

# ONLINE NATIONAL REGISTRY RENEWAL INSTRUCTIONS

## MCFRS 2012 NREMT-I/P Renewal Application Process

Access National Registry website, [www.nremt.org](http://www.nremt.org)

**CLICK** on “create new account” on the left side of home page



Enter all the information on the account screen and “SUBMIT”

<p><b>*Account Information:</b></p> <p>Please choose a username and password. They can be anywhere from 6 to 20 characters long. Username and passwords are case sensitive!</p> <p>*Username: <input type="text"/></p> <hr/> <p>*Password: <input type="text"/></p> <p>*Verify Password: <input type="text"/></p> <hr/>
<p><b>*Personal Information</b></p> <p>*First name: <input type="text"/></p> <p>Middle initial: <input type="text"/></p> <p>*Last name: <input type="text"/></p> <hr/>
<p><b>*Contact Information:</b></p> <p>*Email address: <input type="text"/></p>

Please select at least 3 questions below, then provide answers for each question. Your answers must be between 3 and 50 characters long, including spaces and punctuation.

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Question #1:

Answer #1:

Question #2:

Answer #2:

Question #3:

Answer #3:

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I hereby attest that the above information is true and correct and understand that submission of fraudulent information is subject to disciplinary action.

You will see a “System saving information” message, then “Your information was successfully saved”.

**Log into your newly-created account, with your new user name and password:**

**National Registry of Emergency Medical Technicians®**  
THE NATION'S EMS CERTIFICATION

**Returning users:**  
User name  
  
Password

**Account Saved**

Your account has been successfully saved. Once you log in, you will be able to navigate the site. To log in, enter your username and password in the upper left hand corner, under "Returning Users".

The roles you requested are defined below:

**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.

[Create New Account](#)  
[Forgot Your Password?](#)

**GENERAL INFO**

[Home](#)

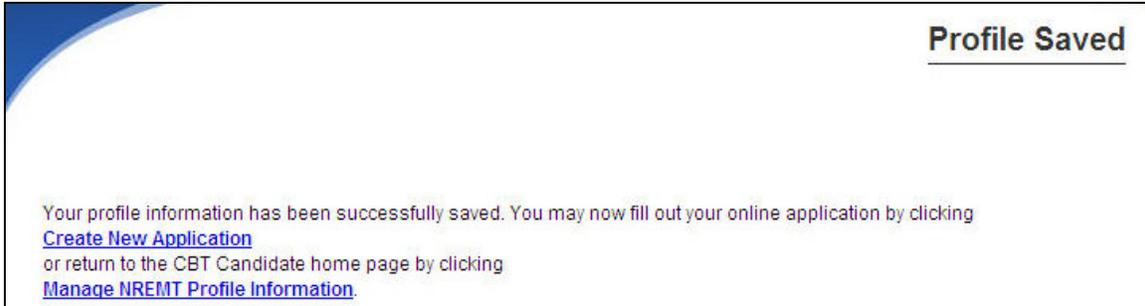
**Enter the required information** (Part I) :

Personal Information			
*Social Security #:	<input type="text"/>	(nnn-nn-nnnn)	
*Date of Birth:	<input type="text"/>	(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	<input type="text"/>
<input type="text"/>			
Mailing Address			
*Address:	<input type="text"/>		
	<input type="text"/>		
	*City <input type="text"/>	*State -- Choose -- ▼	*Zip <input type="text"/>
Country:	United States ▼		

**Enter Personal Information (Part II) – and click SAVE at the bottom:**

Optional Information	
If you do not want to receive NREMT registrant mailings, such as periodic surveys, EMS career field announcements, etc, please click on the box below. Clicking here will remove your name from future unsolicited periodic mailings but will still ensure you receive the annual newsletter and any mail relative to your biennial recertification.	
I do not wish to receive NREMT Registrant Mailings: <input type="checkbox"/>	
Highest Level of Education Completed - Select -	
Gender: - Select A Gender -	
Which of the following categories describes you? (You may select more than one)	
<input type="checkbox"/> American Indian or Alaskan Native (Not Hispanic or Latino)	
<input type="checkbox"/> Asian (Not Hispanic or Latino)	
<input type="checkbox"/> Black (Not Hispanic or Latino)	
<input type="checkbox"/> Hispanic	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	
<input type="checkbox"/> White (Not Hispanic or Latino)	
Employer type: - Select -	
Personnel's service status - Select -	
Primary EMS Job Responsibilities: Please select your primary EMS job responsibility	
<input type="radio"/> None - Seeking employment	
<input type="radio"/> Patient Care Provider	
<input type="radio"/> Educator/Preceptor	
<input type="radio"/> Administrator/Manager	
<input type="radio"/> First-line Supervisor	
<input type="radio"/> Other	
Other job responsibilities -- choose all that apply	
<input type="checkbox"/> None - Seeking employment	
<input type="checkbox"/> Educator/Preceptor	
<input type="checkbox"/> Patient Care Provider	
<input type="checkbox"/> Law Enforcement (Police)	
<input type="checkbox"/> Fire Suppression	
<input type="checkbox"/> First-line Supervisor	
Please indicate <b>all</b> the states you are licensed in as an EMS provider. This includes Army, Navy, Air Force, and Federal Government	
<input type="text"/> Remove State	
Add State	
What is the initial year of state licensure for your highest level of EMS licensure? This includes Army, Navy, Air Force, and Federal Government	
<input type="text"/>	
What is the expiration date (month and year) for your highest level of EMS state license? This includes Army, Navy, Air Force, and Federal Government	
Month: - Select - Year: <input type="text"/>	
Confirm Social Security Number	
*Social Security #:	<input type="text"/> (nnn-nn-nnnn)
Back	Save

You will see that your profile has been saved:



**CLICK on “My Certifications” on the LEFT side of the page.**



You will see the following “Dashboard” on the left



And the following Dashboard on the screen:

The dashboard is divided into several sections. On the left, under 'Agency Status', there is a question 'Ready to affiliate with an agency?' and a blue button labeled 'CHOOSE AGENCY'. Below this is '- OR -' and another section for 'Training & Education Status' with the question 'Ready to continue the training and education?' and a blue button labeled 'MANAGE EDUCATION'. On the right, 'CURRENT CERTIFICATION EXPIRATION' shows 'Your certification will expire in 179 days'. Below that, 'REFRESHER TRAINING' has a progress bar and '0 of 48 hours'. 'EMT RELATED CONTINUING EDUCATION' has a progress bar and '0 of 24 hours'. At the bottom right, there are checkboxes for 'CPR' (Incomplete), 'Transition' (Incomplete), and 'ACLS' (Incomplete).

**Step 1 Registrant: State Selection to request an affiliation.**

**Select "Maryland" from the drop-down menu and SUBMIT**

A dropdown menu is open, listing various states and territories. The list includes Arizona, Arkansas, Army, California, Coast Guard, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, and Massachusetts. The 'Maryland' option is circled in red. The background shows a 'Request Affiliation' form with a 'State' dropdown menu and a text prompt: 'your agency is in to get a list of agencies:'.

The interface shows a two-step process. 'Step 1: Select State' is active, with the instruction 'Please select the state your agency is in to get a list of agencies:'. A dropdown menu shows 'Maryland' selected. Below this, 'Step 2: Select Agency' is shown in a greyed-out state. At the bottom, there are four buttons: 'PREVIOUS', 'NEXT' (circled in red), 'SUBMIT', and 'CANCEL'.

Step 2: Registrant: Agency Selection:

Select "**Montgomery County Fire Rescue**" and **SUBMIT**

### Request Affiliation

- MedSTAR Transport
- MIFEMSS
- Montgomery County Fire and Rescue**
- National Naval Medical Center Bethesda
- National Naval Medical Center DET-F
- Northern Garrett County Rescue Squad
- NPS - Antietam NB
- NPS - Assateague Island National Seashore
- NPS- Fort McHenry NM
- NPS-Catoctin Mountain Park
- Ocean Pines Fire Department
- Perry County Ambulance Service
- PHI Air Medical
- Pocomoke City EMS
- Prince George's County Fire/EMS Department
- Procure Ambulance of Maryland
- Queen Anne's County DES
- Rehoboth Beach Volunteer Fire Company
- Select --

If you are unable to find your agency, you must contact your agency's Training Officer and have them create the agency. If you would like to continue, please select "Agency Not Listed." Once your Training Officer adds the agency and the NREMT approves it, you can select "Affiliate With Agency" to finish the affiliation process.

**PREVIOUS** **NEXT** **SUBMIT** **CANCEL**

### Step 1: Select State

Agency's State: Maryland

### Step 2: Select Agency

Please select your agency from the list below:

Montgomery County Fire and Rescue

If you are unable to find your agency, you must contact your agency's Training Officer and have them create the agency. If you would like to continue, please select "Agency Not Listed." Once your Training Officer adds the agency and the NREMT approves it, you can select "Affiliate With Agency" to finish the affiliation process.

**PREVIOUS** **NEXT** **SUBMIT** **CANCEL**

**MANAGE TRAINING OVERVIEW/DASHBOARD:**

You will see a summary of your current certification and education status.

Click on the “Manage Education” link:

The “Manage My Education” Dashboard section includes the following:

ACLS	Not Started
	Edit Certification
<hr/>	
CPR	Not Started
	Edit Certification

**NOTE: WE ARE NOT OFFERING ANY “TRANSITION COURSES” before 2012 renewal, so do not enter any information in that field.**

**Under the “Refresher Training” (Our Category I required training), click on the GREEN “Add Class”**

**You will need to enter information in the required fields:**

### Class Info

**Status: Not yet saved**

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name	Class Sponsor
Description (optional)	
Method of Instruction	Date Completed
-- Select --	

**For the REFRESHER TRAINING Section:**

- If you have attended the 40-hour ALS Refresher here at the Academy select “Traditional Refresher Course” from the drop-down menu. This Refresher will show up as either:
  - 8 hrs for paramedics,(40 hour Refresher AND the 8 hour ACLS refresher course)
  - 36 hrs for EMT-I/CRT-99 providers

Topic/Category

-- Select --

**\*Traditional Refresher Course\***

Airway, Breathing, and Cardiology

Medical Emergencies

Trauma

Obstetrics and Pediatrics

Operational Tasks

Hours

.00

ADD

- DATE is the date of the LAST session you attended, from either the 40hour refresher or the 8hr ACLS renewal
- HOURS add “48.0” in the hours area and click “ADD”

### Class Info

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name: Traditional Refresher

Class Sponsor: MCFRS

Description (optional):

Method of Instruction: Classroom Lecture

Date Completed: 10/01/2011

### Class Detail

Select a topic, choose "Mandatory" or "Flexible" if applicable, enter the number of hours, then click the "Add" button. When you have finished adding course details, click the "Submit" button to add this course to your refresher training.

Topic/Category: **\*Traditional Refresher Course\***

Hours: 48

.00

**ADD**

CANCEL SUBMIT

**Click on the SUBMIT button for the “Traditional Refresher Course”:**

## Class Detail

Select a topic, choose "Mandatory" or "Flexible" if applicable, enter the number of hours, then click the "Add" button. When you have finished adding course details, click the "Submit" button to add this course to your refresher training.

Topic/Category:

Hours:

Hours	Topic/Category	
48	*Traditional Refresher Course*	<input type="button" value="Delete"/>

**The Progress Bar on your Dashboard for Refresher Training now shows you have completed the entire 36 hours (EMT-I) or 48 hours (EMT-P), and you have a GREEN Complete check.**

### Refresher Training

Complete

You currently have 48 of your 48 hours for this category.

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### Continuing Education Training

Not Started

You currently have 0 of your 24 hours for this category.

**Next is “Continuing Education Training” (your Category 2 content)**

Manage My Education > Add Class

Continuing Education Training Not Started

You currently have 0 of your 24 hours for this category.

### Class Info

**Status: Not yet saved**

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name  Class Sponsor

Description (optional)

Method of Instruction  Date Completed  Hours

**Click on the GREEN “add course” button for Continuing Education :**

Continuing Education Training Not Started

You currently have 0 of your 24 hours for this category.

 [Add Class](#)

Enter information in all the required fields (ex here: our Basic MultiLead EKG)

**Class Name:** Multi-Lead EKG

**Sponsor:** MCFRS

**Description:** optional

**Method:** Click “classroom” from the drop-down menu

**Date completed:** add date

**Hours:** 6.0 and SUBMIT

**Class Info**

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name: Multi Lead ECG      Class Sponsor: MCFRS

Description (optional):

Method of Instruction: Classroom Lecture      Date Completed: 09/01/2011      Hours: 6.00

**CANCEL**      **SUBMIT**

**Your Dashboard progress bar for Continuing Education now shows those 6 hours and your Continuing Education is “in Progress”:**

**Continuing Education Training**      In Progress

You currently have 6 of your 24 hours for this category.

[Add Class](#)

[ - ] Hide Details

Hours	Class/Topic	Edit	Delete
6	Multi Lead ECG		

**6** Total Hrs.

Some Continuing Education Training may be taken online, for example the MIEMSS Protocol Updates or the MOLST Training. In the required fields, you would enter the information:

Sponsor: MIEMSS  
Method: Internet/Computer-Based

Enter the information and click SUBMIT

### Class Info

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name	Class Sponsor	
<input type="text" value="2011 Protocol Update"/>	<input type="text" value="MIEMSS"/>	
Description (optional) <input type="text"/>		
Method of Instruction	Date Completed	Hours
<input type="text" value="Internet/Computer Based"/>	<input type="text" value="02/01/2011"/>	<input type="text" value="1"/> <input type="text" value=".50"/>

Your Dashboard and Progress Bars now reflect the courses you have entered, with the number of hours you have completed to date.

The screenshot displays a dashboard with three main sections:

- Refresher Training:** Shows a progress bar that is 100% complete (red bar). A green checkmark icon and the word "Complete" are visible. Below the bar, it states "You currently have 48 of your 48 hours for this category." and includes an "Add Class" button with a plus sign. A "[-] Hide Details" button is also present.
- \*Traditional Refresher Course\*:** Shows a progress bar that is 100% complete (green bar). A green checkmark icon and the word "Complete" are visible. Below the bar, it shows a table with one entry: "48 Traditional Refresher". To the right of the table, it displays "48/48 Total Hrs." and "Edit Delete" buttons.
- Continuing Education Training:** Shows a progress bar that is approximately 25% complete (red bar). An orange "In Progress" label is visible. Below the bar, it states "You currently have 6 of your 24 hours for this category." and includes an "Add Class" button with a plus sign. A "[-] Hide Details" button is also present.
- Transition Course:** Shows a progress bar that is 0% complete (no bar). A red "Not Started" label is visible. Below the bar, it asks "Do you intend to transition from EMT-Paramedic (EMT-P) to Paramedic?" and provides instructions: "If you select 'Yes,' you will need to submit documentation of successful completion of State-approved transition/refresher education to your Training Officer."

Continue this process of “Add Course”, entering that course information required, and SUBMIT. You should see your progress bar continue to reflect the added courses and hours until you reach the required 24 hours, when you will see the GREEN completion check.

To enter your ACLS and CPR information:

The screenshot shows two certification status boxes. The top box is for ACLS, with the text 'ACLS' on the left, a 'Not Started' button on the right, and an 'Edit Certification' link with a document icon below it. The bottom box is for CPR, with the text 'CPR' on the left, a 'Not Started' button on the right, and an 'Edit Certification' link with a document icon below it. Both boxes have a light blue background and a dark blue horizontal line at the bottom.

**Click on “Edit Certification”**

- enter the month and year of EXPIRATION for your ACLS and CPR cards
- click in the “I attest my (ACLS/CPR) is valid”
- click APPLY

The screenshot shows the 'Manage Certifications' form. It has a title 'Manage Certifications' at the top left. Below it is a section for 'ACLS Certificaton Details' (note the typo). This section contains a checked checkbox 'I attest that my ACLS certification is valid until', followed by two dropdown menus: 'Expiration Month' with the value '5' and 'Expiration Year' with the value '2012'. Below this is a section for 'CPR Certificaton Details' (note the typo). This section contains a checked checkbox 'I attest that my CPR certification is valid until', followed by two dropdown menus: 'Expiration Month' with the value '5' and 'Expiration Year' with the value '2013'. At the bottom right of the form, there are two buttons: 'APPLY' and 'CANCEL'. A red circle is drawn around the 'APPLY' button.

**Your ACLS and CPR status will now have the GREEN Complete check. You will only need to send a copy of your ACLS or CPR card to National Registry if you are randomly selected for an audit by Registry.**

The screenshot shows two certification cards. The top card is for ACLS, with an expiration date of 5/31/2012. It features a green checkmark and the word 'Complete' in a green box, along with an 'Edit Certification' button. The bottom card is for CPR, with an expiration date of 5/31/2013. It also features a green checkmark and the word 'Complete' in a green box, along with an 'Edit Certification' button.

Note your Dashboard will be “Pending Approval” until the Academy affiliates you:

The screenshot displays the 'Manage My Education' dashboard. At the top left, user information is shown: 'Registry #:' (redacted), 'Agency: Pending Approval', 'Level: Paramedic', and 'Exp: 3/31/2012'. A red circle highlights the 'Agency: Pending Approval' text. Below this are 'LOGOUT' and 'EDIT' buttons. A sidebar on the left lists navigation options: 'GENERAL INFO', 'CBT CANDIDATES', 'MY CERTIFICATION', 'Dashboard', 'Affiliate With Agency', 'Manage Education', 'Submit Recertification', 'Print Application', 'Print Current Receipt', and 'Purchase NREMT Items'. The main content area is divided into two sections: 'Refresher Training' and 'Continuing Education Training'.  
 The 'Refresher Training' section shows a 'Complete' status with a red progress bar. Below it, a table lists a '\*Traditional Refresher Course\*' with 48 hours. The table has columns for 'Hours' and 'Description'. The row shows '48' hours for 'Tradional Refresher'. To the right of the table, it says '48/48 Total Hrs.' and 'Complete'.  
 The 'Continuing Education Training' section shows an 'In Progress' status with a red progress bar. Below it, a table lists two classes: '2011 Protocol Update' (1.5 hours) and 'Multi Lead ECG' (6 hours). The table has columns for 'Hours' and 'Class/Topic'. To the right of the table, it says '7.5 Total Hrs.'.