



# National Registry Program Director

## *Associating as the Program Director of an Existing Paramedic Program*

Program Directors are responsible for validating the competency of candidates seeking National EMS Certification. While titles may vary slightly by state, i.e. *Program Coordinator* or *Course Coordinator*, Program Directors are responsible for verifying successful course completion for all certification levels. In order to verify course completion for candidates, Program Directors must be associated with an EMS education program which has been verified within the National Registry system.

### Here's how to do it:

#### To Associate as the Program Director at an Existing EMS Education Program:

1. Log in with your username and password.
2. Under "My Current Role", select **Program Director**.
  - The instructions for how to add the Program Director role to existing account are found on the *INFORMATION FOR PROGRAM DIRECTOR* page on NREMT.org. A link to the page can be found in the footer of the website.
3. Click on the **Account Settings** button on the left-side menu.

4. Under the Program Director Settings section, click on **Request for EMS Program Authorization**.

The screenshot shows the 'Program Director Settings' page. On the left is a sidebar with 'PROGRAM DIRECTOR SETTINGS' and a person icon. The main content area has two columns: 'Program Director Settings' and 'Email Notifications'. Under 'Program Director Settings', there are two buttons: 'Status of EMS Education Program Authorization Request' and 'Request for EMS Education Program Authorization'. The second button is highlighted with a red border. Under 'Email Notifications', there is a button 'Manage Program Director Emails'.

5. Click on **Associate with an Existing EMS Education Program**.

The screenshot shows a text box with instructions. It starts with a paragraph: "If you are an EMS Education Program Director and wish to enable students completing your education program to become nationally registered, you must be associated with an EMS Education Program which has been, or will be, authorized by the State EMS office. Only EMS Education Programs that possess current approval to conduct EMS education by their state EMS offices are eligible for authorization and inclusion in the NREMT EMS Education Program database." Below this are two sections: 'New Program:' with a link 'Request Authorization of an EMS Education Program' and 'Existing Program:' with a link 'Associate yourself with an Existing EMS Education Program'. A red arrow points to the 'Associate yourself with an Existing EMS Education Program' link.

6. Select your Authorizing State.
7. Click the appropriate radio button to select **CoAEMSP/CAAHEP Accredited or Letter of Review**.
8. Select your Education Program.
9. Click **Submit**.
10. CoAEMSP will receive the Program Director Change request and approve or deny the request in accordance with their organizational policies. **Please allow 7 - 10 business days for CoAEMSP to process your request.**