

National Registry Account Setup and Cognitive Exam Registration for Candidates 18 and Older

Quick Guide

Introduction:

This *Quick Guide* has been developed to assist Virginia EMR / EMT candidates in the setup/creation of their National Registry account.

All Virginia trained EMR and EMT candidates will be required to take the National Registry of EMT's cognitive examination in order to become certified in Virginia.

Please follow this step-by-step guidance when setting up your account on National Registry's website.

Accounts which do not follow this process could be in error resulting in a significant delay with National Registry.

Learning Objectives:

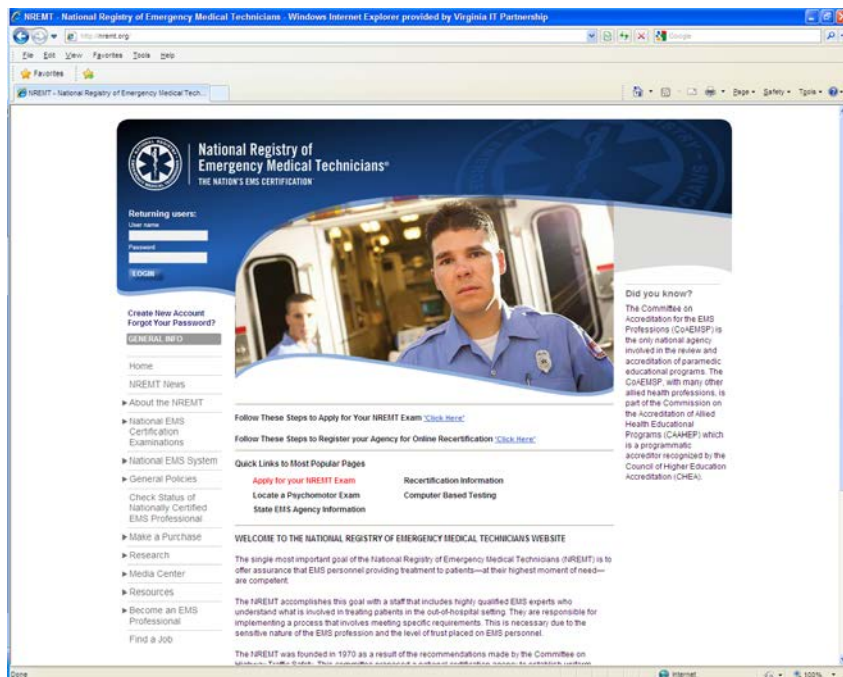
Learn how to:

- ✓ create your National Registry (NREMT) account
- ✓ apply to take your NREMT EMR or EMT cognitive examination



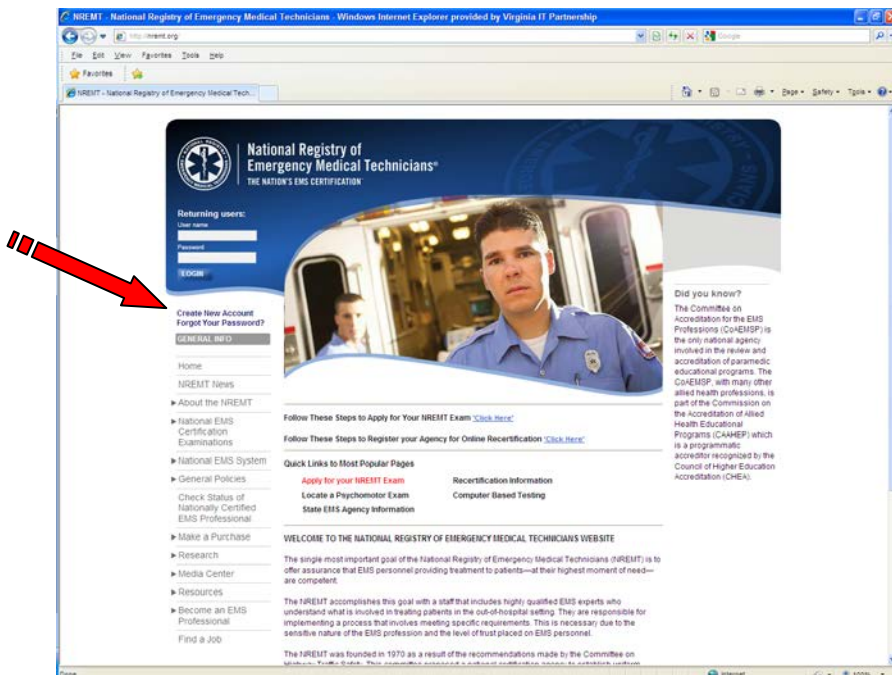
Step 1 | Accessing the National Registry Website

1. Open your web browser and type the following URL into the address bar:
 - a. <http://nremt.org>



Step 2 | Account Creation

1. Click **Create New Account** on the NREMT webpage.



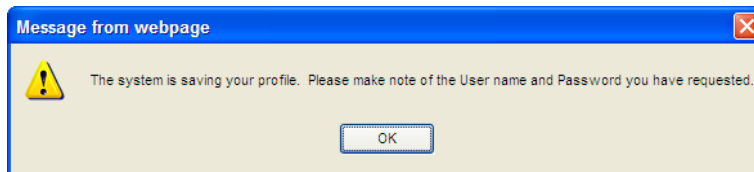
Step 3 | Online Application

1. Fill in the requested information.
 - a. Account Information: Enter a **User Name** and **Password**.
 - b. Personal Information: Enter your **First** and **Last** name.
 - c. Contact Information: Enter a valid **E-mail** address.
 - d. Request User Roles: Check **Applying to become nationally certified ONLY!**
 - e. Complete your **Security Questions**.
 - f. **Submit** your application.

The screenshot shows the NREMT account creation page. The browser title is "NREMT - Account: Your Information - Windows Internet Explorer provided by Virginia IT Partnership". The URL is "https://www.nremt.org/...". The page contains several sections:

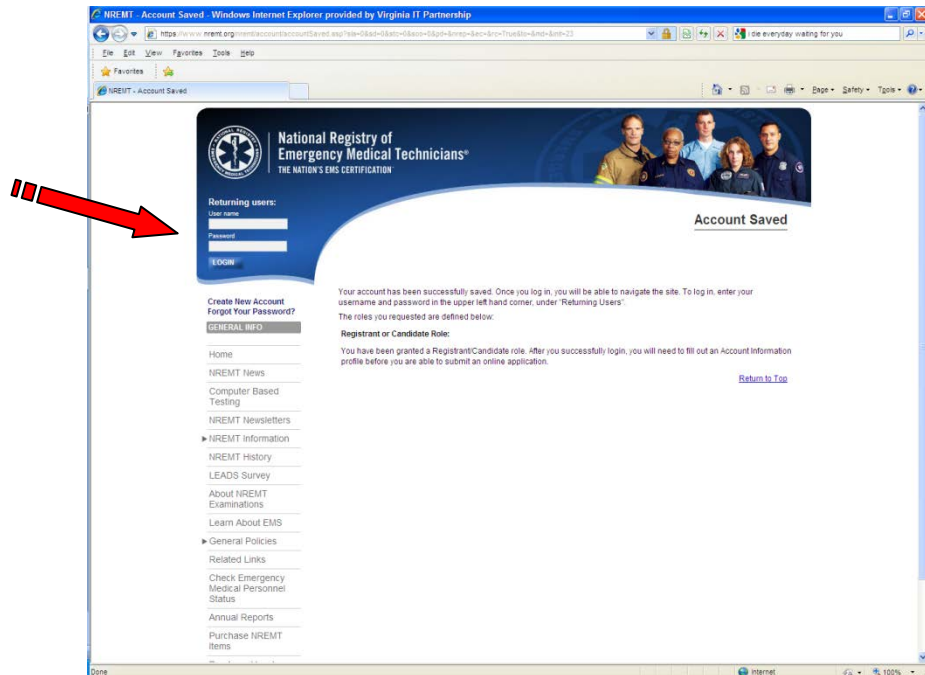
- GENERAL INFO:** Home, NREMT News, Computer Based Testing, NREMT Newsletters, NREMT Information, NREMT History, LEADS Survey, About NREMT Examinations, Learn About EMS, General Policies, Related Links, Check Emergency Medical Personnel Status, Annual Reports, Purchase NREMT Items, Purchase Vouchers, RECS.
- Account Information:** Username: chad bloser, Password: [masked], Verify Password: [masked].
- Personal Information:** First Name: Chad, Middle Initial: [empty], Last Name: Bloser.
- Contact Information:** Email address: chad.bloser@vth.virginia.gov.
- Request User Roles:** I am requesting to use this login as a(n):
 - Nationally certified EMS professional
 - Applying to become nationally certified
 - Program Director
 - Training Officer
 - Medical Director
 - ALS Exam Coordinator
 - State EMS Official (requires access code)

A red arrow points to the "Applying to become nationally certified" checkbox. A red bracket highlights the left sidebar menu.



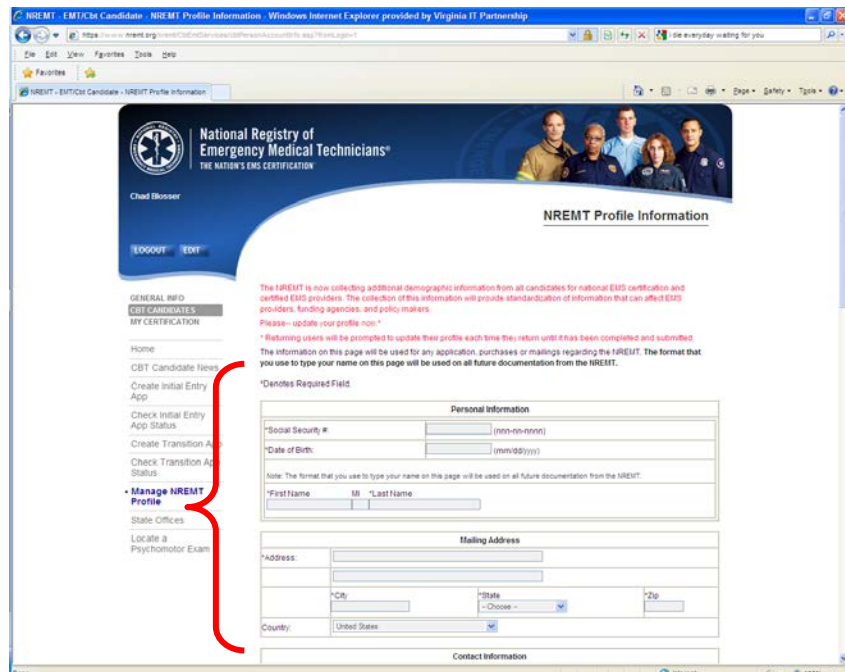
Step 4 | Login to Your NREMT Account

1. From this page on the NREMT website, login to your new NREMT Account.

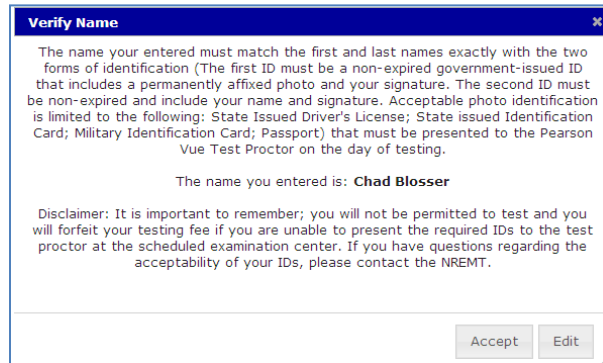


Step 5 | Online Application

1. Complete the online application and demographic information form.
2. Pay special attention to detail and ensure the data you are providing NREMT is correct. Double check your entries prior to submission.

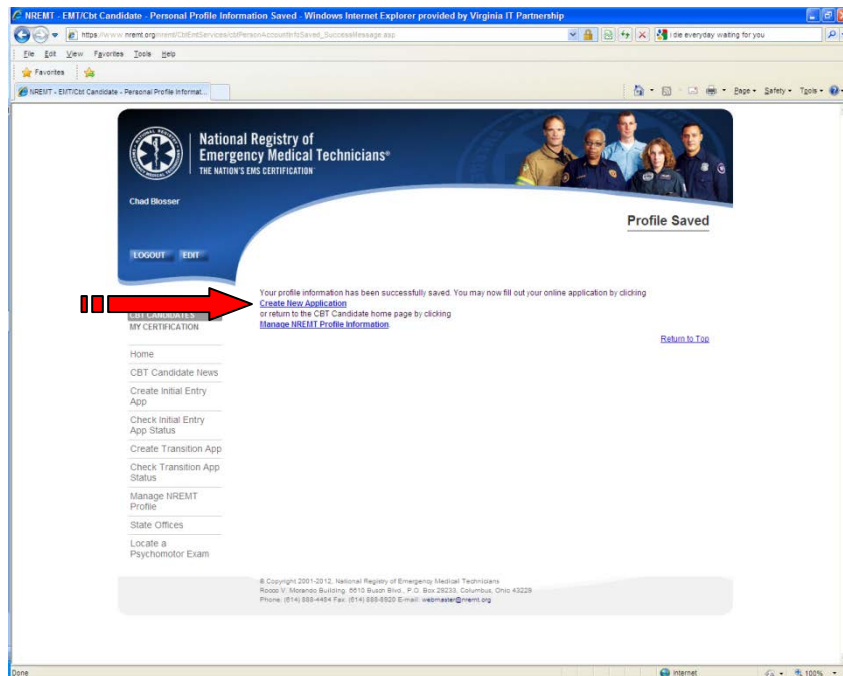


3. Name verification. Please pay special attention to the Name Verification warning message.
 - a. It is imperative that your name be correct on your application.
 - b. Your name must be the same as the name on your government-issued identification card in order to ensure that you will be admitted to the National Registry exam at a Pearson VUE Testing Center.



Step 6 | Creating a New Application

1. Click on the link labeled **Create New Application**.



Step 7 | Selecting Program Application Level

1. **Personal Information Summary**
 - a. Verify your personal information.
2. **NREMT Application Level**
 - a. Select **First Responder / EMR** if you took a Virginia Emergency Medical Responder/First Responder program
 - b. Select **EMT-Basic / EMT** if you took a Virginia Emergency Medical Technician program.
3. **Application Entry Requirements**
 - a. Fully read the NREMT *Entry Requirements*.
 - b. Check the box to indicate that you have read and understand the *Entry Requirements*.
4. Click **Next**.

The screenshot shows the NREMT Candidate Application web form. The form is titled "NREMT - EMT/CA Candidate - Candidate Application" and is displayed in a Windows Internet Explorer browser window. The page is divided into several sections: "GENERAL INFO", "PERSONAL INFORMATION SUMMARY", "NREMT APPLICATION LEVEL", and "APPLICATION ENTRY REQUIREMENTS". The "PERSONAL INFORMATION SUMMARY" section contains fields for Applicant Name (Chad Blosser), Address 1 (1001 Technology Park Drive), Address 2 (N/A), City (Glen Allen), State (VA), Zip (24059), Country (USA), Home Phone (804889124), and Work Phone (N/A). The "NREMT APPLICATION LEVEL" section has a dropdown menu for "Application Level" set to "EMT-Basic / EMT". The "APPLICATION ENTRY REQUIREMENTS" section includes a checkbox for "I have read and understand the NREMT entry requirements and wish to complete the online application." which is checked. Below this checkbox are "Next" and "Cancel" buttons. A red arrow points to the "Next" button. Another red arrow points to the "Application Level" dropdown menu. The browser's address bar shows "https://www.nremt.org/candidate/candidate-application.aspx". The browser's title bar reads "NREMT - EMT/CA Candidate - Candidate Application - Windows Internet Explorer provided by Virginia IT Partnership".

Step 8 | Finishing up the Application

1. Complete the online application using the following guidance:
 - a. **Initial Course Completion Date**
 - i. Enter the **MONTH** and **YEAR** of your anticipated program completion.
 - b. **Refresher Course**
 - i. **DO NOT USE** or edit this field.
 - c. **EMS Education Program**
 - i. First, in the drop-down list, please select the **VA** to indicate the state where your training program is located.
 - ii. Next, click the **List of EMS Education Programs**
 1. From the list presented, select the name of your Virginia Course Coordinator or lead instructor.
 2. Verify that you have selected the correct Course Coordinator by checking their Virginia certification number which precedes their name.
[for example: (F022976029) – Chad L. Blosser or (F081112101) – Deborah T. Akers]

d. **Registration Information**

1. If you possess current state certification as an EMT-Basic / EMT, please enter your current state EMT certification number. Otherwise, leave this section blank.

e. **CPR Credential Verification**

- i. Enter the expiration date on your CRP card.

f. **Licensing Action and Felony Statement**

- i. Answer the two (2) questions.

g. **Affirmation**

- i. Read the Affirmation statement.

2. Click **Submit**.

NREMT State EMT Expiration Date: (mm/yyyy)
For expiration date is entered, the date is fixed on the last date.

CPR Credential Verification
*CPR Credential Expiration Date: 06/2012 (mm/yyyy)

Licensing Action and Felony Statement
*Have you ever been subject to limitation, suspension, or termination of your right to practice in a health care occupation or voluntarily surrendered a health care license in any state or to an agency authorizing the legal right to work? No
*Have you ever been convicted of a felony or a general court martial? No

I, Chad Blosser, hereby affirm and declare that the above information on this application is true and correct. I understand and agree that I may be disqualified from taking the NREMT examination or seeking NREMT certification and registration or my NREMT certification and registration may be revoked in the event that any of the statements made by me on this application or any information submitted by me are false or if I have failed to provide material information. I also agree to abide by all policies and procedures of the NREMT.

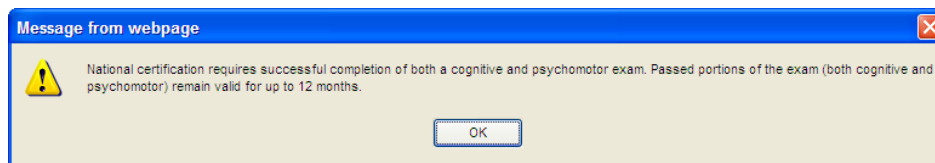
I understand and agree that: (1) the giving or receiving of aid in an examination as evidenced either by observation or by statistical analysis of incorrect answers of one or more participants in the examination; (2) the unauthorized possession, reproduction or removal from the testing center of any examination materials, including the nature or content of examination questions or answers, before, during or after the examination; (3) the offering of any benefit to any agent of the NREMT in return for any rights, privilege, or benefit which is not usually granted by the NREMT to other similarly situated candidates or persons; and/or (4) the engaging in irregular behavior in connection with the administration of an examination (as defined in the NREMT's policies), authorizes the NREMT to bar me from future examinations, terminate my participation in any examinations, invalidate the results of my examination, withhold or revoke my scores or certificate, or take other appropriate action.

I hereby authorize the NREMT to release any information including examination scores to my teaching institution, any state EMS office or other state agency empowered to grant licensure or authorization to practice as an EMS professional. I further permit the NREMT to release my current status with NREMT (registered or not registered) to the public.

I hereby release, discharge, covenant not to sue, and hold harmless the NREMT, its directors, officers, members, examiners, representatives, agents and any person who supplies information regarding my application from any actions, suits, claims, demands, or damages arising out of, or in connection with any action taken by any of them regarding this application, the gathering, collecting, and use of information in connection with this application, the scoring of any NREMT examination, the failure of the NREMT to certify and/or register me, or the revocation of my registration. It is understood that all decisions as to my eligibility for admission to an examination and for certification and registration rest solely and exclusively in the NREMT that its decisions final, and my exclusive appeal from any adverse decision is pursuant to the NREMT's rules and procedures.

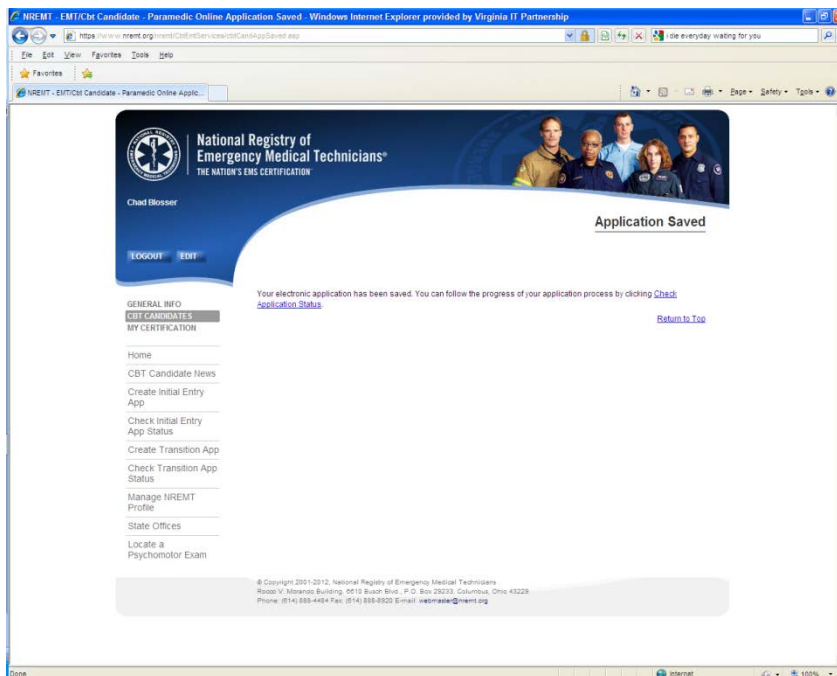
Submit Cancel

3. **Acknowledge** the successful completion dialog box.



Step 9 | Application Status

1. Upon submission, you will see the following screen which will allow you to track the status of your application through the NREMT process.
2. Approval of your application will not be automatic. Your NREMT application will require the approval of your Course Coordinator as well as approval from the Virginia Office of EMS prior to you being granted access to your National Registry Authorization to Test (ATT) letter.



Step 10 | Application Status

1. You can track the status of your application and gain access to your ATT letter online through the NREMT website.

