HOW TO ASSOCIATE WITH AN EXISTING EMR, EMT, AEMT EMS EDUCATION PROGRAM

The new Program Director must have an account on nremt.org and initiate a request to associate with the program, and the State Office must approve the request. The old Program Director is automatically removed from the request when they approve it. I have provided instructions below to assist.

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 that you have a National Registry account with the Program Director role, you can submit a request to associate with an existing education program.**
   - Log into nremt.org.
   - Click on the person icon to the right of your name on the left margin.
   - Click on the Professional Profile under MY ACCOUNT in the left margin.
   - On the Professional Profile page Click Request for Program Authorization.
   - Click on Request for Program Authorization.
   - Click Associate yourself with an Existing EMS Education Program.
   - Select the State from the alphabetical list.
   - Ensure the radio button before State Authorized/Approved is blue.
   - Select the Program out of the alphabetical list of Programs.
   - Click Submit· Click Submit.

Your state will receive the Program Director Change request and approve or deny the request following their organizational policies. **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.