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# Steps for taking the EMS exam

After you complete your EMS course, you will be taking the NREMT certification exam. It might be wise to begin the application process four to six weeks before you intend to take the test. **Prior to testing you will need the following:**

- application
- course completion verification by your program director and
- application fee payment

**You will need the following information from your instructor:**

**The state where the course was approved**  
**Program Name**  
**Section Code** (if applicable)

Follow these steps for taking the NREMT exam.

## Step 1

### Create Your Account

- Go to [www.nremt.org](http://www.nremt.org)
- Click on “Login” (found in the blue bar at the top of the page)
- Click on “Set Up New Account”
- Complete all information in this section as prompted
- Request user role of “Registrant or Candidate” (do not complete any information within the gray box)
- Read the submission statement
- Click on “Submit”

## Step 2

### Login

- After you have completed Step 1, you can follow the link and login with the username and password you created

## Step 3

### Manage your account information

- Complete all information in the Personal Account Information fields as prompted. *Note: This is the name that will appear on your application, National Registry certificate and card upon successful completion of the examination*
- When you have completed all fields, click “Save”. You will receive a message indicating “Account Saved”

## Step 4

### Create a new application

- Click on “Create a New Application”
- Review the Personal Information Summary – if any items are incorrect, make corrections by clicking on “Manage Account Information”
- Select the application level you wish to complete
- Review the Entry Requirements; check the acknowledgement to complete the online application
- Complete any statements as prompted
- Click on “Next”
- Complete all information in this section as prompted. *Use the information in the box above provided by your instructor*
- Read the acknowledgement prior to clicking “Submit”. Clicking “Submit” is your electronic signature and indicates that you have read, reviewed and agree to the acknowledgement

## Step 5

### Pay application fee

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date. An Authorization to Test (ATT) will not be issued until payment has been received and all other verifications are complete.
- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

### Monitor the progress of your application

You can monitor the progress of your application at any time.

- Login on the NREMT ([www.nremt.org](http://www.nremt.org)) using your username and password
- Click on “Candidate Services”
- Click on “Check Application Status”
- Three areas of the application process are displayed:
  1. Course Completion Verification,
  2. Payment of Application Fee and
  3. Practical Skills Verification. Each topic provides an explanation of the status and who to contact for further assistance.

*Ask your instructor for more information or visit the NREMT website at [www.NREMT.org](http://www.NREMT.org).*