



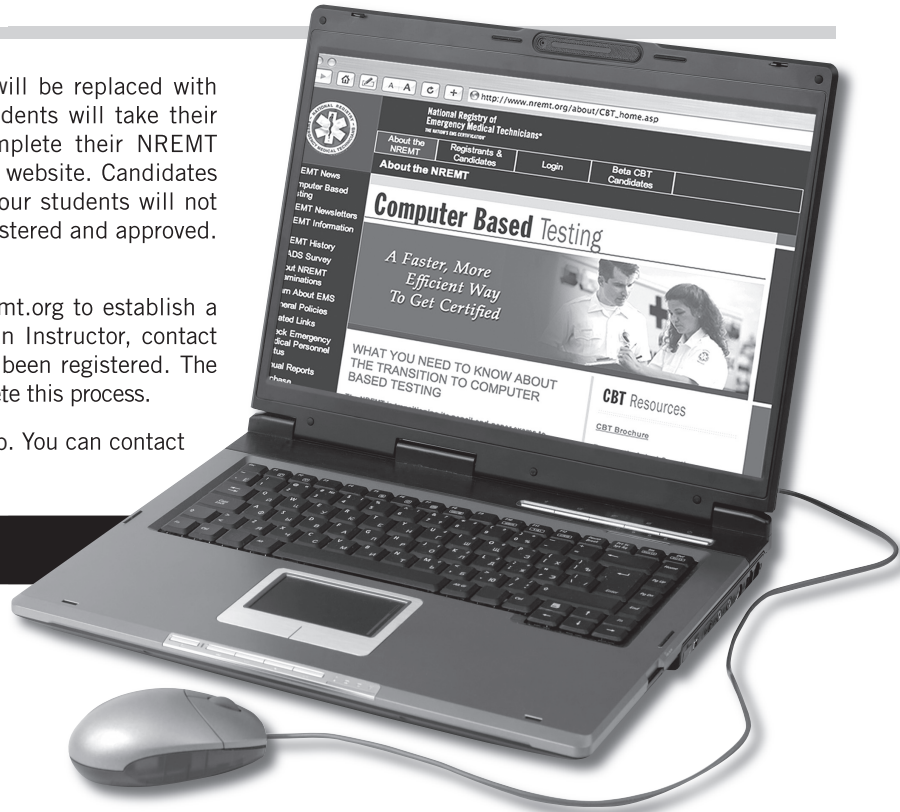
**Immediate
Action
Necessary!**

Program Directors and Instructors! It's Time to Make Sure your Program is Registered on the NREMT Website

On January 1, 2007, NREMT pencil and paper exams will be replaced with computer based testing (CBT). Starting in 2007, all students will take their EMS cognitive exam on a computer. Students will complete their NREMT application and pay their application fee via the NREMT website. Candidates can begin applying online starting November 1, 2006. Your students will not be able to take an NREMT exam until your program is registered and approved. **That means your program needs to be registered NOW!**

If you are a Program Director, you should go to www.nremt.org to establish a personal account and register your program. If you are an Instructor, contact your Program Director and confirm that your Program has been registered. The steps below will make it easy for Program Directors to complete this process.

Please call us for additional assistance—we're ready to help. You can contact the NREMT at 614-888-4484.



Step 1

Create YOUR personal account:

- Go to www.nremt.org
- Click on 'Login' – located in the center area of the blue frame
- Click on 'Set Up New Account'
- Enter your personal information as prompted
- Create a username that you will remember
- Do not give your username or password to anyone!
- Request the Program Director user role
- Click 'submit'

Step 2

Create your PROGRAM account:

- Go to www.nremt.org
- Login in – using the username and password you established
- Click on the link 'Request Authorization of an EMS Education Program'
- Enter the information requested. (Note: you will not be able to edit the field Program Director)
- Click 'submit'
- Your request for registration will be sent to the appropriate State authority for review. Upon approval, you will receive an email acknowledging your program has been officially registered—and a DVD with more information about CBT.

Helpful Hints

What is a Program? An *entity* (typically a college, hospital, EMS agency or private company) that has been authorized by the appropriate State authority to sponsor EMS courses leading to state licensure. Some programs have multiple courses or sections/satellites. The program is the **course** sponsor.

Who is the Program Director? The *individual* responsible for overseeing the state-approved EMS Educational Program.

What is the Correct 'Name' of a Program? Use the full (unabbreviated) legal name of the program (e.g. Butler Community College—not BCC or Butler Co Coll). The name field is limited to 50 characters.



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

614-888-4484 | www.NREMT.org

For more information and instructor resources on CBT, go to www.NREMT.org.