Instructions for applying online for the National Registry Computer Based Test

- All written exams will be delivered via computer based test (CBT) beginning January1, 2007. You will need to apply for the written exam (CBT) with the National Registry.
  - www.nremt.org

- EMT, EMT-S and Paramedic applicants will also need to submit a practical exam reservation form with SWMS or UPEMS.
  - SWMS (269) 385-2806
  - UPEMS (906) 228-4182

Applying with the National Registry

WWW.NREMT.ORG

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NREMT News

Check here regularly for important new information fro

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Login

You are not currently logged in.
To enter the secured areas of the site, please l

Username:

Password:

Login Reset

Forgot Password?

Set Up New Account

If you already have an account enter your username and password

If this is your first time applying you must first "Set Up a New Account"

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Account Information

Once you create an account you will receive verification that your account has been saved. You should save your user name and password in a secure location for later use.

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- Take a Survey

Account Saved

Your account has been successfully sav
able to navigate the site. The roles you r

Registrant or Candidate Role:

You have been granted a Registrant/Candidate role. After you successfully login, You will need to fill out an Account Information profile before you are able to submit an online application.

Go to login page

Now login to create an application

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CBT
Candidate News

- Create New Application
- Check Application Status
- Pay Application Fee

Now click on "Manage NREMT Profile"

This step must be completed prior to creating an application

Note: every time you login you will come to this page

You will need to fill out your NREMT Profile before you are able to submit an online application. To do so, click Manage NREMT Profile or on the Manage NREMT Profile quick link below.

Quick Links to Most Popular Pages

Create New Application
Pay Application Fee
Check Application Status
Manage NREMT Profile

gistered EMS Education
ms

To see which Programs are currently registered with the NREMT for CBT testing, choose a State below, then click on the List of EMS Programs link. This information is not saved to your account. If you don't see your program listed, please contact your Program Director. Online applications to test cannot be submitted if your Program is not registered.

*EMS Education Program	
*Location of Initial Training Institution or Agency (State):	
*EMS Education Program:	List of EMS Education Programs

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Complete your NREMT Profile Information. Be sure you enter your SS# and Date of Birth correctly.

Be sure to type your name correctly. Your certificate will appear as you enter your name here.

NREMT Profile Information

The information on this page will be used for any application, purchases or mailings regarding the NREMT. **The format that you use to type your name on this page will be used on all future documentation from the NREMT.**

If your current mailing address is outside of the United States, please click here or click on the designated link below.

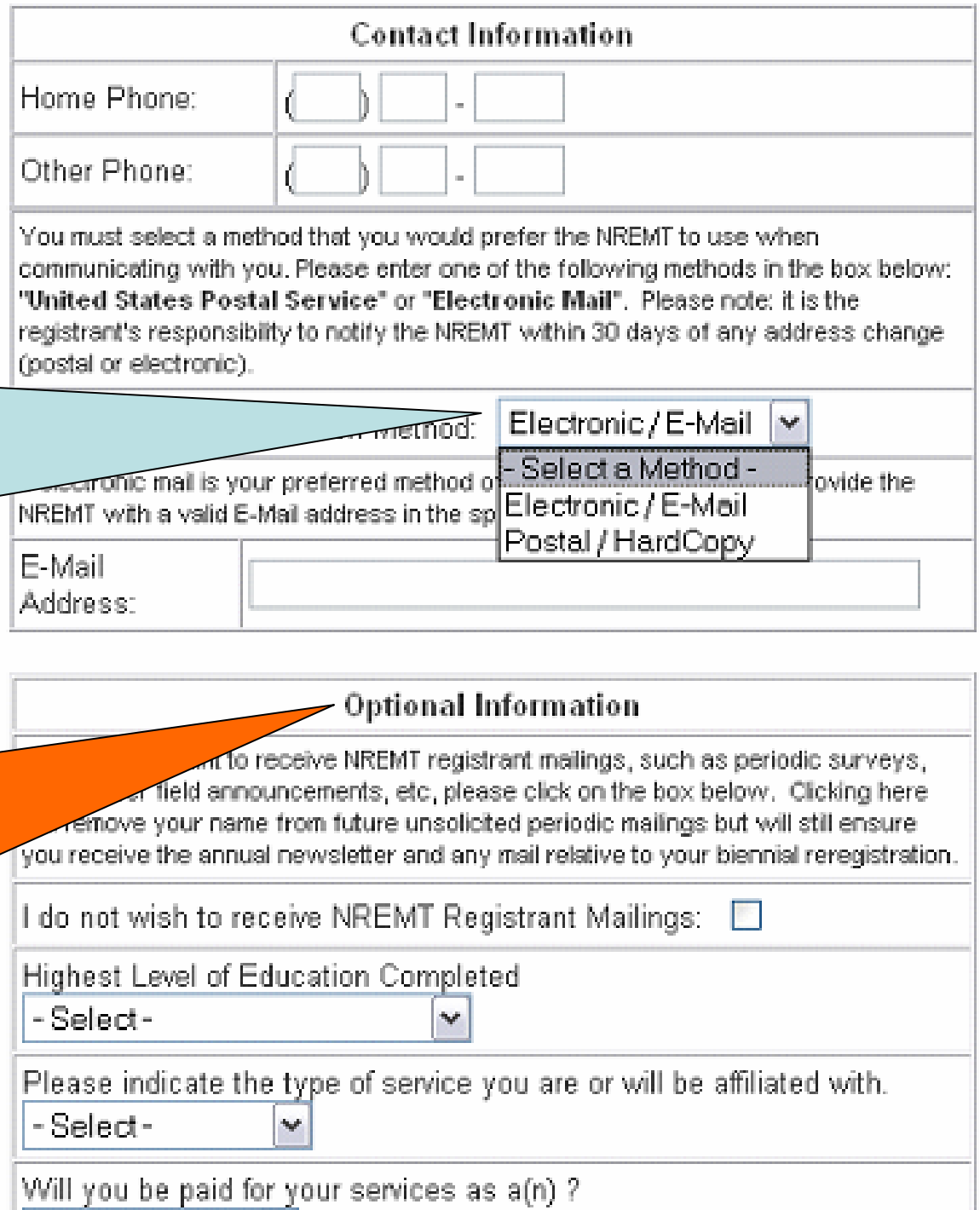
*Denotes Required Field.

Personal Information		
*Social Security #:		(nnn-nn-nnnn)
*Date of Birth:		(mm/dd/yyyy)
Note: The format that you use to type your name on this page will be used on all future documentation from the NREMT.		
*First Name	MI	*Last Name

Mailing Address	
*Address 1:	
Address 2:	

Note: You must check the method you wish to be notified. If you select electronic you must have an E-mail address

This section is optional. Please take a moment and complete these questions to assist with national statistical data.



You have now completed your account profile, continue to complete the online application for examination

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Create New Application

Check Application Status

Pay Application

Now click on "Create New Application"

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Pay Application Fee

Check Application Status

Manage NREMT Profile

Currently Registered EMS Education Programs

To see which Programs are currently registered with the NREMT for CBT testing, choose a State below, then click on the List of EMS Programs link. This information is not saved to your account. If you don't see your program listed, please contact your Program Director. Online applications to test cannot be submitted if your Program is not registered.

*EMS Education Program	
*Location of Initial Training Institution or Agency (State):	
*EMS Education Program:	List of EMS Education Programs

Candidate Application

The information in your summary will automatically populate the boxes. If any information is incorrect click on "Manage Account Information" prior to proceeding

Personal Information Summary

Information, such as your Name, Social Security Number and Mailing Address for this application are maintained in your Personal Account Information.

Note: The format that you see your name on this page will be used on Certificates, Registry Cards and correspondence.	
Applicant Name:	
Address 1:	
Address 2:	
City:	
State:	
Zip:	
Home Phone:	
Work Phone:	

If you want to review or make any corrections to the information, click **Manage Account Information**

NREMT Application Level

Choose the level of the NREMT exam you wish to take. If you have been instructed to take an NREMT Assesment Exam ... be sure to make the appropriate selection.
(Note: An assessment exam is NOT a practice exam.)

*Application Level: - Select A Level -

Review the entry requirements and check the appropriate box to proceed

Application Entry Requirements

It is critical that you understand the Entry Requirements before continuing the online portion of your online application. The Entry Requirements outline everything you will need to complete your online application. Please select the appropriate link from the list below to view the corresponding requirements.

If you want to review the entry requirements, click
Review Entry Requirements

You must check the following acknowledgement to continue your online application.

☐ **I have read and understand the NREMT registration requirements and wish to complete the online application.**

NREMT Entry Through Refresher Course

If your initial training completion date is beyond 24 months and you have maintained state certification, you must document completion of state-approved EMT-Basic refresher training that meets all objectives of the current National Standard Refresher curriculum.

☐ **I wish to complete the online application and enter the NREMT through Refresher Training Requirements.**

Next Cancel

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Paramedic Application

To complete the online portion of your application, please provide the information requested below. When you click on the submit button at the bottom of this page, your application will be submitted to the NREMT for review.
Your application information will also be forwarded to your program director and/or State EMS Office for verification of successful course completion.

*Denotes Required Field.

Initial Course Completion Date	
*Initial Course Completion Date:	(mm/

Enter your initial education course completion date.

Refresher Course
If your initial course completion date is over two years old, you are entering the NREMT on an exception. Please click to the correct online applicat
Enter NREMT on an Excep

EMS Education Progra	
*Location of Initial Training Institution or Agency (State):	
*EMS Education Program:	List of EMS Education Programs
If your EMS Program is not listed, please contact your Program Director. If your Program no longer exists, contact the NREMT at (614) 888-4484.	

Select "MI" to obtain a list of Michigan approved Education Program Sponsors

EMS Education Program	
*Location of Initial Training Institution or Agency (State):	
*EMS Education Program:	List of EMS Education Programs
If your EMS Program is not listed, please contact your Program Director. If your Program no longer exists, contact the NREMT at (614) 888-4484.	
Name and address fields below will be populated upon your Training Institution selection.	
EMS Education Program Name:	
Program Director:	
Address1:	
Address2:	
City:	
State:	
Zipcode:	
Program Section:	List of Program Sections
Not all Program Directors have set up sections. Click the link if you have been instructed by your Program Director to select a section. The section field below will populate if you make a selection from the pop up window.	
Program Section:	

Once you select your education program the section below will automatically populate.

Note: This section will show the Program Director **NOT YOUR INSTRUCTOR'S NAME**

Registration Information

Please enter your current NREMT number. If you do not possess current National registration, please list your current State EMT certification number.

*NREMT/State EMT Number:	
*NREMT/State EMT Expiration Date:	(mm/yyyy) If an expiration date is entered, be sure it is valid on the test date.

CPR Credential Verification

*CPR Credential Expiration Date:	(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 licensure in any state or to an agency authorizing the legal right to work?	- Select -
*Have you ever been convicted of a felony?	- Select -

I, Tony Sorensen, understand that I am submitting an application requesting authorization to take the NREMT examination.

In addition, I understand that knowingly or intentionally submitting fraudulent or misleading information may subject me to disciplinary actions by the NREMT, EMS Program Director, and/or State EMS officials.

If you do not have a National Registry certification or a state license leave blank

Your card must be current. If your card is expired you must obtain a new card before you will be eligible to test

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Application Saved

Your electronic application has been sav
information will be forwarded to your prog
successful course completion.

You can follow the progress of your appli
Check Application Status.

You have now completed your NREMT application. Your Education Program Sponsor must now verify that you have successfully completed an approved program.

Survey Opportunity

We need your opinion!

The National Registry is interested in yo
application process. If you would be inte
survey about the application you just co

Please complete the survey about the online registration process

Take the Survey

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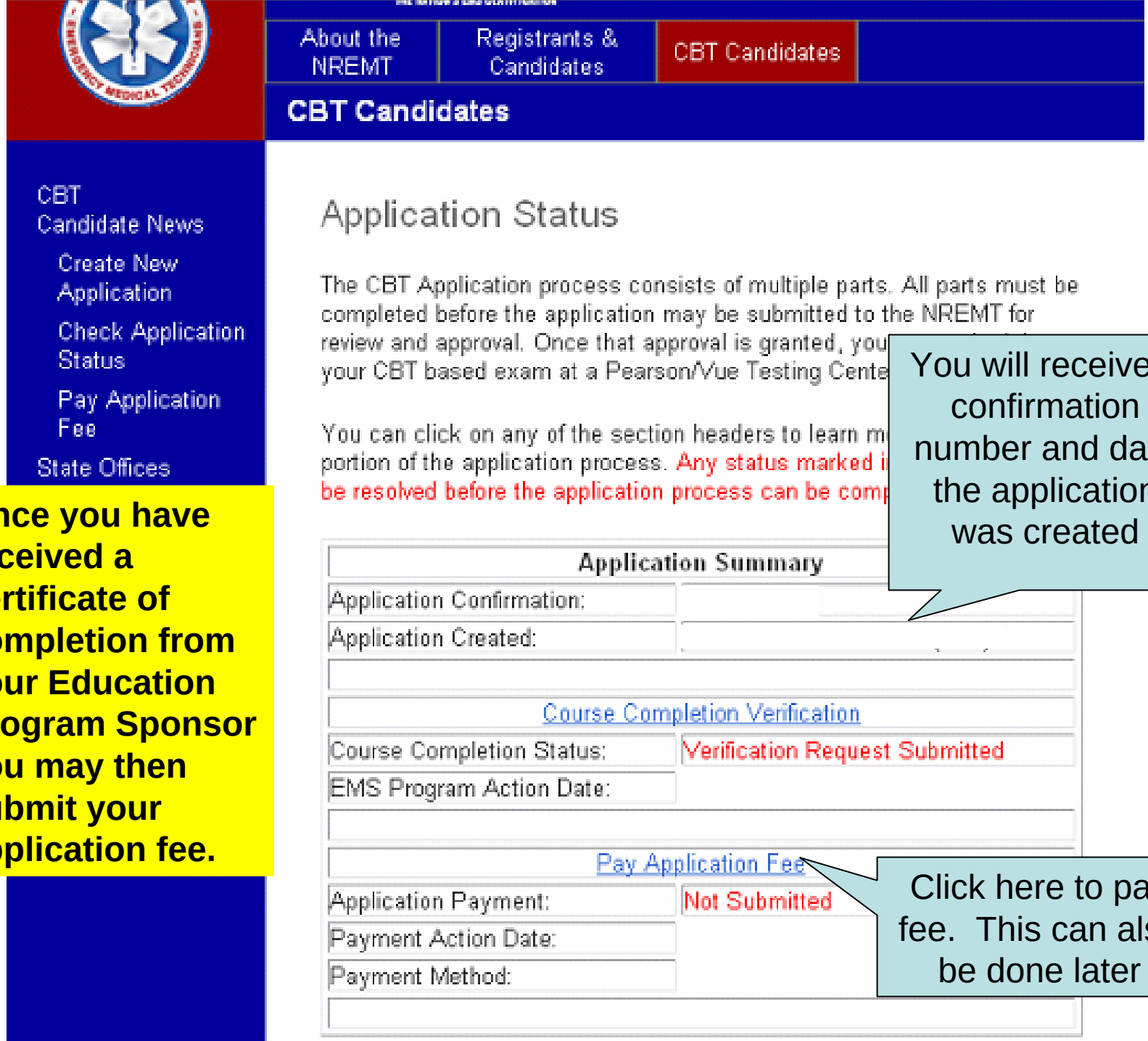
You will be notified by the National Registry when your application is complete or you may return to the NREMT website at anytime to check on your application status.



Once you have received a certificate of completion from your Education Program Sponsor you may then submit your application fee.

You will receive a confirmation number and date the application was created

Click here to pay fee. This can also be done later

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Create New Application

Pay Application Fee

This application fee is non-refundable and may not be transferred to another person or to another NREMT application which you choose to complete in the future.

Please note: If you schedule an exam with Pearson/Vue and fail to show up for that exam, and did not cancel the exam, you will need to pay another application fee to test.

Registration Level:	Paramedic
The non-refundable/non-transferable application fee required is:	$110.00
*Payment Type:	- Select -

- Select -
Credit/Debit
Money Order

When you pay your fee you will have to select payment type. Selecting "Money Order" will produce a Money Order Tracking Slip for you to print and include with your payment to the National Registry

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Of
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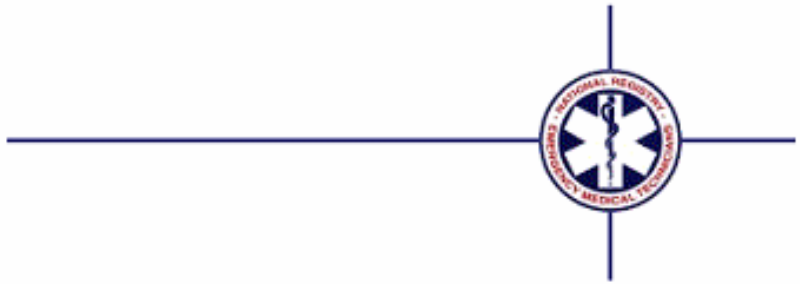

Money Order Tracking Slip

You have selected to submit a money order as the method of payment. Please print this Money Order Tracking Slip. Once the tracking slip is printed, attach your money order made payable to the National Registry of Emergency Medical Technicians (NREMT) to the tracking slip, and mail it to the following address:

National Registry of EMTs
Attention: CBT Tracking Slip
P.O. Box 29233
Columbus, Ohio 43229

Your online application payment status will be marked as Pending. Once the money order is received and processed at the NREMT, your payment status will be marked as Paid. Please allow 10 business days AFTER you have mailed the money order for processing to be completed.

Today's Date: 12/13/2006 7:22:31 AM
Application: 2006014876

Applicant:

If you select "money order" you will receive a form similar to this to print and send with your money order.

Verification

- Once you have completed all elements of the National Registry application process you will receive verification that you are eligible to test which includes a website or toll free number you will call to schedule your exam. You must also print the form as proof to verify you are eligible to take the test for the testing center.

CBT Test Sites – Michigan locations 10/1/06

Emergency Medical Technician, Emergency Medical Technician-Specialist, and Paramedic applicants – do not forget to contact the SWMS or UPEMS office to obtain a practical exam reservation form.

SWMS (269) 385-2806

UPEMS (906) 228-4182

Exam Status Notification

- Applicants will usually received notification of status of their written (CBT) exam within 24 hours of exam completion.
- EMT, EMT-S and Paramedic applicants will receive their National Registry certification after they have successfully completed the written (CBT) **and** practical exams.

National Registry Certification is not a Michigan License

- Do not forget to apply for Michigan licensure. You may do this upon successful completion of your education program or anytime up to 2 years from course completion.
- The State of Michigan electronically downloads exam results direct from the National Registry. If your application for licensure is on file your license will be issued as soon as successful completion of examination is verified and all other elements of the application process are complete.
- You may obtain applications from the State of Michigan website

  www.michigan.gov/ems