

# Virginia EMT Instructor Approve/Manage Candidates

## Quick Guide

### Introduction:

This *Quick Guide* has been developed to assist Virginia EMT Instructors in the approval/management of NREMT test candidates.

In this guide you will find step-by-step instructions for locating, reviewing and approving student/candidate requests for NREMT testing.

For initial EMR/FR and EMT candidates, successful completion of the Virginia Psychomotor examination is required PRIOR to them gaining access to their National Registry (NREMT) Authorization to Test Letter (ATT).

After you have marked your Virginia Course Student Disposition Report (CSDR), you will need to login to your National Registry account and mark your students as being eligible to sit for the National Registry cognitive examination.

### Learning Objectives:

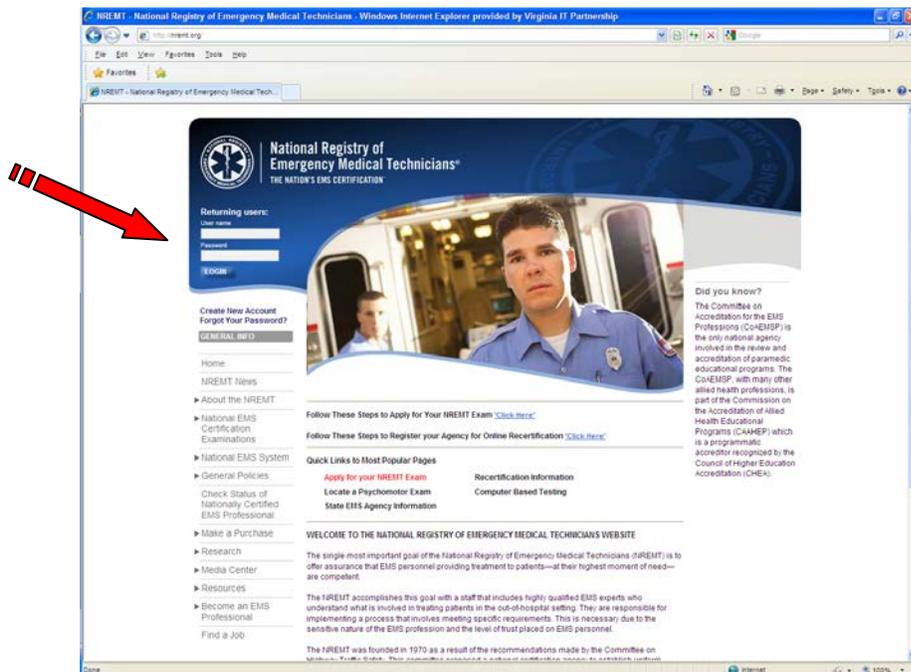
Learn how to:

- ✓ login to the National Registry website
- ✓ locate NREMT test candidates
- ✓ mark a candidate as eligible to sit for the NREMT examination



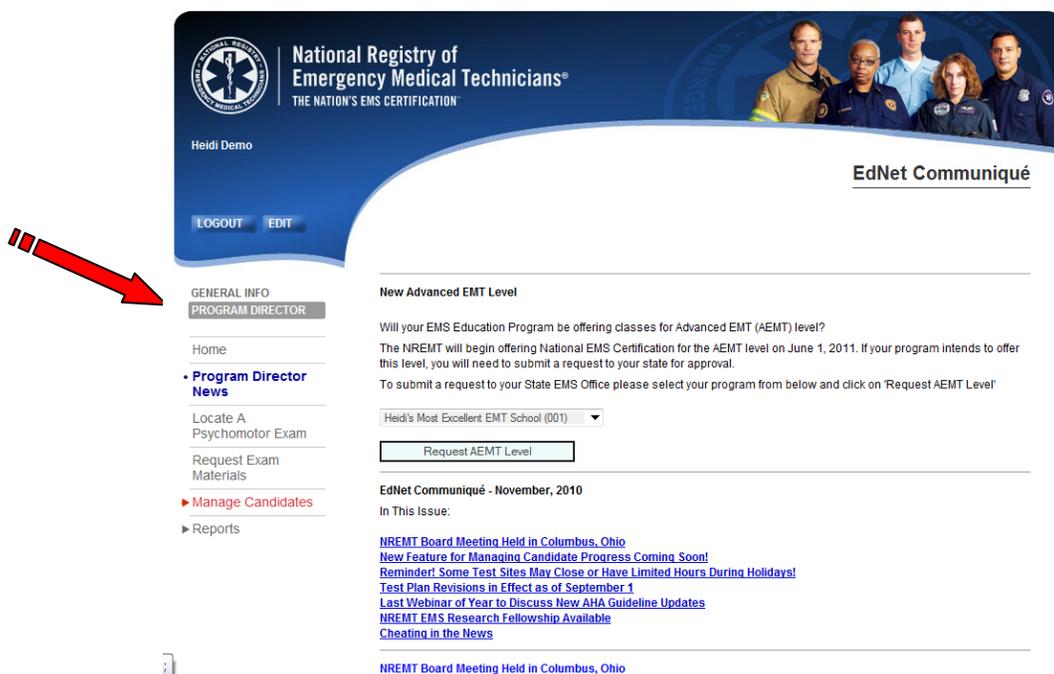
## Step 1 | Accessing the National Registry Website

1. Open your web browser and type the following URL into the address bar: <http://nremt.org>
2. Enter your user name and password to login to your NREMT account.



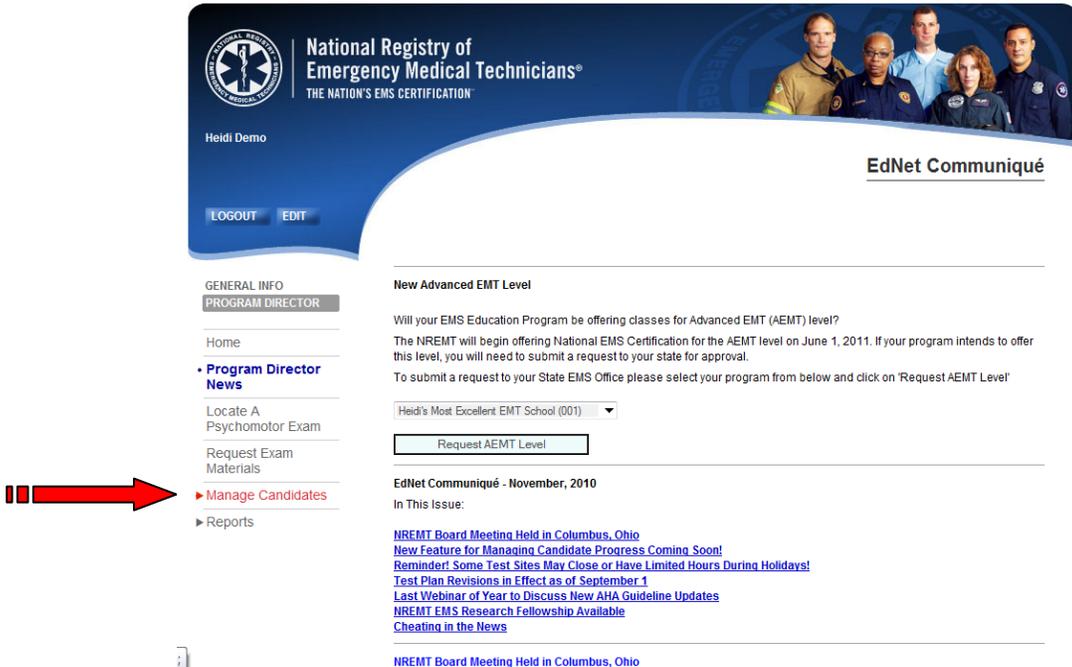
## Step 2 | Enter the Program Director Section of the NREMT Website

1. To begin, click **Program Director**.



## Step 3 | Accessing Exam Candidate List

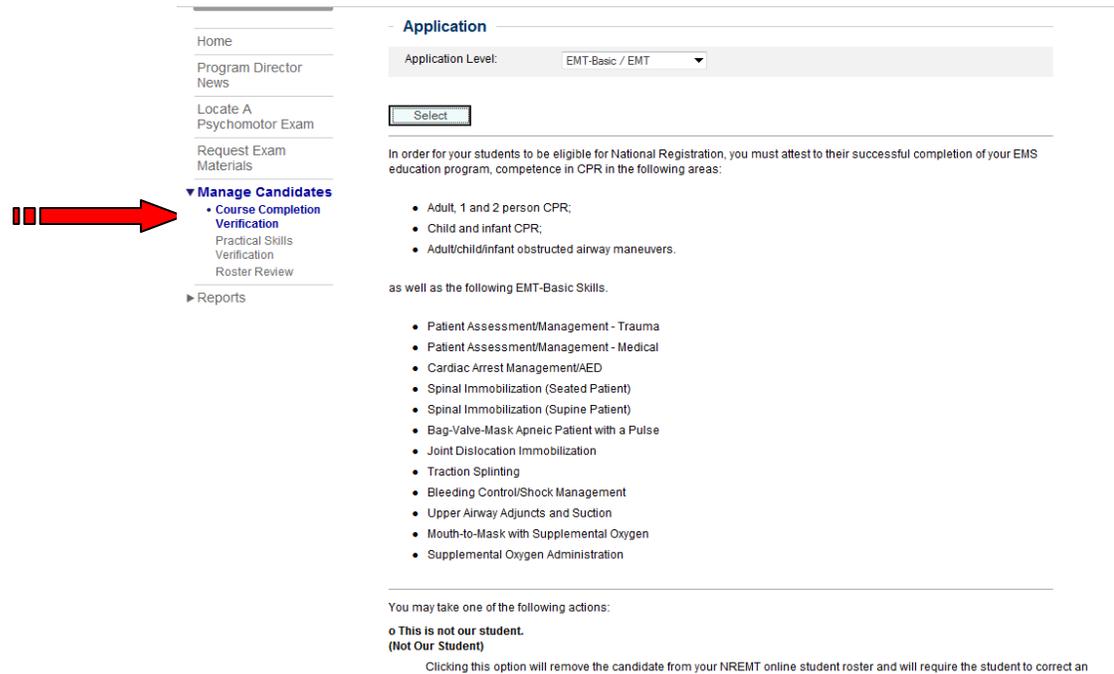
1. Once in the Program Director section, select **Manage Candidates**.



The screenshot shows the NREMT website interface. At the top, there is a header with the NREMT logo and the text "National Registry of Emergency Medical Technicians® THE NATION'S EMS CERTIFICATION". Below the header, there is a "Heidi Demo" section with "LOGOUT" and "EDIT" buttons. The main content area is titled "EdNet Communiqué". On the left, there is a sidebar menu with the following items: "GENERAL INFO", "PROGRAM DIRECTOR" (highlighted), "Home", "Program Director News", "Locate A Psychomotor Exam", "Request Exam Materials", "Manage Candidates" (highlighted with a red arrow), and "Reports". The main content area under "PROGRAM DIRECTOR" includes a "New Advanced EMT Level" section with a form to "Request AEMT Level" and a "EdNet Communiqué - November, 2010" section with several links to news articles.

## Step 4 | Viewing Exam Candidate List

1. From the **Manage Candidates** menu, select **Course Completion Verification**.



The screenshot shows the NREMT website interface for the "Application" section. On the left, there is a sidebar menu with the following items: "Home", "Program Director News", "Locate A Psychomotor Exam", "Request Exam Materials", "Manage Candidates" (expanded to show "Course Completion Verification" highlighted with a red arrow, "Practical Skills Verification", and "Roster Review"), and "Reports". The main content area is titled "Application" and includes a form for "Application Level" (set to "EMT-Basic / EMT") and a "Select" button. Below the form, there is a section titled "In order for your students to be eligible for National Registration, you must attest to their successful completion of your EMS education program, competence in CPR in the following areas:" followed by a list of skills: "Adult, 1 and 2 person CPR;", "Child and infant CPR;", and "Adult/child/infant obstructed airway maneuvers." Below this list, there is a section titled "as well as the following EMT-Basic Skills." followed by a list of skills: "Patient Assessment/Management - Trauma", "Patient Assessment/Management - Medical", "Cardiac Arrest Management/AED", "Spinal Immobilization (Seated Patient)", "Spinal Immobilization (Supine Patient)", "Bag-Valve-Mask Apneic Patient with a Pulse", "Joint Dislocation Immobilization", "Traction Splinting", "Bleeding Control/Shock Management", "Upper Airway Adjuncts and Suction", "Mouth-to-Mask with Supplemental Oxygen", and "Supplemental Oxygen Administration". At the bottom, there is a section titled "You may take one of the following actions:" followed by a radio button option "This is not our student. (Not Our Student)" and a note: "Clicking this option will remove the candidate from your NREMT online student roster and will require the student to correct an".

## Step 5 | Viewing Exam Candidate List

1. Under **Application**, select the Application level you want to manage—**First Responder/EMR or EMT-Basic/EMT**.
2. Click **Select**.

**Application**

Application Level: EMT-Basic / EMT

Select

In order for your students to be eligible for National Registration, you must attest to their successful completion of your EMS education program, competence in CPR in the following areas:

- Adult, 1 and 2 person CPR;
- Child and infant CPR;
- Adult/child/infant obstructed airway maneuvers.

as well as the following EMT-Basic Skills.

- Patient Assessment/Management - Trauma
- Patient Assessment/Management - Medical
- Cardiac Arrest Management/AED
- Spinal Immobilization (Seated Patient)
- Spinal Immobilization (Supine Patient)
- Bag-Valve-Mask Apneic Patient with a Pulse
- Joint Dislocation Immobilization
- Traction Splinting
- Bleeding Control/Shock Management
- Upper Airway Adjuncts and Suction
- Mouth-to-Mask with Supplemental Oxygen
- Supplemental Oxygen Administration

## Step 6 | Course Completion Verification Screen

1. From the **Course Completion Verification Screen**, locate your candidates.
2. Review the **Course Verification Legend** and begin marking the candidates on your roster.
3. Click **Submit**.

National Registry of Emergency Medical Technicians®  
THE NATION'S EMS CERTIFICATION

Heidi Demo

LOGOUT EDIT

**Course Completion Verification (EMT-Basic / EMT)**  
**Heidi's Most Excellent EMT School**

GENERAL INFO  
PROGRAM DIRECTOR

Home  
Program Director News  
Locate A  
Psychomotor Exam

**Course Verification Legend:**  
NOS - Not Our Student  
NCC - No Course Completion  
SCC - Successful Course Completion  
No Action - Candidate Stays on List

Displaying 1 Candidates

Last Name, First Init.	NOS	NCC	SCC	No Action	Course Completion Date	Application ID
Erb, T.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/2012	2012099648

I, Heidi Demo, representing the authorized EMS Education Program Heidi's Most Excellent EMT School, hereby attest that the individual(s) that I am about to submit to the National Registry of EMT's have successfully completed ALL requirements of a state approved course on the date entered above AND that they have demonstrated entry-level competence as a(n) EMT-Basic / EMT.

I understand that submission of falsified or inaccurate information is grounds for disciplinary action (up to and including revocation of my authorization to serve as a program director) by the NREMT and/or state EMS officials.

Submit Reset

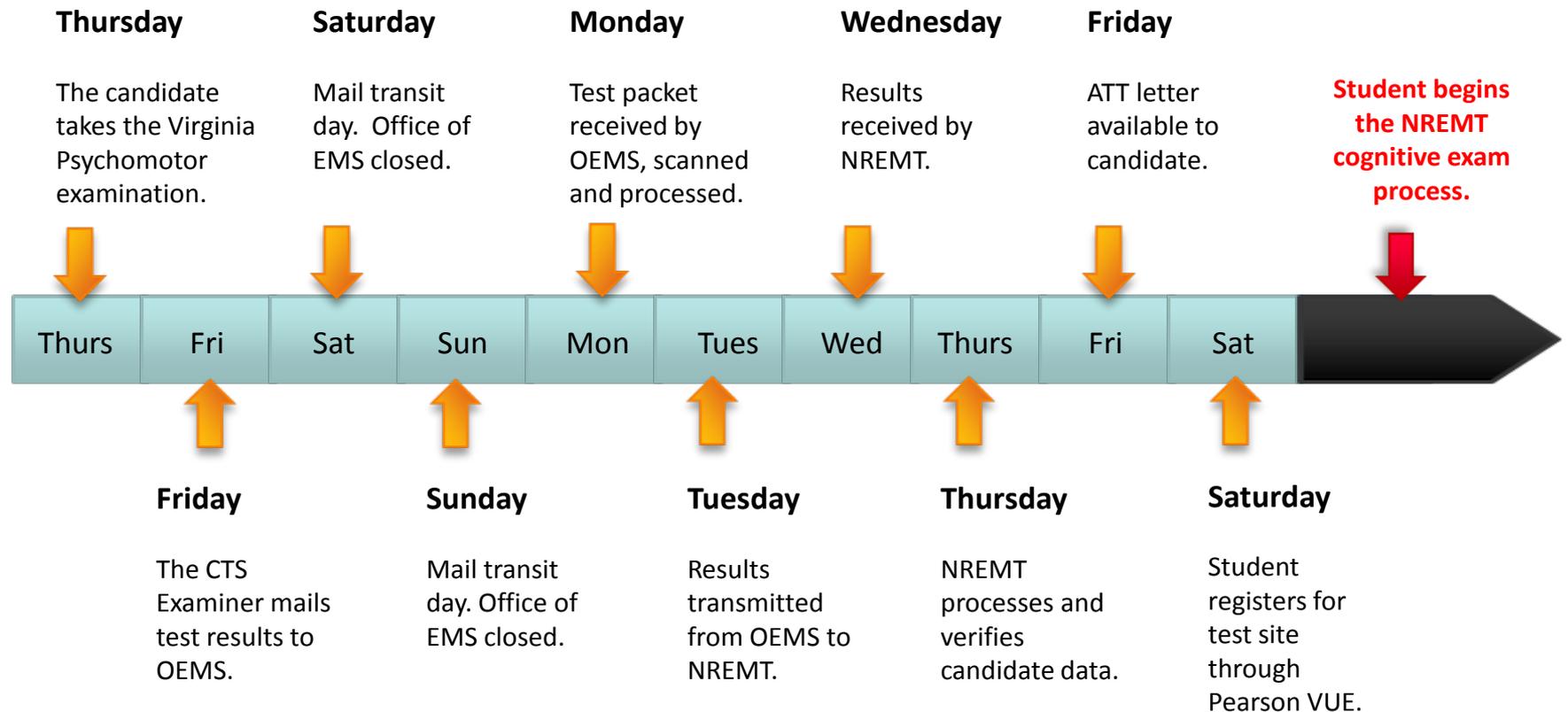
1. After clicking the Submit button, NREMT will provide you with verification that your submissions have been recorded in their system.

The screenshot shows the NREMT website interface. At the top, there is a header with the NREMT logo and the text "National Registry of Emergency Medical Technicians® THE NATION'S EMS CERTIFICATION". Below the header, there is a "Heidi Demo" user profile with "LOGOUT" and "EDIT" buttons. The main content area displays "EMT-Basic / EMT Course Completion Verification" and a confirmation message: "Your selections have been recorded." Below this, there is a link to "Make Additional Selections." and a "Return to Top" link. On the left, there is a navigation menu with sections: "GENERAL INFO" (PROGRAM DIRECTOR, Home, Program Director News, Locate A Psychomotor Exam, Request Exam Materials), "Manage Candidates" (Course Completion Verification, Practical Skills Verification, Roster Review), and "Reports". The footer contains copyright information: "© Copyright 2001-2012, National Registry of Emergency Medical Technicians, Ross V. Morando Building, 8610 Bush Blvd., P.O. Box 29233, Columbus, Ohio 43229. Phone: (614) 888-4454 Fax: (614) 888-5929 E-mail: webmaster@nremt.org".

#### NOTES:

1. Virginia candidates for the NREMT cognitive examination at FR/EMR and EMT-B/EMT will not receive their Authorization to Test (ATT) from National Registry until such time as they successfully complete and pass the Virginia Psychomotor examination.
2. The Virginia Office of EMS and National Registry transmit data to each other daily.
3. The following timeline is provided as an example of the anticipated process of data transmission between OEMS and NREMT. **This timeline is an example ONLY!** There are a number of variables at play which make it nearly impossible to develop a timeline which will apply in all cases.

# Sample Virginia OEMS / NREMT Exam Timeline



This timeline is an example ONLY! There are a number of variables at play which make it nearly impossible to develop a timeline which will apply in all cases.