



## TRAINING OFFICER – HOW TO REGISTER YOUR AGENCY FOR NREMT ONLINE RECERTIFICATION

Go to [www.nremt.org](http://www.nremt.org).

### Step 1

Click on Create New Account.

(If you currently have an account on the NREMT website – login to your account, click on edit, scroll down and find the link 'Add Training Officer role to this account', logout and then go to Step 2.)

Complete this page, providing your personal information.

Choose the Training Officer as the user role **and any other roles that may apply to you.**

Save/Submit.

### Step 2

Login

Click on Training Officer (if you selected more than one role)

Scroll down and click on Edit Agency.

Choose your state and click Next.

Check the drop down list for your agency.

If your agency is not listed, click on the blue link below that says, Create Agency Request.

Complete the information regarding your agency (this is the information people affiliating with your agency will see) and submit. Please allow 1-2 business days for approval.

Once the agency has been approved, your NREMT certified EMS Providers will be able to complete their profile and affiliate with your agency. As the Training Officer, you will have to approve their affiliation.

Detailed instructions (Online Recertification Guide, Training Officer Instructions and Medical Director Guide) are available in PDF form on our website (<https://www.nremt.org/nremt/about/resourcePublications.asp>).

Please note: they are each apx. 30-45 pages in length, as they contain step by step screen shots as well as written instructions. We suggest you save the files to your computer for review, rather than printing.

If you need additional assistance, please contact Cindy Hart ([chart@nremt.org](mailto:chart@nremt.org) 614-888-4484, ext. 192).