National Registry Program Director
Verify Initial Course Completion and Practical Skills Completion

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 most states, Program Directors are also responsible for verifying successful practical skills completion for BLS levels. In order to perform either function, 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:

Verify Initial Course Completion:

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. Expand the Ma**nage Candidates** option on the left menu and select **Course Completion Verification**.

4. Select the appropriate level.

5. Mark candidates appropriately, according to the top legend.

6. Read the attestation statement, then click the **Submit** button.

Clicking the Select button will return a list containing the names of candidates who have submitted an online application to the NREMT and indicated that they are attending your EMS education program.

— Application

Application Level: EMT

Select

In order for your students to be eligible for National Registration, you must attest to their successful completion of your EMS education program, competence in CPR in the following areas:

- Adult, 1 and 2 person CPR;
- Child and infant CPR;
- Adult/child/infant obstructed airway maneuvers.

as well as the following EMT Skills.

Course Verification Legend:
NOS - Not Our Student
NCC - No Course Completion
SCC - Successful Course Completion
No Action - Candidate Stays on List

Displaying 8 Candidates

Last Name, First Init.	NOS	NCC	SCC	No Action	Course Completion Date
Allen, P.	○	○	○	◉	5/17/2018
Bourg, Z.	○	○	○	◉	5/19/2017
Guttuso, B.	○	○	○	◉	12/4/2017
Hatcher, M.	○	○	○	◉	5/12/2018
hussein, m.	○	○	○	◉	12/4/2017
Pichon, N.	○	○	○	◉	5/17/2017
schexnaydre, c.	○	○	○	◉	12/1/2016
washington, k.	○	○	○	◉	12/1/2016

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Verify Practical Skills:

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. Expand the Ma**nage Candidates** option on the left menu and select **Practical Skills Verification.**

4. Select the appropriate level. **Note:** Program Directors can only verify BLS practical skills.

5. Mark the candidates appropriately.

6. Read the attestation statement, then click the **Submit** button

Last Name, First Init.	Not Our Student or Failed Final Attempt	Successful Practical Skills Completion	No Action	Practical Skills Test Date (mm/yyyy)
Binstock, Z.	○	○	●	
Butsch, J.	○	○	●	
Crilow, C.	○	○	●	
Hampton, L.	○	○	●	
Howard, M.	○	○	●	
Lipps, S.	○	○	●	
McLemore, C.	○	○	●	
Ricca, C.	○	○	●	
Wallace, K.	○	○	●	
Wilks, B.	○	○	●	

Displaying 10 Candidates