HOW TO CREATE A NEW EMR, EMT, AEMT EMS INITIAL EDUCATION PROGRAM

Program Directors are responsible for validating the competency of candidates seeking National EMS Certification. While titles may vary slightly by state, i.e., Program Coordinator or Course Coordinator, Program Directors verify successful course completion for all certification levels. To verify course completion for candidates, Program Directors must be associated with an EMS education program verified within the National Registry system.

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, you can create a new education program.**

   • Log on to nremt.org
   • Click the person icon to the right of your name on the left margin or click MY ACCOUNT.
   • Click on the Professional Profile under MY ACCOUNT in the left margin.
   • Scroll down the page to the Program Director box and click on Request for Program Authorization.
   • Click on Request Authorization of an EMS Education Program
   • Enter the required information and click submit.

After you submit the New EMS Program Request Form, it will be sent to your State Office of EMS for review and approval. Upon approval, the requestor will be listed as the Program Director for the new program. **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.