



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

NREMT Online Recertification Guide

Recertification Process Overview

For all levels of EMT, the process works the same way on the NREMT Web site:

- 1 Register your Agency affiliation.
- 2 Choose to recertify either through educational courses or through the certification exam.

Do one of the following:
 - a. Update your educational course work through the Manage Education functions on NREMT working with your Training Officer and Medical Director.
 - b. Apply for a recertification exam and complete it.
- 3 Once your education or exam process is complete, you will submit your recertification results for approval in the NREMT system along with confirming your personal information.
- 4 Receive approval and recertification from NREMT.

The instructions in this document will explain how to accomplish steps 1, 3a, 3b, and 4 for on the NREMT Web site. Which path you choose (education or recertification exam) is up to you and your Agency.

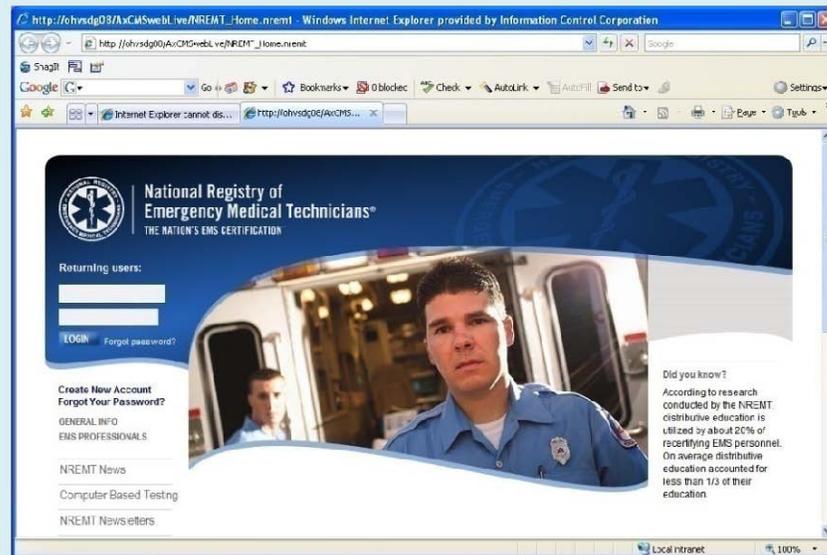
Registering Your Agency Affiliation

Before you can manage your education, recertification status, or recertification on the NREMT site, you must first designate which state and Agency you are affiliated with, or alternately designate your account as “inactive,” which means that you do not have an Agency affiliation at the moment.

Step Instructions

1. Login to the NREMT Home page.

The URL for the home page is www.nremt.org



Result: the Additional Information page will open (shown in the next step).

2. At the Registrant: State Selection tab, either...

- Select the state in which you work from the dropdown menu if you have an active Agency affiliation, and then click [\[NEXT\]](#).

Or

- Click the “I wish to continue as ‘Inactive’” check box if you do not have an active Agency affiliation, and then click [\[NEXT\]](#).

You may return to your registrant status at a later time to change it if you wish.

Step Instructions

Harvey E Hengel
Registry #: B0000157
Agency: Inactive
Level: EMT
Exp: 3/31/2009

LOGOUT EDIT

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam Status
Submit Recertification

Additional Information

Registrant: State Selection

Select the state in which your agency is located below:

-- Select --

I wish to continue as 'Inactive'

Registrant: Agency Selection

PREVIOUS NEXT SUBMIT

3. If you selected a state above, select your Agency from the dropdown menu under Agency Selection, and then click **SUBMIT**.

Otherwise, just click **SUBMIT**.

Note: If you cannot find your Agency in the list, you must contact your Agency's Training Officer to request that they add it. If you want to continue now without Agency affiliation, go back to step 2 by using the **PREVIOUS** button, and click the check box.

Harvey E Hengel
Registry #: B0000157
Agency: Inactive
Level: EMT
Exp: 3/31/2009

LOGOUT EDIT

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam Status
Submit Recertification

Additional Information

Registrant: State Selection

Agency's State: Ohio

Registrant: Agency Selection

Select your agency from below:

Great Agency, Inc.

If you are unable to find your agency you must contact your agency's Training Officer to request they add it. If you would like to continue now, please go back and check the "I wish to continue as 'Inactive'" check box. You may change your agency once your Training Officer adds it and it is approved by NREMT.

PREVIOUS NEXT SUBMIT

Step Instructions

Result: The Training and Education Status window will open. Your registration status is saved in the system.

If you affiliated yourself with an Agency, **a training officer at your Agency will have to confirm your affiliation** before you can complete your recertification or your training within the system. However, you can still enter that information into NREMT at this time to submit it at a future date.

Reference: If you wish to change your affiliation for any reason, see the Changing Your Affiliation instructions on page 8.

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

Harvey E Hengel
Registry #: B0000157
Agency: [Inactive](#)
Level: EMT
Exp: 3/31/2009

[LOGOUT](#) [EDIT](#)

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam
Status

Training & Education
Status

Ready to continue the training
and education?
[CONTINUE](#)

CURRENT CERTIFICATION EXPIRATION
Your certification will expire in 112 days

REFRESHER TRAINING
0 of 24 hours

EMT RELATED CONTINUING EDUCATION
0 of 48 hours

CPR
 Incomplete

[Message Center](#)

Summary	Date
No notifications available	



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



Harvey E Hengel
Registry #: B0000157
Agency: [Inactive](#)
Level: EMT
Exp: 3/31/2009

[LOGOUT](#) [EDIT](#)

- GENERAL INFO
- EMS PROFESSIONALS
- CBT CANDIDATES
- MY CERTIFICATION

- Dashboard
- Manage Education
- Recertification Exam Status

**Training & Education
Status**

Ready to continue the training
and education?

[CONTINUE](#)

CURRENT CERTIFICATION EXPIRATION

Your certification will expire in 112 days

REFRESHER TRAINING

0 of 24 hours

EMT RELATED CONTINUING EDUCATION

0 of 48 hours

CPR

Incomplete

Message Center

Summary

Date

No notifications available

Changing Your Affiliation

If you changed agencies, or simply want to move your status to or from an inactive state within the NREMT, use the following instructions.

The example change in these instructions assumes that you are an EMT with an inactive Agency status looking to change your status to affiliation with an Agency in Ohio. However, the steps shown below apply to any kind of status change.

Step Instructions

1. **Login to the NREMT Home page.**

The URL for the home page is www.nremt.org



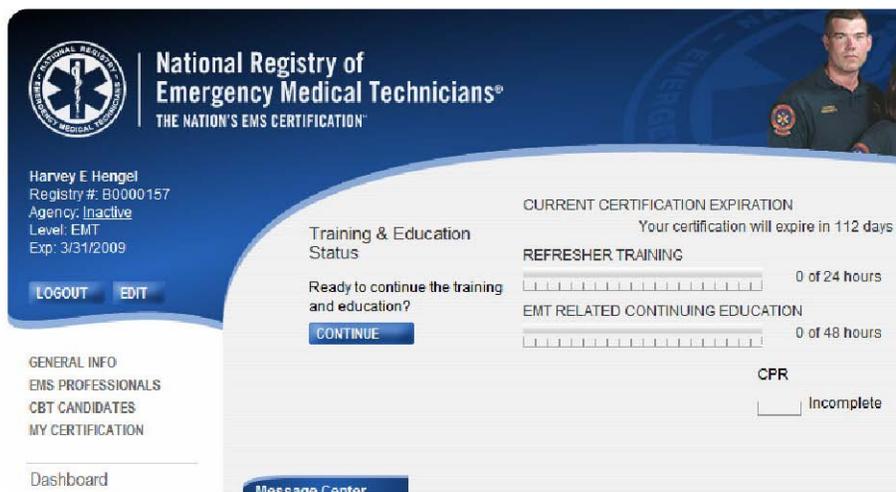
Result: your dashboard page will appear (shown in the next step).

2. Click the **My Certification** link.

Step Instructions



Result: Your dashboard page will appear.



3. Click the link next to 'Agency' in the upper left hand corner of the page. The link will be underlined and displayed as either 'Inactive' or your Agency's name.

Step	Instructions
	<p>Harvey E Hengel Registry #: B0000157 Agency: Inactive Click here Level: EMT Exp: 3/31/2009</p> <p>LOGOUT EDIT</p> <p>Training & Education Status</p> <p>Ready to continue the training and education?</p> <p>CONTINUE</p> <p>Result: the Additional Information page will open at the Registrant: State Selection tab (shown in the next step).</p>

4. At the Registrant: State Selection tab, either...

- Select the state in which you work from the dropdown menu if you have an active Agency affiliation, and click [NEXT].

Or

- Click the “I wish to continue as ‘Inactive’” check box if you do not have an active Agency affiliation, and click [NEXT].

You may return to your registrant status at a later time to change it if you wish.

Harvey E Hengel
Registry #: B0000157
Agency: Inactive
Level: EMT
Exp: 3/31/2009

LOGOUT EDIT

Additional Information

Select your state here...

...or, continue as inactive here

Registrant: State Selection

Select the state in which your agency is located below:

- Select -

I wish to continue as 'Inactive'

Registrant: Agency Selection

PREVIOUS NEXT SUBMIT

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam Status
Submit Recertification

Step Instructions

5. If you selected a state above, select your Agency from the dropdown menu under Agency Selection, and click **SUBMIT**.

Otherwise, just click **SUBMIT**.

Note: If you cannot find your Agency in the list, you must contact your Agency's Training Officer to request that they add it. If you want to continue now without Agency affiliation, go back to step 4 by using the **PREVIOUS** button, and click the check box.

The screenshot displays a user profile for Harvey E Hengel (Registry # B0000157, Agency: Inactive, Level: EMT, Exp: 3/31/2009) with LOGOUT and EDIT buttons. The main content area is titled 'Additional Information' and contains two sections: 'Registrant: State Selection' with 'Agency's State: Ohio' and 'Registrant: Agency Selection' with a dropdown menu set to 'Great Agency, Inc.'. A note below the dropdown states: 'If you are unable to find your agency you must contact your agency's Training Officer to request they add it. If you would like to continue now, please go back and check the "I wish to continue as inactive" check box. You may change your agency once your Training Officer adds it and it is approved by NREMT.' Navigation buttons for PREVIOUS, NEXT, and SUBMIT are at the bottom.

Result: The Training and Education Status window will open. **Your new registration status is saved in the system.**

If you affiliated yourself with an Agency, a **Training Officer at your Agency will have to confirm your affiliation** before you can complete your recertification or your training within the system. However, you can still enter that information into NREMT at this time to submit it at a future date.



National Registry of Emergency Medical Technicians®

THE NATION'S EMS CERTIFICATION™



Harvey E Hengel
Registry #: B0000157
Agency: Inactive
Level: EMT
Exp: 3/31/2009

[LOGOUT](#) [EDIT](#)

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam
Status

Training & Education Status

Ready to continue the training
and education?

[CONTINUE](#)

CURRENT CERTIFICATION EXPIRATION

Your certification will expire in 112 days

REFRESHER TRAINING

0 of 24 hours

EMT RELATED CONTINUING EDUCATION

0 of 48 hours

CPR

Incomplete

Message Center

Summary

Date

No notifications available

EMT Certification Overview

Now that you have an NREMT account, you can use the My Certification section of the site to keep up on your certifications and training statuses. The site will track the areas of training you have done and have yet to accomplish as well as track your certification expiration date.

My Certification functions

There are four basic functions in the My Certification area. Each area exists for all EMT training levels, but the displayed results are customized to what each EMT role requires. The examples below are for Paramedics and so may contain different requirements than would be representative for other training levels.

The screenshot shows the NREMT My Certification dashboard for user Harvey E Hengel. The user's profile information includes: Registry # B0000157, Agency: Inactive, Level: EMT, and Expiration: 3/31/2009. The dashboard displays the current certification expiration date (3/31/2009) and indicates that the certification will expire in 112 days. It also shows the status of refresher training (0 of 24 hours) and EMT related continuing education (0 of 48 hours). The CPR status is listed as Incomplete. A Message Center section at the bottom indicates that no notifications are available.

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

Harvey E Hengel
Registry #: B0000157
Agency: Inactive
Level: EMT
Exp: 3/31/2009

LOGOUT EDIT

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam Status

Training & Education Status

Ready to continue the training and education?

CURRENT CERTIFICATION EXPIRATION
Your certification will expire in 112 days

REFRESHER TRAINING
0 of 24 hours

EMT RELATED CONTINUING EDUCATION
0 of 48 hours

CPR
 Incomplete

Message Center

Summary	Date
No notifications available	

Dashboard – this function provides an overview of your current certification expiration, refresher training status, EMT related continuing training, ACLS and CPR training statuses, and messages directed to you from the NREMT system.

Manage Education – this function enables you to update your Refresher Training and Continuing Education Training as well as ACLS and CPR certifications. Refresher training is broken down into individual areas for certification, but a traditional refresher course option that includes all of the areas is also available.

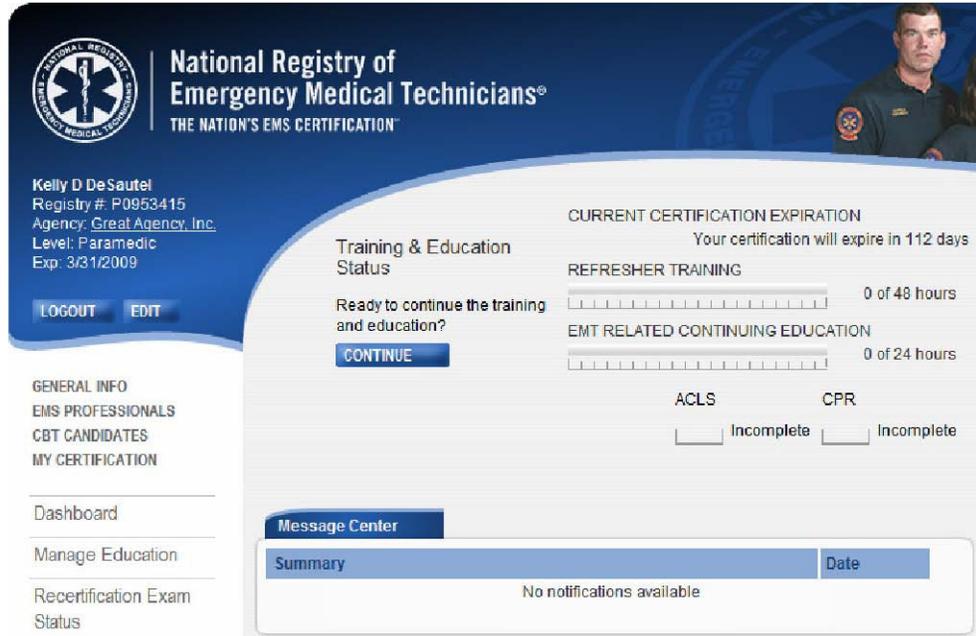
Recertification Exam Status – this function is an alternative to the Manage Education training path, allowing you to register for a recertification exam for completing your recertification process.

Submit Recertification – this function validates that your education or recertification exam information is current and accurate, and then submits the information to NREMT. It also provides you with a link to update your NREMT contact information.

Functions for each of these areas are provided next.

Dashboard

The My Certification dashboard provides summarized information regarding your current certification status, educational status, and any messages the NREMT system has for you regarding updates to those statuses in the Message Center



Dashboard Field/Button Descriptions

Field / Button	Description
	This button will move you to the Manage My Education screen as if you clicked the Manage Education link in the left navigation bar.
Current Certification Expiration	This field displays the NREMT system's current status on how many more days your current certifications will Remain valid.
Refresher Training	This field displays how many hours of refresher training you have completed for your next recertification.
EMT Related Continuing Education	This field displays how many hours of continuing education training you have completed for your next recertification.
ACLS	This box displays whether or not you have completed ACLS training. A checkmark indicates that the training is complete. Complete

CPR

This box displays whether or not you have completed CPR training. A checkmark indicates that the training is complete.



Message Center

This field displays any notices from the system, including information about the approval or rejection of portions of your recertification packet (such as education or competency) or changes to your affiliation.

Managing Your Education

Once you have an active NREMT account, you can manage your ongoing education status through the Manage Education page under the My Certification category. After your education is up to date (that is, all of your training and certifications are complete), you will use the Submit Recertification function to recertify in the NREMT system.

Note: your Training Officer may add course information to your records for you. However, you are the one responsible for ensuring that your education is up to date.

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

Kelly D DeSautel
Registry #: P0953415
Agency: Great Agency, Inc.
Level: Paramedic
Exp: 3/31/2009

LOGOUT EDIT

Manage My Education

Refresher Training Not Started
You currently have 0 of your 48 hours for this category. Add Course
[+] Show Details

Continuing Education Training Not Started
You currently have 0 of your 24 hours for this category. Add Course
[+] Show Details

ACLS Not Started
Edit Certification

CPR Not Started
Edit Certification

GENERAL INFO
EMS PROFESSIONALS
GBT CANDIDATES
MY CERTIFICATION

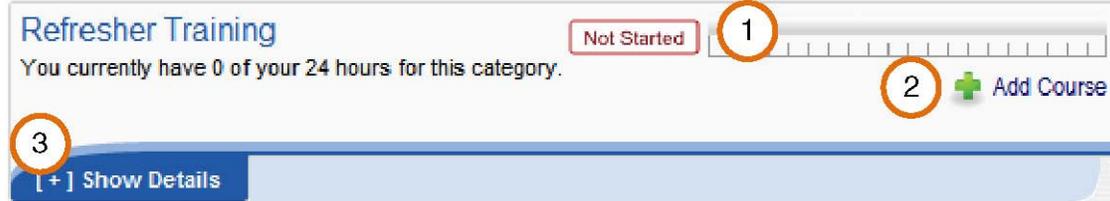
Dashboard
Manage Education
Recertification Exam Status
Submit Recertification

Home • Certification • Resources • Pressroom • About • Events • News
© Copyright 2001-2008, National registry of Emergency Medical Technicians
Rowvo V. Morendo Building, 6610 Busch Blvd., P.O. Box 28233, Columbus, Ohio 43229
Phone: (614) 888-4484 Fax: (614) 888-8920

There are two basic types of education you can manage: Training and Certificates.

Managing Training Overview

Training areas shown from the Manage My Education page have three functional areas:



- 1 **The Progress Bar** – this bar shows you how far along you are in completing this training. The time spent on any courses already entered into the system will be reflected in the Progress Bar.
- 2 **The Add Course button** – this button allows you to add courses to be counted against your training requirements.
- 3 **The Hide/Show Details link** – this link displays or hides the courses listed under the training (if applicable).



Note: Refresher training courses may not be displayed if you have updated your training with a Traditional Refresher Course. Continuing Education Courses will not be displayed at all until they are entered into the system.

Managing Training Instructions: Refresher Training

There are many possible variations on the courses you could add for refresher training. Each of them is input in the way described below.

Note: you must complete all of your Refresher Training hours before you can submit your recertification to NREMT.

Note: any excess hours beyond the required total hours for any training category do not count toward your requirement total. For example, if you have 8 hours of mandatory airway, breathing, and cardiology training and only have 6 required, then only 6 count toward your recertification.

Step Instructions

1. Click the **Manage Education** link.

You can do this from anywhere in the My Certification area. The example below starts from the dashboard.

The screenshot shows the NREMT user interface. On the left, a sidebar contains navigation links: GENERAL INFO, EMS PROFESSIONALS, CBT CANDIDATES, MY CERTIFICATION, Dashboard, **Manage Education** (highlighted with an orange box and a callout), Recertification Exam Status, and Submit Recertification. The main content area displays the user's profile and training progress. A callout box with the text "Click here" and an arrow points to the "Manage Education" link in the sidebar. The training progress section shows "REFRESHER TRAINING" at 0 of 24 hours and "EMT RELATED CONTINUING EDUCATION" at 0 of 48 hours. There is also a "CPR" section with an "Incomplete" status.

2. Click **[+ Add Course]** under the Refresher Training tab.

Step Instructions

Harvey E Hengel
Registry # B0000157
Agency: [Great Agency, Inc](#)
Level: EMT
Exp: 3/3-1/2009

LOGOUT EDIT

Manage My Education

Click here

Refresher Training
You currently have 0 of your 24 hours for this category. Not Started [Add Course](#)

[+] Show Details

Continuing Education Training
You currently have 0 of your 48 hours for this category. Not Started [Add Course](#)

[+] Show Details

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam Status
Submit Recertification

3. Fill in details about the Course in the Course Info tab.

You will need to provide the following information:

- The name of the course.
- The name of the course sponsor.
- A short description of the material covered in the course.
- The type of class it was (Case Review, Classroom Lecture, In-Service Training, Practical Hands-on training etc.).
- The date you completed the course.

Course Info

Course Name: Clearing Airway Blockages
Course Sponsor: American Lung Association

Description: This course reviewed techniques in clearing blocked airways for suffocating patients, including emergency trachiotomies.

Method of Instruction: Practical Lab/Hands-On
Date Course Completed: 12/03/2008

4. Fill in the type of course and hours spent in the Course Details tab, then click **[ADD]**.

Result: The hours for the course will be displayed in the Course Detail tab.

Course Detail

Topic/Category: Airway

Hours: 4

ADD

You will need to provide the following information:

- The subject or type of the course from the dropdown menu, such as airway, elective, preparatory, or trauma (see Notes below).
- How long the course took to complete.

Note: the category marked “Traditional Refresher Course” is meant ONLY for training courses which provide you with all of your training in every category. Do NOT select this option unless you have completed this kind of course for your current recertification.

Note: be sure to click **ADD** or the course will not be added to the tab, and you will have to re-enter the information.

Result: The hours for the course will be displayed in the Course Detail tab.

Course Detail

Topic/Category: -- Select --

Hours:

ADD

Hours	Topic/Category	
4	Airway	Delete

5. Click **SUBMIT**.

Result: you will be returned to the dashboard with the number of applicable hours for that course registered in your Refresher Training Progress Bar, as shown below.

Manage My Education

Refresher Training In Progress

You currently have 2 of your 24 hours for this category.

[+] Show Details

Continuing Education Training Not Started

You currently have 0 of your 48 hours for this category.

Step Instructions

Click the [\[+ \] Show Details](#) link to see the entry for the coursework you have completed.

The screenshot displays a user interface for managing coursework. At the top, there is a button labeled "[-] Hide Details". Below this, the interface is divided into two main sections: "Airway" and "Elective".

The "Airway" section features a green progress bar and a "Complete" status indicator. It contains a table with the following data:

Hours	Description	Actions
2	Clearing blocked airways	Edit Delete

To the right of the table, the total hours are displayed as "2/2 Total Hrs.".

The "Elective" section features a white progress bar and a "Not Started" status indicator. It contains a table with the following data:

Hours	Description

To the right of the table, the total hours are displayed as "0/8 Total Hrs.".

Managing Training Instructions: Continuing Education Training

There are many possible variations on the courses you could add for refresher training. Each of them is input in the way described below. The major difference between Refresher Training and Continuing Education Training is that topics/categories for the courses are not predefined for Continuing Education Training because the subject areas are not mandated in the same way Refresher Courses are.

Note: You must complete all of your Continuing Education hours before you can submit your recertification to NREMT.

Step	Instructions
1.	<p>Click the Manage Education link.</p> <p>You can do this from anywhere in the My Certification area. The example below starts from the dashboard.</p> 

Click the [Manage Education](#) link.

You can do this from anywhere in the My Certification area. The example below starts from the dashboard.

2. Click [\[+ Add Course\]](#) under the Continuing Education Training tab.

Step Instructions

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

Harvey E Hengel
Registry #: B0000157
Agency: Great Agency, Inc.
Level: EMT
Exp: 3/31/2009

LOGOUT EDIT

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam Status
Submit Recertification

Manage My Education

Refresher Training Not Started
You currently have 0 of your 24 hours for this category. Add Course

[+] Show Details

Continuing Education Training Not Started
You currently have 0 of your 48 hours for this category. Add Course

[+] Show Details

Manage My Education > Add Course

Continuing Education Training In Progress
You currently have 6 of your 48 hours for this category.

Course Info

Course Name Course Sponsor

Description

Method of Instruction Date Course Completed

-- Select --

Course Detail

Topic/Category Hours Add

3. Fill in details about the Course in the Course Info tab.

You will need to provide the following information:

- The name of the course
- The name of the course sponsor

Step Instructions

- A short description of the material covered in the course.
- The type of class it was (Case Review, Classroom Lecture, In-Service Training, Practical Hands-on training etc.).
- The date you completed the course.

Course Info

Course Name	Course Sponsor
<input type="text" value="Emergency Medicine in Dangerous Situations"/>	<input type="text" value="AMA"/>
Description	
<input type="text" value="emergency medicine in dangerous situations, such as fires or violent areas."/>	
Method of Instruction	Date Course Completed
<input type="text" value="In-Service Training"/>	<input type="text" value="12/05/2008"/>

4. Fill in the type of course and hours spent in the Course Details tab, and then click [ADD].

You will need to provide the following information:

- The subject or type of the course from the dropdown menu, such as airway, elective, preparatory, or trauma (see Notes below).
- The number of credit hours for the course.

Note: The category marked “Traditional Refresher Course” is meant ONLY for training courses which provide you with all of your training in every category. Do NOT select this option unless you have completed this kind of course for your current recertification.

Note: Be sure to click [ADD] or the course will not be added and you will have to re-enter the information.

Course Detail

Topic/Category	Hours	ADD
<input type="text"/>	<input type="text"/>	

Hours	Topic/Category	
6	Triage / Self Protection	Delete

Result: The hours for the course will be displayed in the Course Detail tab.

Course Detail

Topic/Category	Hours	ADD
<input type="text"/>	<input type="text"/>	

Hours	Topic/Category	
6	Triage / Self Protection	Delete

Step Instructions

5. Click **SUBMIT**.

Result: you will be returned to the dashboard with the number of applicable hours for that course registered in your Refresher Training Progress Bar, as shown below.

Manage My Education

Refresher Training In Progress You currently have 2 of your 24 hours for this category. [+ Add Course](#)

[\[+ \] Show Details](#)

Continuing Education Training In Progress You currently have 6 of your 48 hours for this category. [+ Add Course](#)

[\[+ \] Show Details](#)

Click the [\[+ \] Show Details](#) link to see the entry for the coursework you have completed.

Continuing Education Training In Progress You currently have 6 of your 48 hours for this category. [+ Add Course](#)

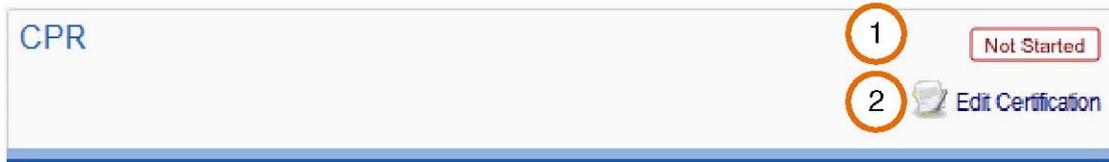
[\[- \] Hide Details](#)

Hours	Course/Topic	
6	Emergency Medicine in Dangerous Situations - Triage / Self Protection	Edit Delete

6 Total Hrs.

Managing Certifications Overview

Training areas shown from the Manage My Education page have two functional areas:



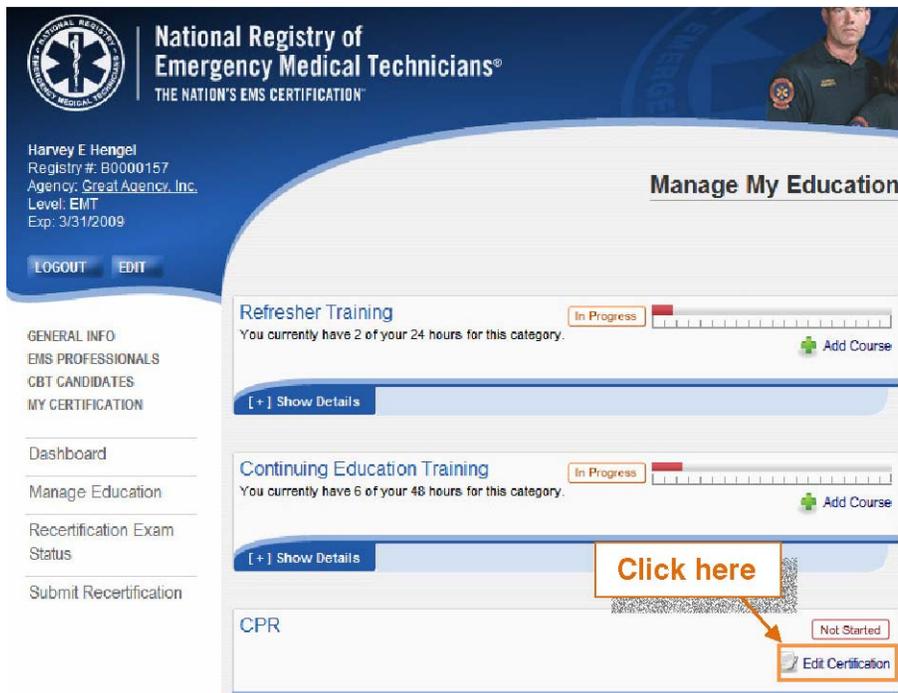
- 1 **The Certification Status** – this area displays whether or not the certification is complete.
- 2 **The Edit Certification link** – this link opens the certification for editing.

Managing Certification Instructions: CPR

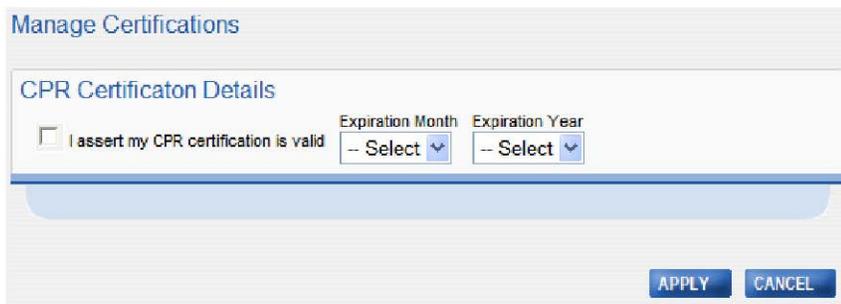
After your education is up to date (that is, all of your training and certifications are complete), you will use the Submit Recertification function to recertify in the NREMT system.

Step	Instructions
1.	<p>Click the Manage Education link.</p> <p>You can do this from anywhere in the My Certification area. The example below starts from the dashboard.</p>  <p>The screenshot shows the NREMT dashboard for Harvey E Hengel. The user's registry number is B0000157, agency is Great Agency, Inc., level is EMT, and expiration is 3/31/2009. The current certification expires in 112 days. Training and education status shows 0 of 24 hours for refresher training and 0 of 48 hours for EMT related continuing education. The CPR status is incomplete. A callout box labeled 'Click here' points to the 'Manage Education' link in the left sidebar.</p>

2. Click **[Edit Certification]** under the CPR tab.



Result: the Manage Certifications tab will be displayed.



3. Provide your CPR Certification Details, and then click **APPLY**.
You will need to provide the following information:
- Month and Year of your certification, using the dropdown menus.
 - Your agreement that your CPR certification is valid.

Step Instructions

Manage Certifications

CPR Certificaton Details

I assert my CPR certification is valid

Expiration Month: 10

Expiration Year: 2010

APPLY CANCEL

Result: the CPR certification tab will now appear as complete. Your CPR certification status will be validated by a Training Officer at your Agency.

Manage My Education

Refresher Training In Progress

You currently have 2 of your 24 hours for this category. [Add Course](#)

[+] Show Details

Continuing Education Training In Progress

You currently have 6 of your 48 hours for this category. [Add Course](#)

[+] Show Details

CPR Complete

Expires on 10/31/2010 [Edit Certification](#)

Your CPR certification process is complete until you submit for recertification.

Managing Certification Instructions: ACLS (Paramedics only)

After your education is up to date (that is, all of your training and certifications are complete), you will use the Submit Recertification function to recertify in the NREMT system.

Step Instructions

1. Click the **Manage Education** link.

You can do this from anywhere in the My Certification area. The example below starts from the dashboard.

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

Harvey E Hengel
Registry #: B0000157
Agency: Great Agency, Inc.
Level: EMT
Exp: 3/31/2009

LOGOUT EDIT

GENERAL INFO
EMS PROFESSIONALS
CBT CANDIDATES
MY CERTIFICATION

Dashboard
Manage Education
Recertification Exam Status
Submit Recertification

Training & Education Status
Ready to continue the training and education?

CURRENT CERTIFICATION EXPIRATION
Your certification will expire in 112 days

REFRESHER TRAINING
0 of 24 hours

EMT RELATED CONTINUING EDUCATION
0 of 48 hours

CPR
 Incomplete

Message Center
Summary Date
No notifications available

Click here

2. Click **[Edit Certification]** under the ACLS tab.

Step Instructions

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

Kelly D DeSautel
Registry #: F0953415
Agency: [Great Agency, Inc.](#)
Level: Paramedic
Exp: 3/31/2009

LOGOUT EDIT

Manage My Education

Refresher Training Not Started
You currently have 0 of your 48 hours for this category. Add Course
[+] Show Details

Continuing Education Training Not Started
You currently have 0 of your 24 hours for this category. Add Course
[+] Show Details

ACLS Not Started
Edit Certification

Result: the CPR Certification Details tab will be displayed.

Manage Certifications

CPR Certification Details

I assert my CPR certification is valid

Expiration Month -- Select

Expiration Year -- Select

APPLY CANCEL

3. **Provide your ACLS (and CPR) Certification Details, and then click **APPLY**.**

You will need to provide the following information:

- Month and Year of your certifications for ACLS and/or CPR.
- Your agreement that your ACLS certification is valid.
- Your agreement that your CPR certification is valid.

Select the month and year from the Expiration Month and Expiration Year dropdown menus then click the check box next to the “I assert my CPR certification is valid” statement.

Step Instructions

Manage Certifications

ACLS Certificaton Details

I assert my ACLS certification is valid

Issue Date	Expiration Date
<input type="text" value="11/11/2007"/>	<input type="text" value="11/11/2009"/>

CPR Certificaton Details

I assert my CPR certification is valid

Expiration Month	Expiration Year
<input type="text" value="11"/>	<input type="text" value="2009"/>

Result: the ACLS and CPR certification tab will now appear as complete. Your ACLS and CPR certification statuses will be validated by a Training Officer.

Refresher Training Not Started

You currently have 0 of your 48 hours for this category. [Add Course](#)

[\[+ \] Show Details](#)

Continuing Education Training Not Started

You currently have 0 of your 24 hours for this category. [Add Course](#)

[\[+ \] Show Details](#)

ACLS Complete

Expires on 11/11/2009 [Edit Certification](#)

CPR Complete

Expires on 11/30/2009 [Edit Certification](#)

Your ACLS / CPR certification process is complete until you submit your Recertification packet.

Recertification Exam Status

Aside from education refresher and enhancement courses, you may choose to recertify by taking the Recertification Exam. The Recertification Exam Status link will take you through the Recertification Test Application Process.

Recertification Exam Sign Up and Exam Approval Instructions

Step	Instructions
1.	<p>Click the Recertification Exam Status link.</p> <p>You can do this from anywhere in the My Certification area. The example below starts from the dashboard.</p>  <p>Result: the EMT Recertification Exam Application window will open (shown in the next step).</p>

2. Click **YES** in the Register for Recertification Exam tab.

Step Instructions

Recertification Exam Application

Register for Recertification Exam

Would you like to register recertify by Recertification Exam?

Result: the Choose Payment Method tab will appear (shown in the next step).

3. Choose your payment method, and click [NEXT](#).

Recertification Exam Application

Choose Payment Method

NREMT will accept a variety of payment methods. Please choose the payment method that works for you best below. Also, vouchers can be purchased by your organization to be submitted as payment to cover the cost of your re-certification exam. Check with your organization today if this might work for you!

Choose your payment method below:

Voucher

Credit Card

Money Order

Make Payment

Result: the Make Payment tab will open with a different payment option, depending on your choice (all options shown in the next step).

4. Do one of the following, and then click [NEXT](#).

- For the Voucher option, you must enter your voucher ID number.

Step Instructions

Make Payment

Please enter the voucher id below

- For the Credit Card option, you must supply the following:
 - o Credit Card type
 - o Name of the cardholder
 - o Card number
 - o Expiration date (MM/YYYY)
 - o Card validation number

Make Payment

Once you submit your credit card information, you will receive a charge of [\$110.00] from NREMT.org

Select Credit Card

Card Number:

Cardholder Name:

Expiration Date:

Card Validation Number:

For the Money Order option, you will be provided with a transaction number for the money order that you must include on the money order. Your application will be processed after the money order has been accepted and processed.

Make Payment

You have elected to send in your payment via money order. This process will require NREMT to verify the funds have cleared before you will be allowed to continue with your re-certification application submission.

Your transaction number is: P0953415-1039

Please send your money order in the amount of [\$110.00] made payable to [National Registry of Emergency Medical Technicians]. Please include your name and the above transaction number. Please mail this to:

National Registry of Emergency Medical Technicians
P.O. Box 29233 Columbus, Ohio 43229

If you would like to continue immediately, please click the "Previous" button below and choose a different method of payment.

Result: your Recertification Exam registration status will be displayed.

Step Instructions

Recertification Exam Status

Your Recertification Exam registration is PENDING.

5. **Click the Recertification Exam Status link periodically for your Recertification Exam Status.**

Vouchers and Credit Cards should be accepted about 24 hours after they have been submitted. Once they have been accepted, your status will be updated to APPROVED.

Money Orders should be processed 24 hours after they have been received by NREMT, which will depend on the speed of the post office (assume about a week if you live in the continental United States). Check back once daily to this link to see if your status has been updated to APPROVED.

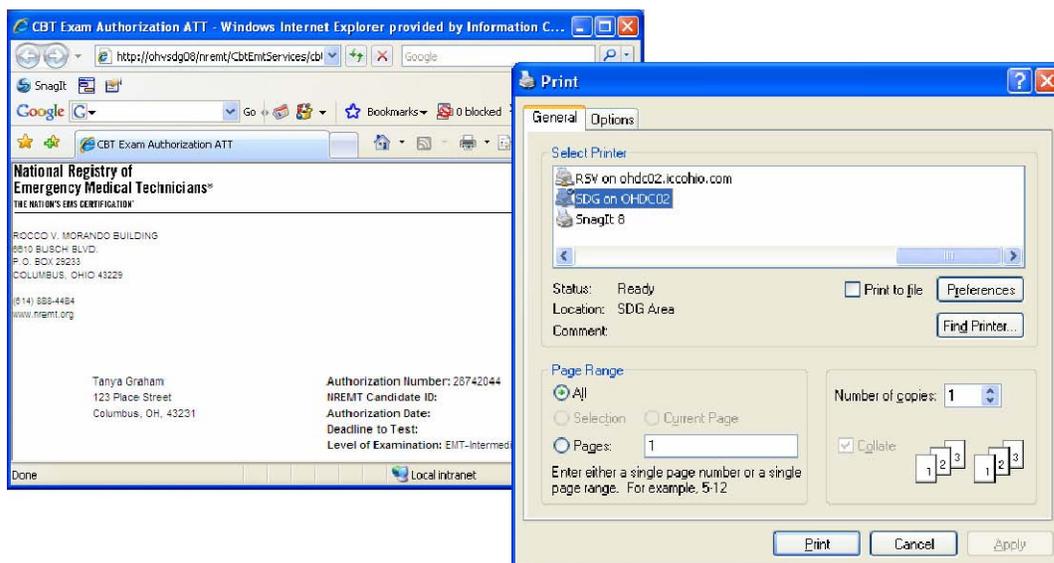
6. **Once your status is APPROVED, click [PRINT YOUR ATT LETTER](#).**

Recertification Exam Status

Your Application has been APPROVED.

[PRINT YOUR ATT LETTER](#)

Result: The letter will be displayed in a pop-up window, and your print options will appear in another pop-up window.



7. Click  to print the letter. Be sure to review the letter for accuracy and to keep the letter!

In addition to helping you get registered for the exam, you will need to take the printed letter to the exam center to show that you are a valid test candidate.

8. Schedule your exam.

You may schedule your exam in one of two ways:

Go to <http://www.vue.com/nremt> and schedule the exam there.

Call Pearson VUE call center at 1-866-673-6896.

The Web address and phone number listed above are also included on your ATT letter.

9. **For your exam, bring the letter and two valid forms of identification.**

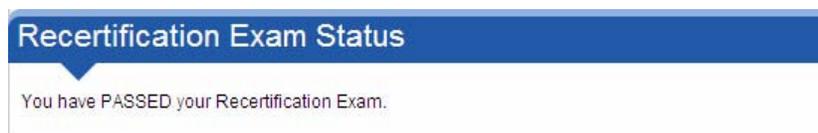
Valid forms of identification include:

- State issued driver's license
- State issued identification card
- Military identification card
- Passport

Good luck on the exam!

10. Check the Recertification Exam Status to see if you passed.

Your pass/fail status will be displayed on the NREMT Web site once the results arrive.



If you failed, you will need to return to step 1.

If you passed, congratulations! Your Recertification Exam process is now complete. The next step will be to submit your Recertification to NREMT.

Submit Recertification

Once you have completed your refresher education or passed the recertification exam, you need to submit the results to NREMT using this Submit Recertification link as described below.

Note: If you have not completed your educational training or recertification exam, you will not be able to complete your recertification.

Step Instructions

1. Click the [Submit Recertification](#) link.

You can do this from anywhere in the My Certification area. The example below starts from the dashboard.

The screenshot shows the NREMT user interface. On the left, there is a navigation menu with options like 'Dashboard', 'Manage Education', and 'Submit Recertification'. The main content area displays the user's profile and certification status. A callout bubble with an orange border and the text 'Click here' points to the 'Submit Recertification' link in the navigation menu.

Result: the Recertification Step 1: Verify Your Information window will open displaying the Personal Information tab (shown in the next step).

2. Review your personal information.

Your name, address, home phone, and e-mail are displayed on the right-hand column. If they are incorrect, click the [\[Edit My Profile\]](#) link to make changes before submitting, then return to step 1.

Re-Certification

1 Verify Your Information 2 Verify Education 3 Submit Application 4 Application Verification 5 NREMT Verification

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.

Name: Tanja Schulz
Address: 123 Place Street
Columbus , OH 43231
Home Phone: 1231231234
Email: rkaelin@iccOhio.com

Click here if you need to edit the above information

3. **Click the check box to confirm your personal information is accurate, and then click [NEXT](#).**

I verify that the contact information listed is accurate.

Result: The Validate Agency tab will open (shown in the next step).

4. Review your Agency affiliation information.

If your Agency affiliation is incorrect, click the [\[Request Agency Affiliation\]](#) link to make changes before submitting, then return to step 1. See Changing Your Affiliation on page 8 for instructions on this process.

Personal Information

Your personal information has been verified.

Validate Agency

Your agency is currently listed as: **Great Agency, Inc.**

If you want to make any corrections to your agency, [\[Request Agency Affiliation \]](#)

I verify that the agency above is my agency.

Click here if you need to edit the Agency affiliation

5. Click the check box to confirm your Agency affiliation is accurate, and then

I verify that the contact information listed is accurate

42

Step	Instructions
	click NEXT .
	<input checked="" type="checkbox"/> I verify that the contact information listed is accurate.
	Result: The Disciplinary Actions tab will open (shown in the next step).

6. Select your disciplinary status, and then click

To select your disciplinary status, do the following:

- Select no/yes from the dropdown menu.
- Click the check box to affirm that your answer is correct. Your answer will be reviewed by a Training Officer at your Agency.

The screenshot shows two sections of a web form. The first section, titled 'Validate Agency', has a blue header and contains the text 'Your primary agency information has been verified.' The second section, titled 'Disciplinary Actions', also has a blue header and contains the question: 'Since your last registration, have you ever been subject to limitation, suspension of your right to practice in a health care occupation or voluntarily surrendered a health care licensure in any state or to any agency authorizing the legal right to work?'. Below the question, it says 'Please answer below' and shows a dropdown menu with 'No' selected. An orange callout box with an arrow points to the dropdown menu, containing the text 'Click here and here'. Below the dropdown menu, there is a checked checkbox followed by the text: 'attest the information submitted above is accurate. I understand submitting falsified information may impact my re-certification.'

Result: the Felony Convictions tab will open (shown in the next step).

7. **Select your felony conviction status, and then click [NEXT](#).**

To select your felony conviction status, do the following:

- a. Select no/yes from the dropdown menu.
- b. Click the check box to affirm that your answer is correct. Your answer will be reviewed by a Training Officer at your Agency.

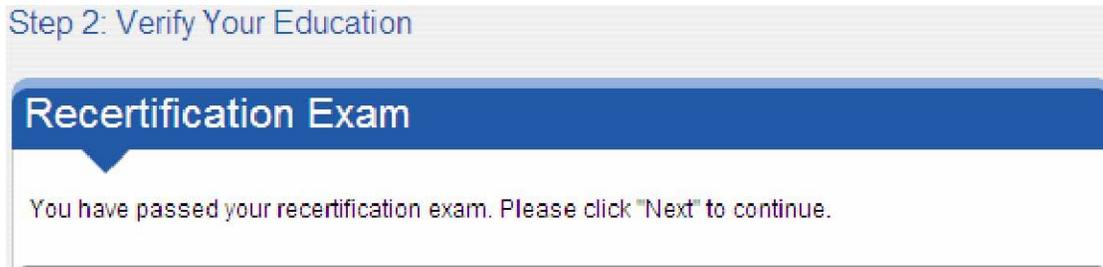
Step	Instructions
	<div><h3>Disciplinary Actions</h3><p>You have selected No for Disciplinary Action.</p><h3>Felony Convictions</h3><p>Since your last registration, have you been convicted of a felony?</p><p>Please answer below</p><p><input type="button" value="No"/> Click here and here</p><p><input checked="" type="checkbox"/> I attest the information submitted above is accurate. I understand submitting falsified information may impact my re-certification.</p><p>Result: the Recertification Step 2: Verify Your Education window will open displaying the Personal Information tab (shown in the next step).</p></div>

8. **Verify your education / recertification exam status.**

If your displayed training information is incorrect, click the [\[Manage My Education\]](#) link to make changes before submitting, then return to step 1. See Managing Training Instructions: Refresher Training on page 20 for instructions on this process.

Refresher Training	
Category/Topic *Traditional Refresher C	Hours Completed 48
If any of this appears to b	by visiting [Manage My Education]
<input type="checkbox"/> I confirm the hours listed above are accurate.	

If the system has you listed as having passed your exam, you will see the following tab:



9. **Confirm your education / recertification exam status, and then click [NEXT](#).**
You will need to check the confirmation check box about your hours if you are recertifying through refresher courses rather than a recertification exam. **If you have completed your recertification exam, skip to step 12 after clicking [NEXT](#).**

I confirm the hours listed above are accurate.

Result: the EMS Related Continuing Education tab will open (shown in the next step)

10. Review your continuing education status.

If your displayed continuing education information is incorrect, click the [\[Manage My Education\]](#) link to make changes before submitting, then return to step 1. See Managing Training Instructions: Continuing Education Training on page 24 for instructions on this process.

Refresher Training

You have confirmed your Refresher Training hours.

EMS Related Continuing Education

Course/Topic	Hours Completed
General Survey of EMT s education course	24

If any of this appears to be incorrect, you may edit your information by visiting [\[Manage My Education\]](#)

I confirm the hours listed above are accurate.

Click here if you need to edit your education

11. **Click the check box to confirm your continuing education training status is accurate, and then click [NEXT](#).**

I confirm the hours listed above are accurate.

Result: the Certification Information tab will open (shown in the next step).

12. Review your certification status.

If your displayed continuing education information is incorrect, click the [\[Manage My Education\]](#) link to make changes before submitting, then return to step 1. See Managing Certifications Overview on page 28 for information on this process.

Note: ACLS certification, shown in the example below, is for Paramedics only.

EMS Related Continuing Education

You have confirmed your EMS Related Continuing Education hours.

Certification Information

Certification
ACLS
CPR

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

I confirm the certifications listed above are accurate.

Click here if you need to edit your certifications

13. **Click the check box to confirm your certification status is accurate, and then click [NEXT](#).**

I confirm the certifications listed above are accurate.

Result: the Recertification Step 3: Submit Application window will open displaying the Choose Payment Method tab (shown in the next step).

14. **Choose your payment method, and then click [\[NEXT\]](#).**

Recertification Exam Application

Choose Payment Method

NREMT will accept a variety of payment methods. Please choose the payment method that works for you best below. Also, vouchers can be purchased by your organization to be submitted as payment to cover the cost of your re-certification exam. Check with your organization today if this might work for you!

Choose your payment method below:

Voucher
 Credit Card
 Money Order

Make Payment

[PREVIOUS](#) [NEXT](#)

Result: the Make Payment tab will open with a different payment option, depending on your choice (all options shown in the next step).

15. Do one of the following, and then click **NEXT**.

- For the Voucher option, you must enter your voucher ID number.

The screenshot shows a form titled "Make Payment" with a blue header. Below the header, it says "Please enter the voucher id below" and features a single text input field.

- For the Credit Card option, you must supply the following:
 - Credit Card type
 - Name of the cardholder
 - Card number
 - Expiration date (MM/YYYY)
 - Card validation number

The screenshot shows a form titled "Make Payment" with a blue header. Below the header, it says "Once you submit your credit card information, you will receive a charge of [\$110.00] from NREMT.org". The form contains several fields: "Select Credit Card" (a dropdown menu with "-- Select --"), "Card Number:" (a text input field), "Cardholder Name:" (a text input field), "Expiration Date:" (two dropdown menus for month and year), and "Card Validation Number:" (a text input field).

- For the Money Order option, you will be provided with a transaction number for the money order that you must include on the money order. Your application will proceed after the money order has been accepted and processed.

The screenshot shows a form titled "Make Payment" with a blue header. Below the header, it says "You have elected to send in your payment via money order. This process will require NREMT to verify the funds have cleared before you will be allowed to continue with your re-certification application submission." It then provides a transaction number: "Your transaction number is: P0953415-1039". Next, it says "Please send your money order in the amount of [\$110.00] made payable to [National Registry of Emergency Medical Technicians]. Please include your name and the above transaction number. Please mail this to:" followed by the address: "National Registry of Emergency Medical Technicians, P.O. Box 29233 Columbus, Ohio 43229". Finally, it says "If you would like to continue immediately, please click the 'Previous' button below and choose a different method of payment."

Step	Instructions
------	--------------

	<p>Result: your Payment Processing Status will be displayed along with the final application submission confirmation tab (shown in the next step).</p>
--	---

16. Click the check box to confirm that you understand that your application submission status will be submitted and locked once you proceed, and then click **[NEXT]**.

The screenshot shows a web interface with two main sections. The top section is titled "Payment Processing Status" and contains the text "Your payment method has been received." The bottom section is titled "Application Submission" and contains a warning: "Please be aware, once you begin the verification process, steps 1 and 2 will be locked and you will be unable to change this data." Below this warning is a checked checkbox with the text: "I understand that continuing with verification will lock in the application information and I will be unable to change it once I complete this step."

Result: Recertification Step 4: Application Verification window will open displaying the Payment, Training Officer, and Medical Director tabs in their current status.

17.	<p>Check the Submit Recertification link periodically to see what your application verification status is periodically.</p>
-----	--

	<p>Your payment, Training Officer, and Medical Director statuses will be updated as they are confirmed.</p>
--	---

Step Instructions

Step 4: Application Verification

Payment

Approved

Your payment has cleared!

Training Officer

Pending

Your application and courses are currently being verified by the Training Officer assigned to your agency. You will receive email notification once this process has been completed and if any alterations to your application will need to be made.

Medical Director

Pending

Your application and medical competencies are currently being verified by the Medical Director assigned to your agency. You will receive email notification once this process has been completed and if any alterations to your application will need to be made.

Result: once the application is verified, the Recertification Step 5: NREMT Verification window will automatically open, displaying the NREMT Review tab.

18. Check the **Submit Recertification** link periodically to see what your NREMT status is periodically.

NREMT Review

Pending

Your application is currently being verified by NREMT. You will receive email notification once this process has been completed.

Once the status of the NREMT review reads “approved,” your Recertification process is complete. **You will receive NREMT e-mail notification about whether you have been recertified.**

If you have been recertified, you will receive your credentials in the mail in the next two weeks.

If you have not been recertified, you have 30 days to make the necessary corrections to your application and resubmit it.