



How to Renew Your National Certification

A Checklist

First, log in to your National Registry account and select the role “**My Certification.**”

✓ Checklist

- Update Profile:** Ensure your mailing address and email are current.
 - Email will be used for all status updates for your recertification application.
- Manage Affiliations:** For “Active status,” please check that your agency affiliation is correct. If you are not affiliated with an agency, you will be renewed “Inactive.”
 - Remove any old agency affiliations
 - Follow up with your Medical Director or Training Officer to ensure your affiliation requests are approved.
- View Transcript:**
 - Check your professional transcript for any education entered by your Training Officer
 - Check for any CAPCE education that is available to import from “CAPCE Import function.”
 - Gather all Continuing Education documentation.
 - Having scanned or digital copies makes this easier to upload.
- Add Courses:** Add all education needed for your application to your transcript.
- Manage Your Education:** Assign the education on your transcript to the National, Local and Individual sections. All sections must be complete to recertify.
 - All topics and subtopics for the National section must be met.
 - Local is set by your state/local EMS authority; if they do not have any requirements this can be any EMS, patient care related education.
 - Individual can be any EMS, patient care related education.
- Recertification Application:**
 - Complete the sections by clicking the red “Start” button.
 - Once all the sections are complete, you can click “Submit Application.”
 - Your application is not submitted until you click “Submit Application.”
- Check Your Status:** Log in to your account and monitor the progress of your application until a new expiration date appears. Applications sometimes need further actions due to:
 - Being selected for a random audit
 - Marked incomplete and returned to you to make changes
 - Pending Training Officer and/or Medical Director verifications.

Have Questions? Email support@nremt.org with the subject line “Recertification Assistance”

