Quick Guide

Guide to Completing National Registry Recertification Application

March 2025 Cycle – For providers recertifying between October 1, 2024 and March 31, 2025

NREMT Recertification

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).

PLEASE NOTE

Virginia providers recertifying their National Registry credentials are reminded to NOT enter their CE courses into the National Registry recertification application. Please see the Quick Guide for more details.

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.

SUMMARY STEP-BY-STEP GUIDANCE 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. All courses used to recertify must fall between the dates listed on your recertification cycle.

3. Select '**Step 1 – Add Courses to your Transcript**'.

    a. **If you have any classes that have been applied to your transcript, please delete those otherwise you will not be able to follow the direction provided.**

4. At the top of the page select '**Add a New Course to My Transcript**'

    a. Course Type – select '**Traditional Refresher Course**'

    b. Completion Date – Will be the **date that you completed your NCCR (Category 1) required hours on your Virginia CE report.**

    c. Name of Course – Select the level you are recertifying at: EMT Refresher/National Component Course, AEMT Refresher/National Component Course or NRP Refresher/National Component Course

    d. Topic/Description: **Same as Name of Course**

    e. Course Duration: **8 for EMR, 20 for EMT, 25 for AEMT, 30 for NRP**

    f. Attachments (Optional): Nothing needs to be attached

    g. Course Approved by: Select **State EMS Office**

    h. State Office Approval: **Virginia**

    i. Click on **Continue**

    j. Add Course – Assign Credits

    k. Select each of the following and enter the required hours for your certification level

        i. Airway/Respiration/Ventilation – **1.0 (EMR), 1.5 (EMT), 2.5 (AEMT), 3.5 (Paramedic)**

        ii. Cardiovascular – **2.5 (EMR), 6.0 (EMT), 7.0 (AEMT), 8.5 (Paramedic)**

        iii. Trauma – **0.5 (EMR), 1.5 (EMT), 3.0 (AEMT), 3.0 (Paramedic)**

        iv. Medical – **3.0 (EMR), 6.0 (EMT), 7.5 (AEMT), 8.5 (Paramedic)**

        v. Operations – **1.0 (EMR), 5.0 (EMT), 5.0 (AEMT), 6.5 (Paramedic)**

        vi. **No hours are entered under Local or State Component**

        vii. **No hours are entered under Individual Component**

5. Review course information and click on '**Add Course to Transcript'**

    a. Under Course Added it will show the Refresher/National Component Course you entered

6. What's Next? Select '**Add Another Course**'

    a. Under Course Type – select '**Continuing Education Course**'

    b. Completion Date will be the **date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report** click on **Continue**

    c. Course Name - '**Virginia Approved LCCR Topics**'

    d. Topic/Description – '**Topics approved by the Virginia Office of EMS to satisfy the LCCR requirements'**

    e. Continuing Education Credits

        i. **EMR – 4.0**

        ii. **EMT – 10.0**

        iii. **AEMT – 12.5**

        iv. **Paramedic - 15**

  f. Attachments (Optional): Nothing needs to be attached, Click **Continue**

  g. Course Approved By **State EMS Office**

  h. State Office Approval – Select **Virginia** and click on **Continue**

  i. Under Local or State Topic enter the appropriate credits for your certification level

   i. **EMR – '4 Credits'**

   ii. **EMT – '10 Credits'**

   iii. **AEMT - '12.5 Credits**

   iv. **Paramedic - '15 Credits'**

7. Click on Continue, Review Course Information and Click on '**Add Course to Transcript'**

8. What's Next? Select '**Add Another Course**'

  a. Under Course Type – select '**Continuing Education Course**'

  b. Completion Date will be the **date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report** click on **Continue**

  c. Course Name - '**Virginia Approved ICCR Topics**'

  d. Topic/Description – '**Topics approved by the Virginia Office of EMS to satisfy the ICCR requirements'**

  e. Continuing Education Credits

  f. Attachments (Optional): Nothing needs to be attached, Click **Continue**

  g. Course Approved by **State EMS Office**

  h. State Office Approval – Select **Virginia** and click on **Continue**

  i. Under Individual Topic enter the appropriate credits for your certification level

   i. **EMR – '4 Credits'**

   ii. **EMT – '10 Credits'**

   iii. **AEMT - '12.5 Credits**

   iv. **Paramedic - '15 Credits'**

9. Click on Continue, Review Course Information and Click on '**Add Course to Transcript'**

10. What's Next? Select **'Manage Education'**

  a. Recertification Progress: Courses Assigned – **100% Complete**

11. **Nothing needed for Step 2**

12. Step 3: **Submit your Application in Recert Application'**

13. On '**Profile and Workforce Information'**, click on '**START'**

14. '**Workforce Information'**

  a. Review profile Information and select '**NEXT'**

  b. Complete your Demographics information

   i. Highest Level of Education Completed

   ii. Gender

   iii. Race

   iv. Ethnicity

  c. Select '**NEXT'**

d.   Answer 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**.

15.   Select **Legal Disciplinary Disclosures** and respond accordingly

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

17.   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.

18.   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

19.   Under your '**Recert Application**' you can review the status of your recertification application.

20.   If you wish to change your status to '**Inactive**' you can do so on this screen.

21.   Don't forget to recertify your Virginia certification to keep both in sync.

a.   http://www.vdh.virginia.gov/content/uploads/sites/23/2019/04/Quick-Guide-How-to-Recertify-On-Demand-Locked-for-web.pdf
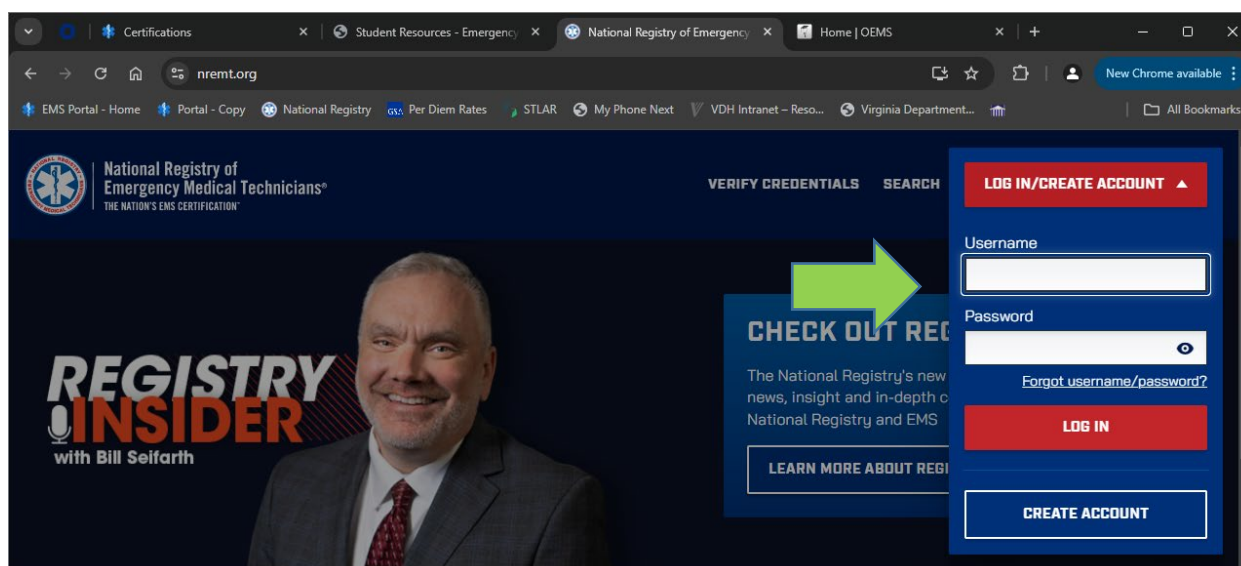
<div align="center">

END SUMMARY GUIDANCE

</div>

NOTE: As you move through the instructions below, some screenshots may look slightly different as National Registry changes their website.

Step 1: Log in to your National Registry Account

1. Open your web browser and log into National Registry at http://www.nremt.org.

Step 2: Accessing Recertification Application

1. Select '**My Certification**'.
   1) Review the information contained on '**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 is 'unique' to you based on your recertification date. All courses used to recertify must fall between the dates listed on your recertification cycle.

Address

Phone

Email

Recert Cycle   3/25/2023 - 3/31/2025

Dates must be between the dates listed on your recert cycle.

If you have any classes that have been applied to your transcript, please delete those otherwise you will not be able to follow the direction provided.

Step 3: Adding Courses (NCCR/LCCR/ICCR)

1. '**Step 1 – Add Courses to your Transcript**'

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]   [Import CAPCE Courses]

2. At the top of the page select '**Add a New Course To My Transcript'**
   a. Course Type – select '**Traditional Refresher Course**'
   b. Completion Date will be the **date that you completed your NCCR (Category 1) required hours on your Virginia CE report**

ADD COURSE

ADD COURSE · DETAILS

TYPE OF COURSE

○ Continuing Education Course

● Traditional Refresher Course ✓

○ Standardized Course ⓘ

○ College Course ⓘ

○ Initial EMS Education Program

ADD COURSE · DETAILS

COMPLETION DATE

10/09/2024 📅 ✓

c. Name of Course – Select the level you are recertifying at: EMT Refresher/National Component Course, AEMT Refresher/National Component Course or NRP Refresher/National Component Course

d. Topic/Description: **Same as Name of Course**

e. Course Duration: **8 for EMR, 20 for EMT, 25 for AEMT, 30 for NRP**

f. Attachments (Optional): Nothing needs to be attached

ADD COURSE · DETAILS

CONTINUING EDUCATION CREDITS

CE CREDITS

30 | .00 .25 .50 .75 ✓

ADD COURSE · DETAILS

ATTACHMENTS [OPTIONAL]

Choose Files No file chosen ✓

ⓘ You may attach supporting documents related to the course such as a certificate or a course registration receipt that could assist NREMT if your recert application is selected for an audit.

g. Course Approved by: Select **State EMS Office**
h. State Office Approval: **Virginia**
i. Click on **Continue**

ADD COURSE · APPROVAL

COURSE APPROVED BY

- ● State EMS Office
- ○ CAPCE
- ○ Academic Institution
- ○ National Registry Policy

ADD COURSE · APPROVAL

STATE OFFICE APPROVAL

Virginia   ▼   CLEAR

Virginia

CONTINUE

j. Add Course – Assign Credits
k. Select each of the following and enter the required hours for your certification level
    i. Airway/Respiration/Ventilation – **1.0 (EMR), 1.5 (EMT), 2.5 (AEMT), 3.5 (Paramedic)**
    ii. Cardiovascular – **2.5 (EMR), 6.0 (EMT), 7.0 (AEMT), 8.5 (Paramedic)**
    iii. Trauma – **0.5 (EMR), 1.5 (EMT), 3.0 (AEMT), 3.0 (Paramedic)**
    iv. Medical – **3.0 (EMR), 6.0 (EMT), 7.5 (AEMT), 8.5 (Paramedic)**
    v. Operations – **1.0 (EMR), 5.0 (EMT), 5.0 (AEMT), 6.5 (Paramedic)**
    vi. **No hours are entered under Local or State Component**
    vii. **No hours are entered under Individual Component**

AIRWAY/RESPIRATION/VENTILATION	CARDIOVASCULAR
0 / 3.5 Credits	0 / 8.5 Credits

TRAUMA	MEDICAL
0 / 3 Credits	0 / 8.5 Credits

OPERATIONS
0 / 6.5 Credits

LOCAL OR STATE TOPIC
0 / 15 Credits

INDIVIDUAL TOPIC
0 / 15 Credits

CONTINUE

3. Review course information and click on '**Add Course to Transcript'**
   a. Under Course Added it will show the Refresher/National Component Course you entered
4. What's Next? Select '**Add Another Course**'
   a. Under Course Type – select '**Continuing Education Course**'
   b. Completion Date will be the **date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report** click on **Continue**

ADD COURSE

ADD COURSE · DETAILS

TYPE OF COURSE
- ● Continuing Education Course
- ○ Traditional Refresher Course
- ○ Standardized Course ⓘ
- ○ College Course ⓘ
- ○ Initial EMS Education Program

✓

ADD COURSE · DETAILS

COMPLETION DATE

[mm/dd/yyyy ▭]

   c. Course Name - '**Virginia Approved LCCR Topics**'
   d. Topic/Description – '**Topics approved by the Virginia Office of EMS to satisfy the LCCR requirements**'
   e. Continuing Education Credits
      i. **4.0 – EMR**
      ii. **10.0 – EMT**
      iii. **12.5 – AEMT**
      iv. **15 – Paramedic**

ADD COURSE · DETAILS

NAME OF COURSE

Virginia Approved LCCR Topics

TOPIC/DESCRIPTION

Topics approved by the Virginia Office of EMS to satisfy the LCCR requirements

ADD COURSE · DETAILS

CONTINUING EDUCATION CREDITS

CE CREDITS

| 0-80 | .00 | .25 | .50 | .75 |

f. Attachments (Optional): Nothing needs to be attached, Click **Continue**

g. Course Approved By **State EMS Office**

h. State Office Approval – Select **Virginia** and click on **Continue**

ADD COURSE · APPROVAL

COURSE APPROVED BY

- ● State EMS Office
- ○ CAPCE
- ○ Academic Institution
- ○ National Registry Policy

ADD COURSE · APPROVAL

STATE OFFICE APPROVAL

| Virginia | ▼ | CLEAR |

Virginia

CONTINUE

i. Under Local or State Topic enter the appropriate credits for your certification level

  i. **EMR – '4 Credits'**

  ii. **EMT – '10 Credits'**

  iii. **AEMT - '12.5 Credits**

  iv. **Paramedic - '15 Credits'**

5. Click on Continue, Review Course Information and Click on '**Add Course to Transcript**'

6. What's Next? Select '**Add Another Course**'

  a. Under Course Type – select '**Continuing Education Course**'

  b. Completion Date will be the **date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report** click on **Continue**

  c. Course Name - '**Virginia Approved ICCR Topics**'

d. Topic/Description – '**Topics approved by the Virginia Office of EMS to satisfy the ICCR requirements'**

ADD COURSE · DETAILS

NAME OF COURSE

Virginia Approved ICCR Topics

TOPIC/DESCRIPTION

Topics approved by the Virginia Office of EMS to satisfy the ICCR requirements

CONTINUE

e. Continuing Education Credits
   i. **4.0 – EMR**
   ii. **10.0 – EMT**
   iii. **12.5 – AEMT**
   iv. **15 – Paramedic**

f. Attachments (Optional): Nothing needs to be attached, Click **Continue**

g. Course Approved by **State EMS Office**

h. State Office Approval – Select **Virginia** and click on **Continue**

ADD COURSE · APPROVAL

COURSE APPROVED BY

- ● State EMS Office
- ○ CAPCE
- ○ Academic Institution
- ○ National Registry Policy

✅

ADD COURSE · APPROVAL

STATE OFFICE APPROVAL

Virginia ▼   CLEAR

Virginia

CONTINUE

i. Under Individual Topic enter the appropriate credits for your certification level
   i. **EMR – '4 Credits'**
   ii. **EMT – '10 Credits'**
   iii. **AEMT - '12.5 Credits**
   iv. **Paramedic - '15 Credits'**

7. Click on Continue, Review Course Information and Click on '**Add Course to Transcript'**

8. What's Next? Select **'Manage Education'**
   a. Recertification Progress: Courses Assigned – **100% Complete**

RECERTIFICATION DETAILS

Level	Paramedic
Recert Cycle	03/31/2025
Current Recert Model	NCCP 2016 (Simplified) NCCR 2016 V4 - Standardized Course Guide 📕

RECERTIFICATION PROGRESS: COURSES ASSIGNED

100% Complete

NATIONAL COMPONENT

› AIRWAY/RESPIRATION/VENTILATION	3.5/3.5 CREDITS ASSIGNED 🟢
› CARDIOVASCULAR	8.5/8.5 CREDITS ASSIGNED 🟢
› TRAUMA	3/3 CREDITS ASSIGNED 🟢
› MEDICAL	8.5/8.5 CREDITS ASSIGNED 🟢
› OPERATIONS	6.5/6.5 CREDITS ASSIGNED 🟢

When applying education to the certification application for recertification, all education must be within the individual's scope of practice.

LOCAL OR STATE COMPONENT

› LOCAL OR STATE TOPIC	15/15 CREDITS ASSIGNED 🟢

INDIVIDUAL COMPONENT

› INDIVIDUAL TOPIC	15/15 CREDITS ASSIGNED 🟢

College Courses must be directly related to the knowledge, skill, or abilities in providing clinical patient care in the field of emergency medical services.

Return to Dashboard   Add a Course

9. **Nothing needed for Step 2**

Step 4:   Submitting Recertification Application

1. **Submit your Application in Recert Application'**
2. On '**Profile and Workforce Information'**, click on '**START**'
3. '**Workforce Information'**
   a. Review profile Information and select '**NEXT**'
   b. Complete your Demographics information
      i. Highest Level of Education Completed
      ii. Gender
      iii. Race
      iv. Ethnicity
   c. Select '**NEXT**'

> d.   Answer 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**.

4.   Select **Legal Disciplinary Disclosures** and respond accordingly

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

6.   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.

7.   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.

PARAMEDIC APPLICATION

PARAMEDIC
VIRGINIA OFFICE OF EMS

173 DAYS LEFT

CYCLE
3/25/23–3/31/25

NCCP 2016

METHOD
Education
Learn More

2/5 COMPLETED

📖	**CONTINUING EDUCATION** 60/60 Credits Assigned	COMPLETED >
👤	**PROFILE & WORKFORCE INFORMATION**	COMPLETED >
🛡	**LICENSE DISCIPLINARY DISCLOSURES**	START >
☰	**TERMS OF CERTIFICATION** 0/6 Completed	START >
$	**PAYMENT**	START >

8.   Under your '**Recert Application**' you can review the status of your recertification application.

9.   If you wish to change your status to '**Inactive**' you can do so on this screen.

10. Don't forget to recertify your Virginia certification to keep both in sync.

11. http://www.vdh.virginia.gov/content/uploads/sites/23/2019/04/Quick-Guide-How-to-Recertify-On-Demand-Locked-for-web.pdf