



National Registry Program Director

Creating a New ALS Education 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 Request Authorization of a New 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 with three red circles above it. The main content area has two columns. The left column is titled 'Program Director Settings' and contains 'Manage your EMS Education Program' with two sub-links: 'Status of EMS Education Program Authorization Request' and 'Request for EMS Education Program Authorization' (highlighted with a red box). The right column is titled 'Email Notifications' and contains 'Manage the frequency at which you will receive email notifications for your various roles.' with a 'Manage Program Director Emails' button.

5. Click on **Request Authorization of an EMS Education Program**.

The screenshot shows the 'Request Authorization of an EMS Education Program' page. It contains the following text: '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 'Click here to complete an electronic request form for an EMS Education Program which is not currently listed in the NREMT database as an authorized program.' and 'Existing Program:' with a link 'Click here to associate yourself with an EMS Education Program that already exists in the NREMT database and is currently authorized by your State EMS office to conduct EMS education.' A red arrow points to the 'Request Authorization of an EMS Education Program' link under the 'New Program:' section.

6. Complete the electronic form, read the attestation statement, then click the **Submit** button.
7. After you submit the New Paramedic Program Request Form, it will be sent to CoAEMSP for review and approval. Upon approval, the requestor will be listed as the Program Director for the new program.
8. To view the status of an EMS Education Program Authorization Request, select **Status of EMS Education Program Authorization Request**, under Program Director Settings.