



National Registry Program Director

Associating as the Program Director of an Existing EMR, EMT, or AEMT 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. Login with your user name 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 page with instructions for associating with an existing EMS Education Program. It includes a paragraph explaining the requirements, followed by two sections: 'New Program:' and 'Existing Program:'. The 'Existing Program:' section contains a link 'Associate yourself with an Existing EMS Education Program' which is highlighted with a red arrow.

6. Select your Authorizing State.
7. Click the appropriate radio button to select **State Authorized/Approved**
8. Select your Education Program.
9. Click **Submit**.
10. Your state 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 your state to process your request.**