



HOW TO CREATE A MEDICAL DIRECTOR ACCOUNT and affiliate with an agency

The new Medical Director initiates a request to affiliate as a Medical Director, and anyone with Training Officer access can approve the request.

Medical Directors ensure the continued competency of National Registry-certified personnel by validating level-specific skills. To review recertification applications, medical directors must be affiliated with an agency authorized within the National Registry system.

- 1. If you do not have a National Registry account, create one and select Medical Director on the role selection screen.**
- 2. When you have a National Registry account and no Medical Director role, you must add the Medical Director role.**
 - Log onto your nremt.org account
 - In the left margin, click the cog to the right of My Roles to access the Manage Roles page
 - Click Add role to the right of the Medical Director role
 - Follow the screen prompts
 - Log out and in to load the role
- 3. Now that you have a National Registry account with a Medical Director role, you can request to affiliate with an agency.** Select the role of Medical Director
 - Click on the Agency tab
 - Click the Blue Affiliate with Agency button
 - Click on Affiliate with an Agency, complete the Request Agency Affiliation form, and click submit

The agency's Training Officer will approve your request to affiliate as a Medical Director by logging on to their nremt.org Training Officer account.

Note: The agency's current Training Officer on file must approve your Medical Director's request to affiliate with the agency. When the individual listed on nremt.org as the Training Officer is no longer with the Agency, the agency must add a new Training Officer before your affiliate request can be approved.