HOW TO ASSOCIATE WITH AN EXISTING EMR, EMT, AEMT EMS EDUCATION PROGRAM

The new Program Director must have an account on **nremt.org** and initiate a request to associate with the program, and the State Office must approve the request. The old Program Director is automatically removed from the request when they approve it. I have provided instructions below to assist.

1. **If you do not have a National Registry account, create an account, and select Program Director on the role selection screen.**

2. **When you have a National Registry account and no Program Director role, add the Program Director role.**
   • Click the cog to the right of My Roles in the left margin to get to the Manage Roles page.
   • Scroll down the page to the Add Roles section.
   • Click Add a role to the right of the Program Director role.
   • Follow the screen prompts.
   • Log out and in to update your account with the role.

3. **Now that you have a National Registry account with the Program Director role, you can submit a request to associate with an existing education program.**
   • Log into nremt.org
   • Click on the person icon to the right of your name on the left margin.
   • Click on the Professional Profile under MY ACCOUNT in the left margin.
   • On the Professional Profile page Click Request for Program Authorization.
   • Click on Request for Program Authorization
   • Click Associate yourself with an Existing EMS Education Program
   • Select the State from the alphabetical list
   • Ensure the radio button before State Authorized/Approved is blue
   • Select the Program out of the alphabetical list of Programs
   • Click Submit· Click Submit

Your state will receive the Program Director Change request and approve or deny the request following their organizational policies. **Please allow 7 - 10 business days for your state to process your request.**

To view the status of an EMS Education Program Authorization Request, under My account click on Professional Profile, scroll to the Program Director box, and click on Authorization Request Status.