

# Virginia EMT Instructor NREMT Account Setup

## Quick Guide

### Introduction:

This *Quick Guide* has been developed to assist Virginia EMT Instructors in the setup/creation of their National Registry account.

All Virginia EMS Education Standards (VEMSES) qualified EMT Instructors are required to establish a Program Director account on the National Registry (NREMT) website in order to approve and track students/candidates through the testing process.

Please follow this step-by-step guidance when setting up your account on National Registry's website.

Accounts which do not follow this process will not be approved.

Requests for National Registry accounts by non-VEMSES qualified instructors will not be approved.

### Learning Objectives:

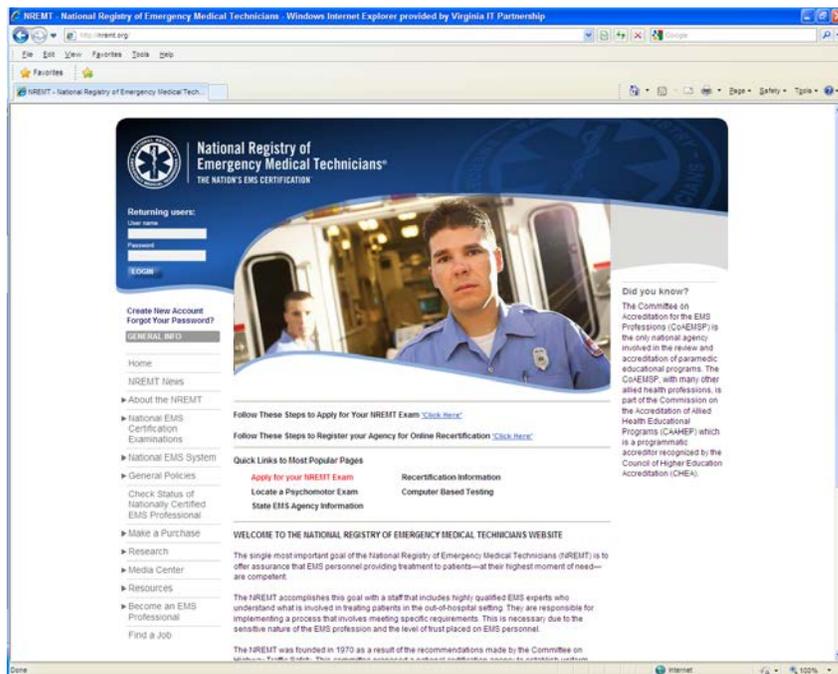
Learn how to:

- ✓ create and set-up your Program Director account on NREMT



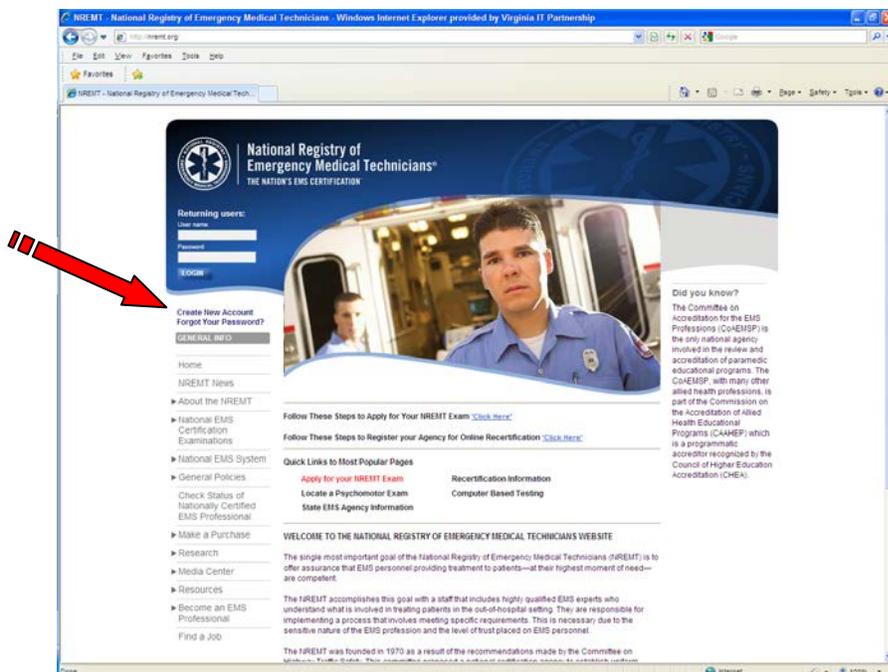
## Step 1 | Accessing the National Registry Website

1. Open your web browser and type the following URL into the address bar:
  - a. <http://nremt.org>



## Step 2 | Account Creation

1. If you are National Registry (NR) certified and have an existing NREMT account, please go to Step 10 on page 8 of this document.
2. If you are not NR certified and do not have an existing NR account, please click **Create New Account**.



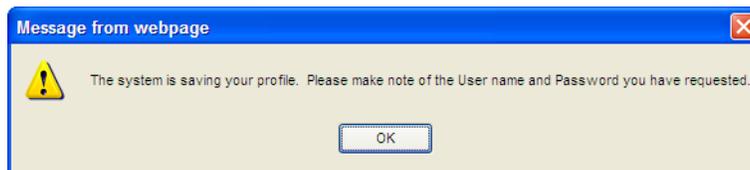
## Step 3 | Online Application

1. Fill in the requested information.
  - a. Account Information: Enter a **User Name** and **Password**.
  - b. Personal Information: Enter your **First** and **Last** name.
  - c. Contact Information: Enter a valid **E-mail** address.
  - d. Request User Roles: Check **Program Director** ONLY!
  - e. Complete your **Security Questions**.
  - f. **Submit** your application.

The screenshot shows the NREMT Account: Your Information page. The form is titled "GENERAL INFO" and has a "Submit" button at the top. The form is divided into several sections:

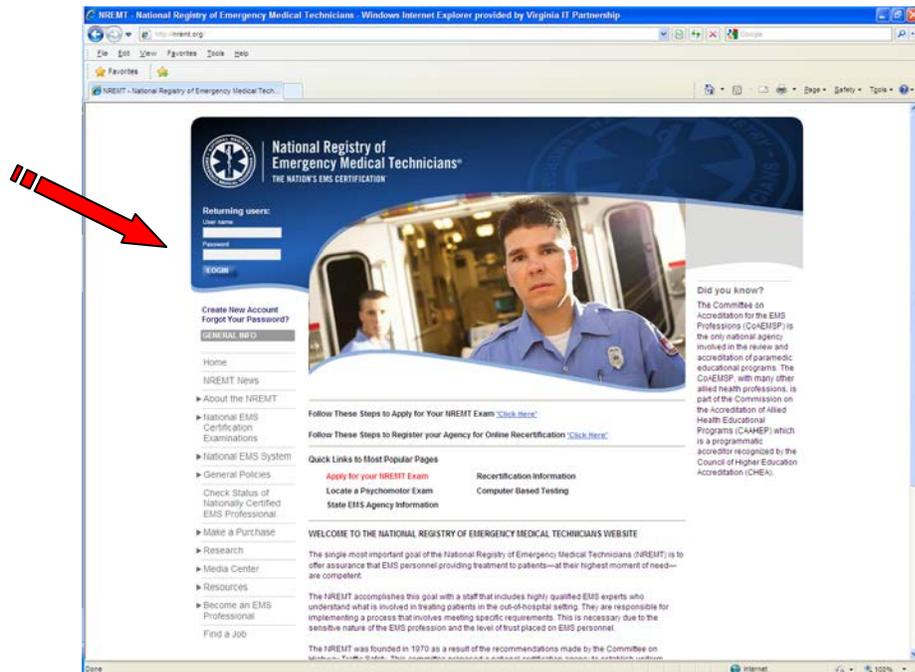
- Account Information:** Includes fields for Username (labeled "chdblosser") and Password (masked with asterisks). A note states: "Please choose a username and password. They can be anywhere from 6 to 20 characters long. Username and passwords are case sensitive!"
- Personal Information:** Includes fields for First name (labeled "Chad"), Middle initial, and Last name (labeled "Blosser").
- Contact Information:** Includes a field for Email address (labeled "chad.blosser@vch.virginia.gov").
- Request User Roles:** A section titled "I am requesting to use this login as a(n):" with a list of roles and checkboxes:
  - Nationally certified EMS professional
  - Applying to become nationally certified
  - Program Director (indicated by a red arrow)
  - Training Officer
  - Medical Director
  - ILS Exam Coordinator
  - State EMS Official (requires access code)

Below the roles section, there is a note: "Please select at least 3 questions below, then provide answers for each question. Your answers must be between 3 and 50 characters long, including spaces and punctuation."



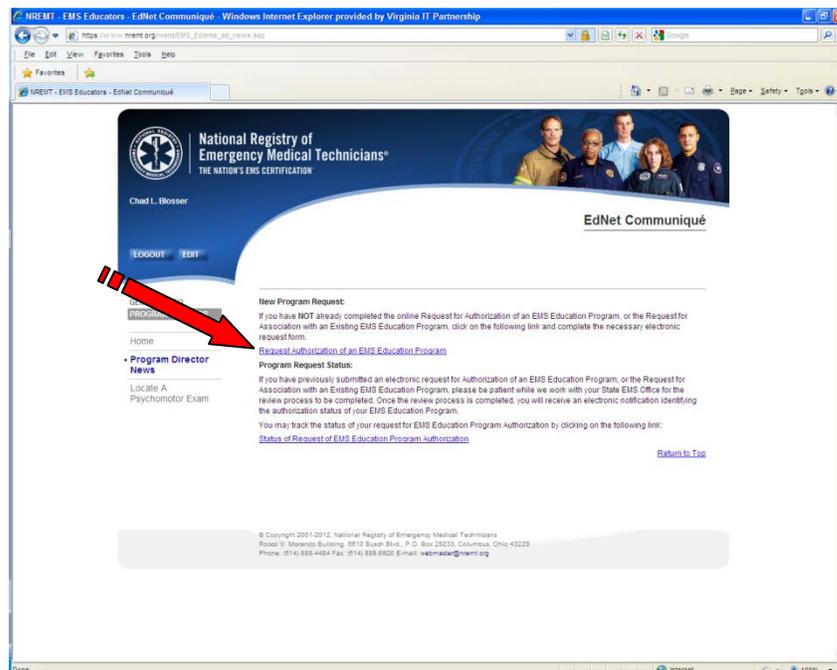
## Step 4 | Login to Your NREMT Account

1. From the NREMT website, login to your NREMT Account.



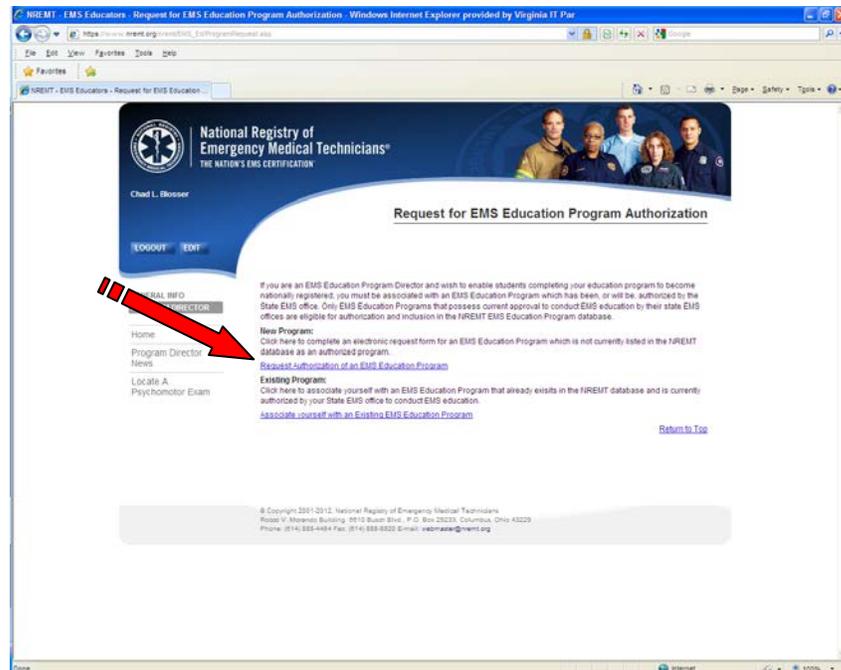
## Step 5 | Program Director Application

1. When you successfully login to the NREMT website, you will be taken to the **Program Director** application screen.
2. Click on the link labeled **Request Authorization of an EMS Education Program**.



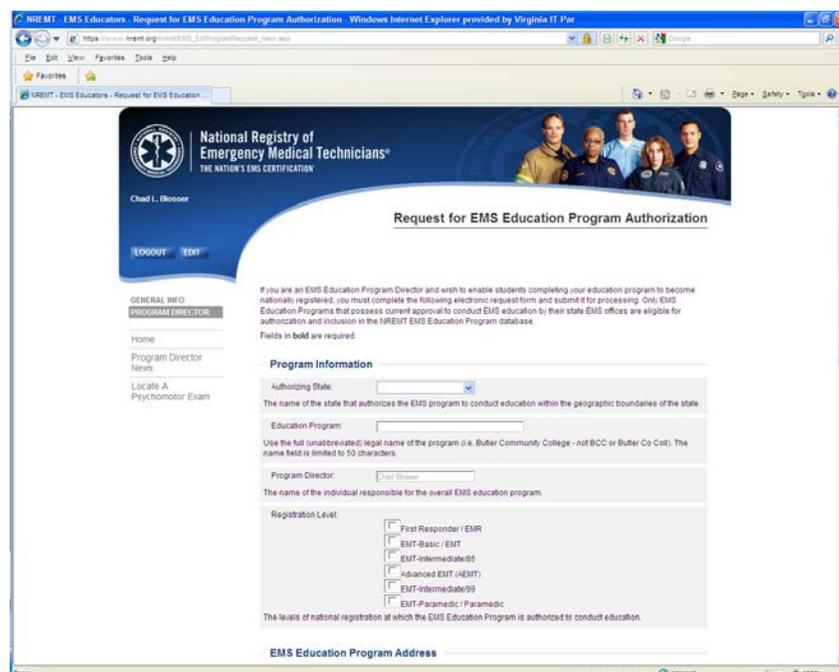
## Step 6 | Request for EMS Education Program Authorization Screen

1. You will be taken to the Request for EMS Education Program Authorization screen.
2. In the **New Program** section, click on the link labeled **Request Authorization of an EMS Education Program**.



## Step 7 | Request for EMS Education Program Authorization Application

1. When presented with the **New Program Application**, it is imperative that you complete this application as detailed in **Step 8** below.
2. Applications that are not completed correctly, per the directions below, will be rejected.



## Step 8

## Completing the New Program Application

1. Complete the online application using the following guidance:
  - a. **Program Information**
    - i. **Authorizing State:** Select **Virginia**.
    - ii. **Education Program:** Place your **Full Legal Name** in this blank.
    - iii. **Registration Level:** Select the check boxes beside **First Responder/EMR** and **EMT-Basic/EMT**.
  - b. **EMS Education Program Address**
    - i. Complete this section with your **personal address**—the same one you have on file with the Office of EMS.
  - c. **Contact Information**
    - i. Complete this section with your **personal phone numbers**—the same ones you have on file with the Office of EMS.
    - ii. NREMT requires the FAX NUMBER field be completed. If you do not have a fax number, please include an alternate contact number.
  - d. **ALS Practical Exam Host**
    - i. Leave the default selection in this section. **DO NO CHANGE THIS DATA.**

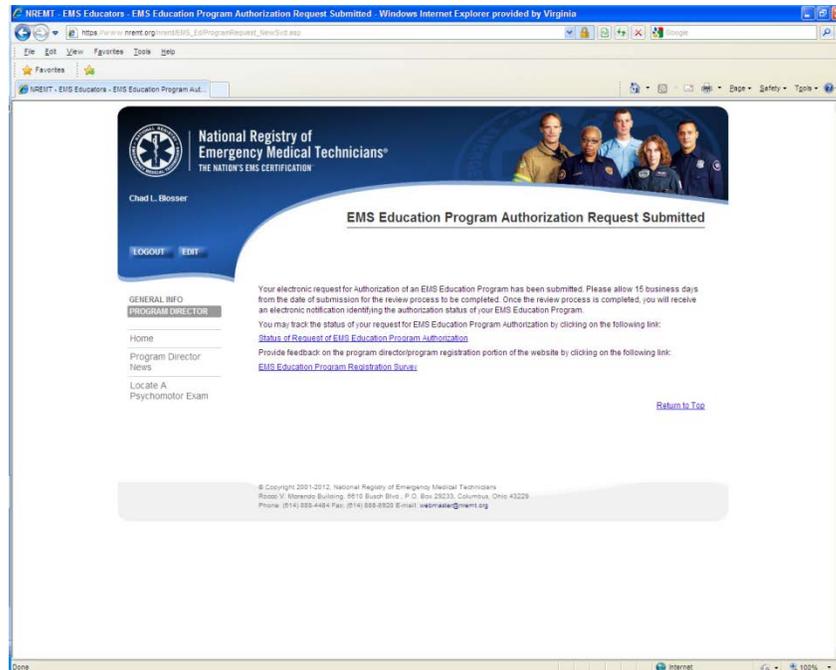
The screenshot shows a web browser window displaying the NREMT application form. The form is titled "Request for EMS Education Program Authorization" and is divided into several sections:

- Program Information:** Includes fields for "Authorizing State" (set to VA), "Education Program" (with a dropdown menu), "Program Director" (with a dropdown menu), and "Registration Level" (with checkboxes for "First Responder / EMR", "EMT-Basic / EMT", "EMT-Intermediate-95", "EMT-Intermediate-99", and "EMT-Paramedic / Paramedic").
- EMS Education Program Address:** Includes fields for "Street Address1", "Street Address2", "City", "State" (set to VA), and "Zip".
- Contact Information:** Includes fields for "Phone" and "Fax".

The browser window title is "NREMT - EMS Educators - Request for EMS Education - Windows Internet Explorer provided by Virginia IT Pir". The address bar shows "https://www.nremt.org/...".

## Step 9 | Application Status

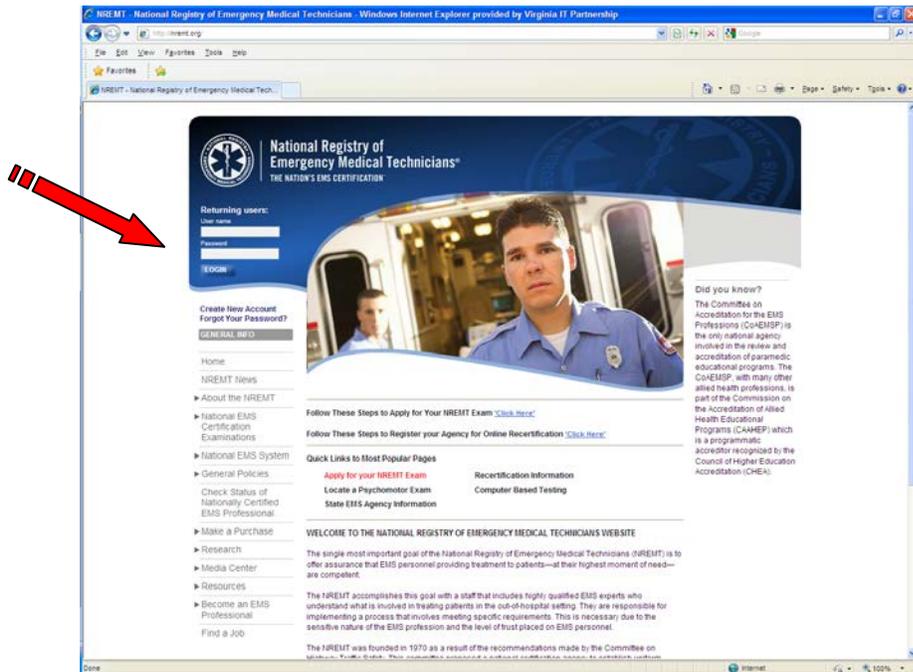
1. Upon submission, you will see the following screen which will allow you to track the status of your application through the NREMT process.
2. Approval of your application will not be automatic.
3. All applications for NREMT Program Director status will be forwarded to the Virginia Office of EMS for approval.
4. Once your account has been approved, you will be automatically notified by National Registry via e-mail.



**These steps are for those individuals who are already National Registry certified and hold an existing NREMT account.**

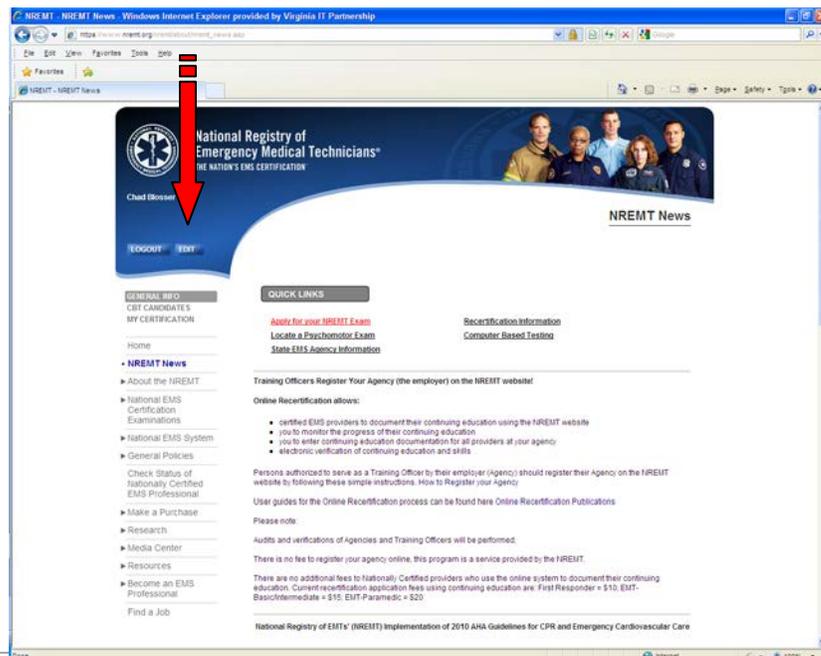
**Step 10 | Login to Your Existing NREMT Account**

1. From the NREMT website, login to your NREMT Account.



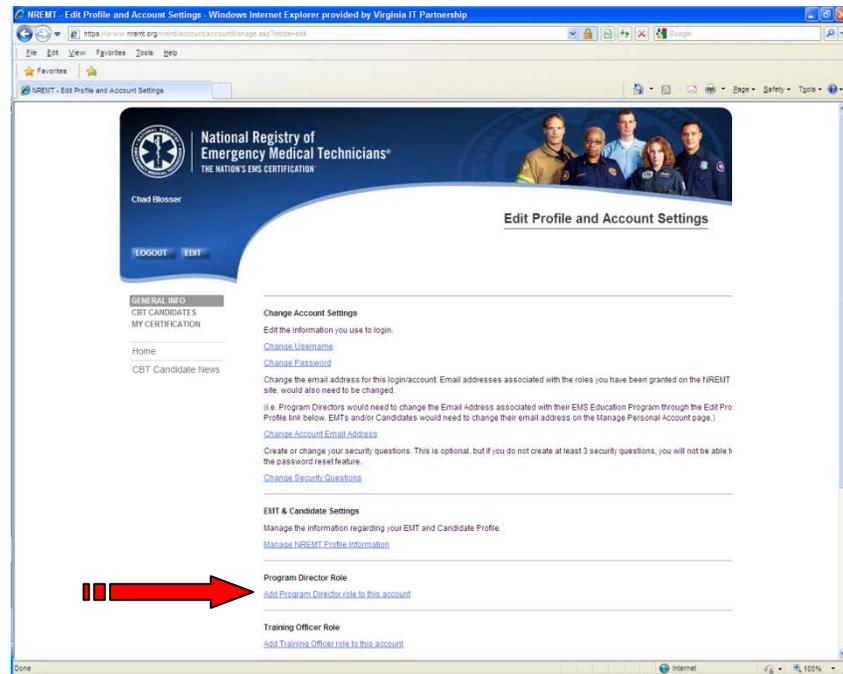
**Step 11 | Add New Role**

1. Once you have successfully logged into your existing NREMT account, click the **Edit** button to add a new role.



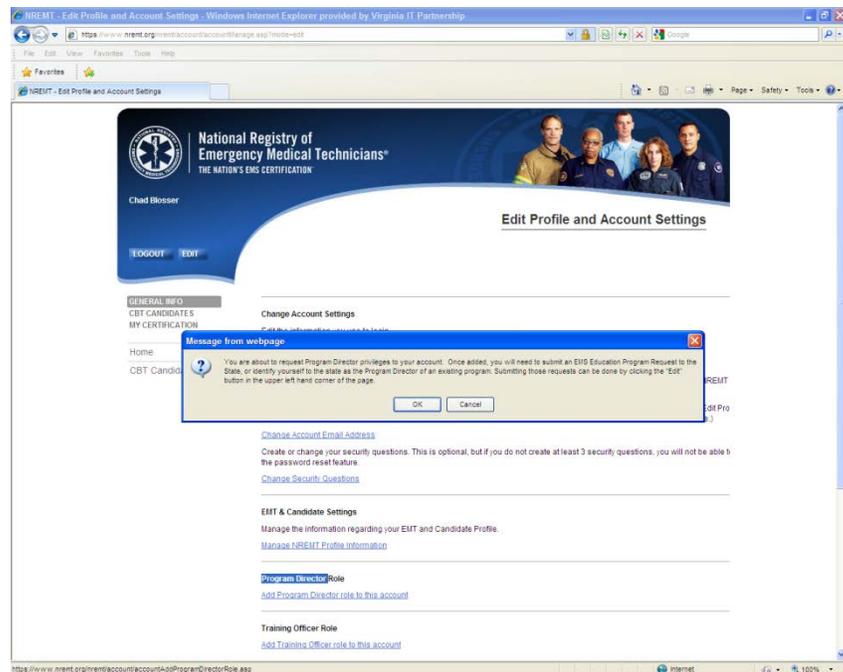
## Step 12 | Add Program Director Role

1. On the Edit Profile and Account Settings page, click the link labeled **Add Program Director Role to this Account**.



## Step 13 | System Notification

1. The NREMT website will acknowledge your request for a **Program Director** role code.



## Step 14 | System Required Logout

1. Once your request for Program Director role code has been acknowledged, you will be required to logout of the NREMT website and then log back in.
2. Once you have logged back in to the NREMT website, please go to **Step 5 on Page 4** of this document to complete your Program Director application.

