



# Program Directors!

## How to Authorize Your Students to Take an NREMT Exam



As program director, you are responsible for verifying when your students have completed a state-approved EMS course.

Detailed instructions on how to make the necessary verifications are below. If you need additional assistance, please contact the NREMT at 614-888-4484. We're ready to help!

### Step 1

#### Login

- Go to [www.nremt.org](http://www.nremt.org)
- From the main page, click on 'Login' (found in the blue bar at the top of the page)
- Enter your Username and Password and proceed as prompted.
- Click on 'Login'

### Step 2

#### Verification of Course Completion

To verify course completion, click on 'Course Completion Verification' on the left side of the screen.

- Review all the requirements listed and possible responses:
  1. This is 'Not our student' (Not Our Student)
  2. This student 'Did not successfully complete program requirements' (No Course Completion)
  3. This student, 'Successfully completed program requirements as well as CPR and skill competency' (Successful Course Completion)
- Go to 'Registration Level'. Use the pull-down arrow to select your choice
- Click on 'Select'
- You will see a list of candidates who indicated they were part of your education program (last name and last four digits of their Social Security Number). The date in the 'Course Completion

Date' column is the date provided by the candidate on their application. If the date is not correct, you may edit this field (note: only the month and year are recorded)

- For each candidate, review the information and click on the appropriate statement as prompted.
- Read the statement in the box at the end of your student list. **By clicking 'Submit' you are attaching your "electronic signature" to that candidate's application**
- Once you have processed a student on the list, they will be removed

### Step 3

#### EMT-Basic Practical Exam Verification

If your State permits, you will need to verify the Psychomotor (Practical) Examination of your students.

- To verify skills, click on 'Practical Exam Verification' on the left hand side of the screen
- Review all the requirements listed. As Program Director you will indicate one of the following responses:
  1. 'Not Our Student' or 'Failed Final Attempt'
  2. 'Successfully Completed Practical Examination' (Successful Practical Skills Completion)
- Click on 'Search'
- You will see a list of candidates who indicated they were part of your education program as in Step 2. Proceed as prompted
- Read the statement in the box at the end of your student list. **By clicking 'Submit' you are attaching your "electronic signature" to that candidate's application**
- Once you have processed a student on the list, they will be removed

**Note:** Advanced level psychomotor examinations will be verified by NREMT Advanced Level Representatives.

**For more information and instructor resources on CBT, go to [www.NREMT.org](http://www.NREMT.org) or refer to the informational DVD you received when you registered your program.**