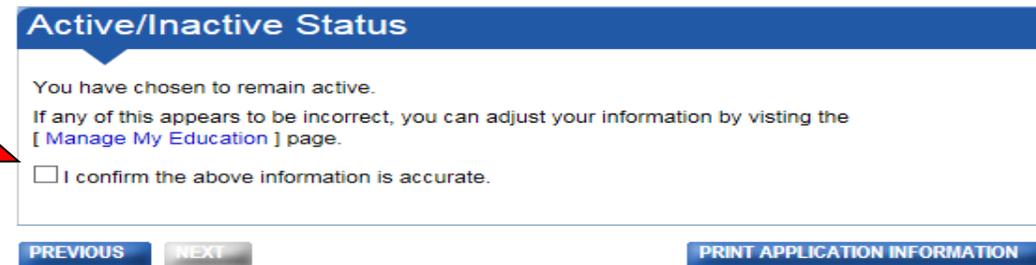
If any of this appears to be incorrect, you can adjust your hours by visiting [[Manage My Education](#)]

I confirm the hours listed above are accurate.

Active/Inactive Status

PREVIOUS NEXT PRINT APPLICATION INFORMATION

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



The screenshot shows the 'Active/Inactive Status' section. It contains a confirmation checkbox and a link to 'Manage My Education'. A red arrow points to the checkbox.

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