

# National Registry Account Setup and Cognitive Exam Registration for Candidates Under 18

## Quick Guide

### Introduction:

This *Quick Guide* has been developed to assist Virginia EMR / EMT candidates in the setup/creation of their National Registry account.

All Virginia trained EMR and EMT candidates will be required to take the National Registry of EMT's cognitive examination in order to become certified in Virginia.

Please follow this step-by-step guidance when setting up your account on National Registry's website.

Accounts which do not follow this process could be in error resulting in a significant delay with National Registry.

### Learning Objectives:

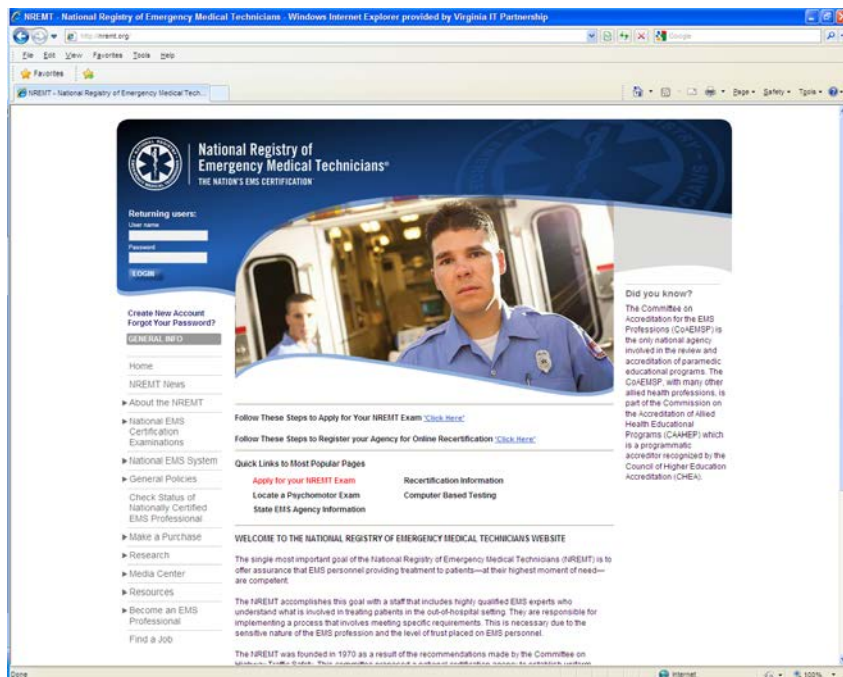
Learn how to:

- ✓ create your National Registry (NREMT) account
- ✓ apply to take your NREMT EMR or EMT cognitive examination



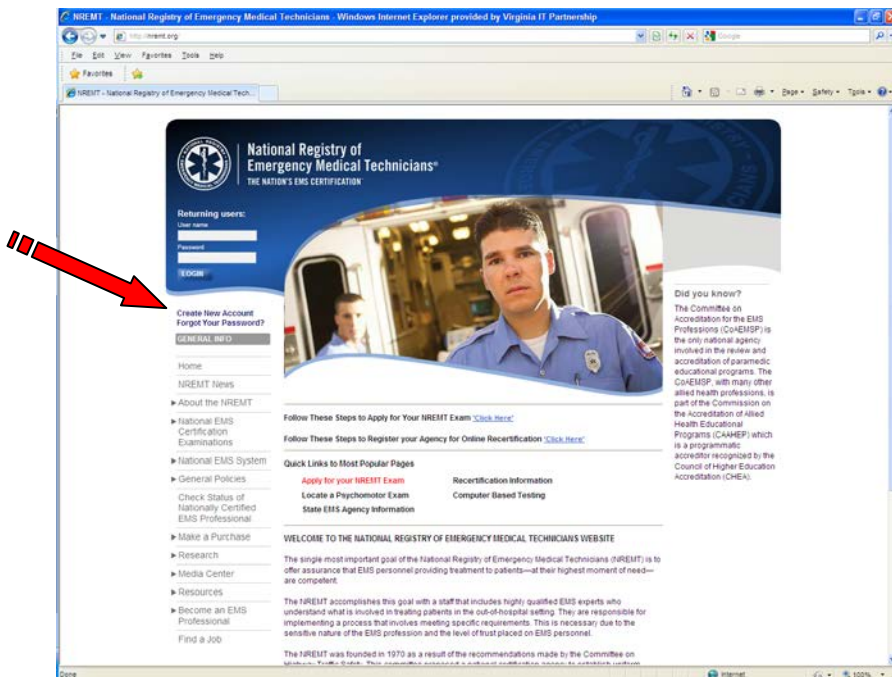
## Step 1 | Accessing the National Registry Website

1. Open your web browser and type the following URL into the address bar:
  - a. <http://nremt.org>



## Step 2 | Account Creation

1. Click **Create New Account** on the NREMT webpage.



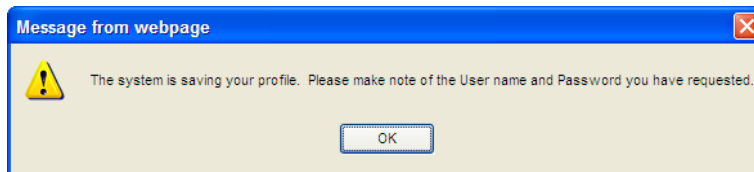
## Step 3 | Online Application

1. Fill in the requested information.
  - a. Account Information: Enter a **User Name** and **Password**.
  - b. Personal Information: Enter your **First** and **Last** name.
  - c. Contact Information: Enter a valid **E-mail** address.
  - d. Request User Roles: Check **Applying to become nationally certified ONLY!**
  - e. Complete your **Security Questions**.
  - f. **Submit** your application.

The screenshot shows the NREMT Account Information form. The form is titled "NREMT - Account: Your Information" and is displayed in a Windows Internet Explorer browser window. The form includes a navigation menu on the left with options like "Home", "NREMT News", "Computer Based Testing", "NREMT Newsletters", "NREMT Information", "NREMT History", "LEADS Survey", "About NREMT Examinations", "Learn About EMS", "General Policies", "Related Links", "Check Emergency Medical Personnel Status", "Annual Reports", "Purchase NREMT Items", "Purchase Vouchers", and "RECS". The main content area contains a "Submit" button and several sections of information to be entered:

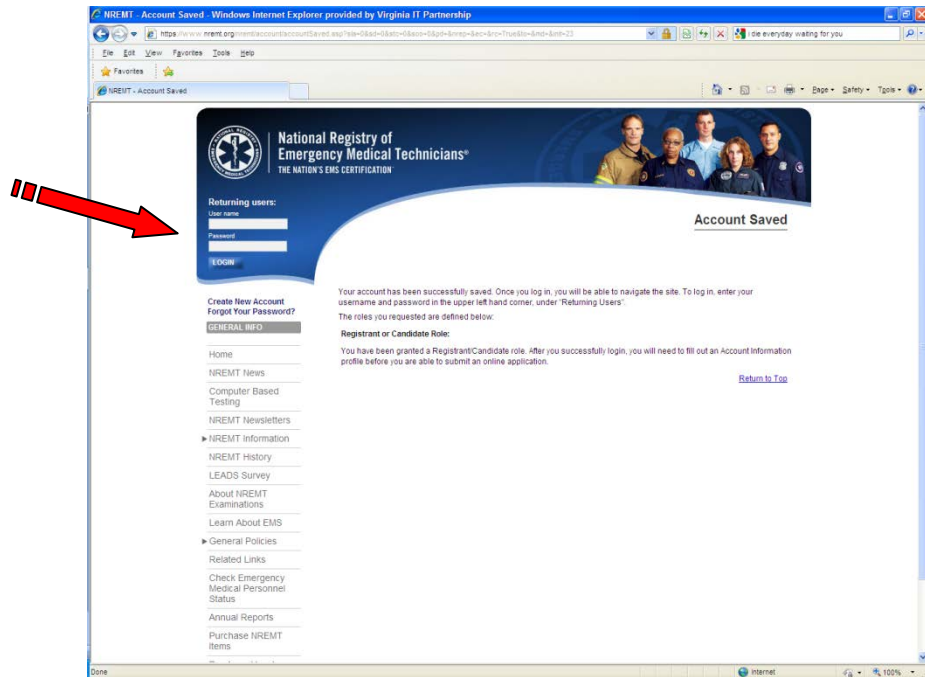
- Account Information:** Includes fields for Username (filled with "chad bloser"), Password, and Verify Password.
- Personal Information:** Includes fields for First Name (filled with "Chad"), Middle Initial, and Last Name (filled with "Bloser").
- Contact Information:** Includes a field for Email address (filled with "chad.bloser@vth.virginia.gov").
- Request User Roles:** A section titled "I am requesting to use this login as a(n):" with several checkboxes. The checkbox "Applying to become nationally certified" is checked, and a red arrow points to it. Other options include "Nationally certified EMS professional", "Program Director", "Training Officer", "Medical Director", "ALS Exam Coordinator", and "State EMS Official (requires access code)".

At the bottom of the form, there is a note: "Please select at least 3 questions below, then provide answers for each question. Your answers must be between 3 and 70".



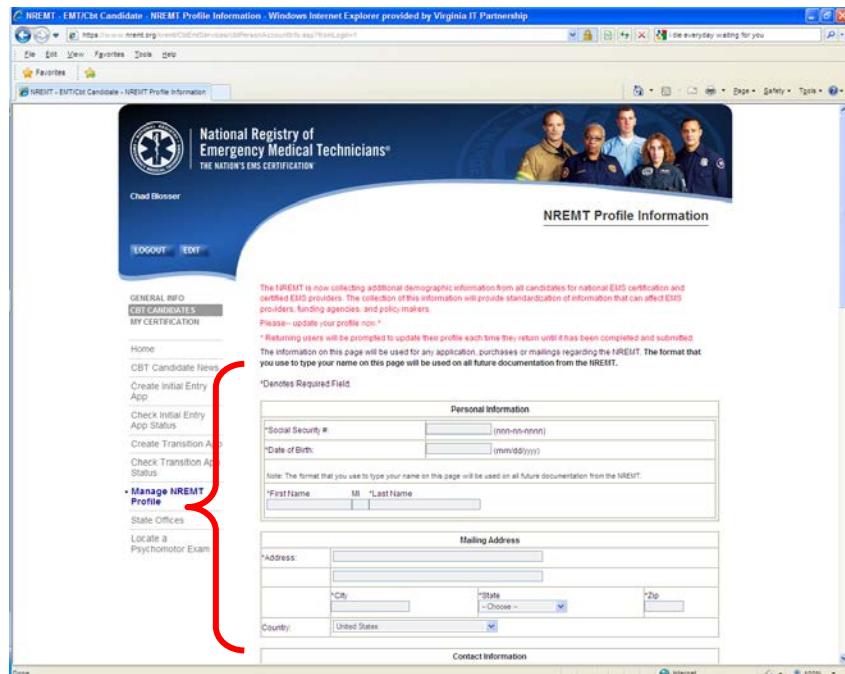
## Step 4 | Login to Your NREMT Account

1. From this page on the NREMT website, login to your new NREMT Account.

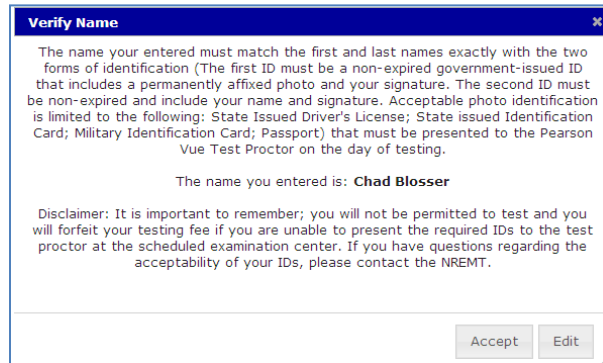


## Step 5 | Online Application

1. Complete the online application and demographic information form.
2. Pay special attention to detail and ensure the data you are providing NREMT is correct. Double check your entries prior to submission.

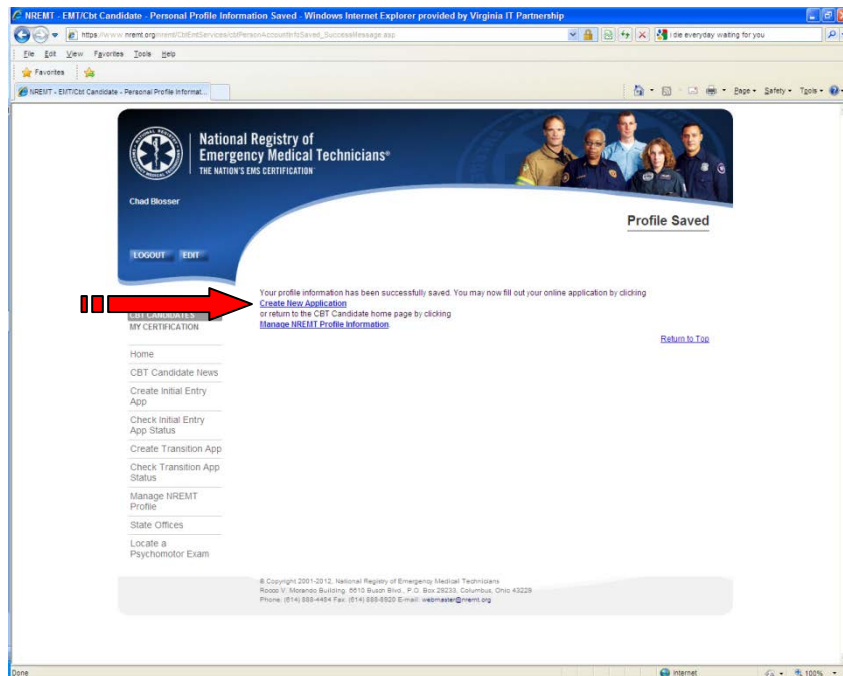


3. Name verification. Please pay special attention to the Name Verification warning message.
  - a. It is imperative that your name be correct on your application.
  - b. Your name must be the same as the name on your government-issued identification card in order to ensure that you will be admitted to the National Registry exam at a Pearson VUE Testing Center.



## Step 6 | Creating a New Application

1. Click on the link labeled **Create New Application**.



## Step 7 | Selecting Program Application Level

1. **Personal Information Summary**
  - a. Verify your personal information.
2. **NREMT Application Level**
  - a. Select **Assessment - EMR** if you took a Virginia EMR/First Responder program
  - b. Select **Assessment - EMT** if you took a Virginia EMT program.
3. **Application Entry Requirements**
  - a. Fully read the NREMT *Entry Requirements*.
  - b. Check the box to indicate that you have read and understand the *Entry Requirements*.
4. Click **Next**.

The screenshot shows a web browser window with the URL <https://www.nremt.org/ncet/EntryRequirements/EntryRequirements.aspx>. The page is titled "NREMT - EMT/CE Candidate - Candidate Application" and is provided by Virginia IT Partnership. The browser's address bar shows the URL, and the page title is "NREMT - EMT/CE Candidate - Candidate Application".

The page content includes a sidebar on the left with navigation links: GENERAL INFO, MY CERTIFICATION, CBT CANDIDATES, CBT CANDIDATE NEWS, Create Initial Entry App, Check Initial Entry App Status, Create Transition App, Check Transition App Status, Manage NREMT Profile, State Offices, Locate a Psychomotor Exam.

The main content area is divided into two sections:

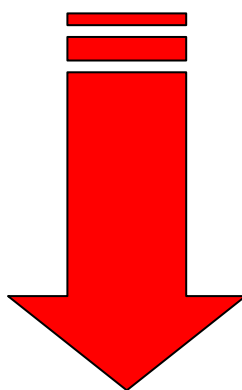
- Personal Information Summary**: A form with fields for Applicant Name (Chad Blosser), Address 1 (1001 Technology Park Drive), Address 2 (N/A), City (Glen Allen), State (VA), Zip (23059), Country (USA), Home Phone (804889120), and Work Phone (N/A).
- NREMT Application Level**: A dropdown menu for "Application Level" with a list of options: Select, Select, First Responder / EMR, EMT Basic / EMT, EMT Intermediate 25, Advanced EMT (AEMT), EMT Intermediate 39, EMT Paramedic / Paramedic, Assessment - EMT, Assessment - EMR, Assessment - Intermediate, Assessment - Paramedic.

Below the dropdown menu, there is a paragraph of text: "It is critical that you understand the **Entry Requirements** thoroughly before continuing the online portion of your online application. The **Entry Requirements** outline everything you will need to complete your online application. Please select the appropriate link from the list below to view the corresponding requirements."

Below the text, there is a checkbox and a label: "You must check the following acknowledgement to continue your online application.  I have read and understand the NREMT entry requirements and wish to complete the online application."

At the bottom of the form, there are two buttons: "Next" and "Cancel".

Red arrows in the image point to the "Assessment - EMR" option in the dropdown menu and the "Next" button.



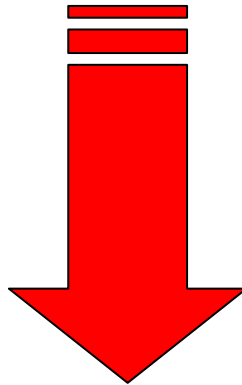
## Step 8 | Finishing up the Assessment Exam Application

1. Complete the online application using the following guidance:
  - a. **State Office**
    - i. Select **Virginia** in this drop-down box.
  - b. **Reason to Test**
    - i. Select **Under 18 Years Old** in this box.
  - c. **Affirmation**
    - i. Read the Affirmation statement.
2. Click **Submit**.

The screenshot shows a web browser window with the URL [https://www.nremt.org/secure/CandidateAssessment/24.asp?candidate\\_id=24](https://www.nremt.org/secure/CandidateAssessment/24.asp?candidate_id=24). The page title is "Assessment - EMT Application". The user is logged in as "Chad Blosser". The form contains the following fields:

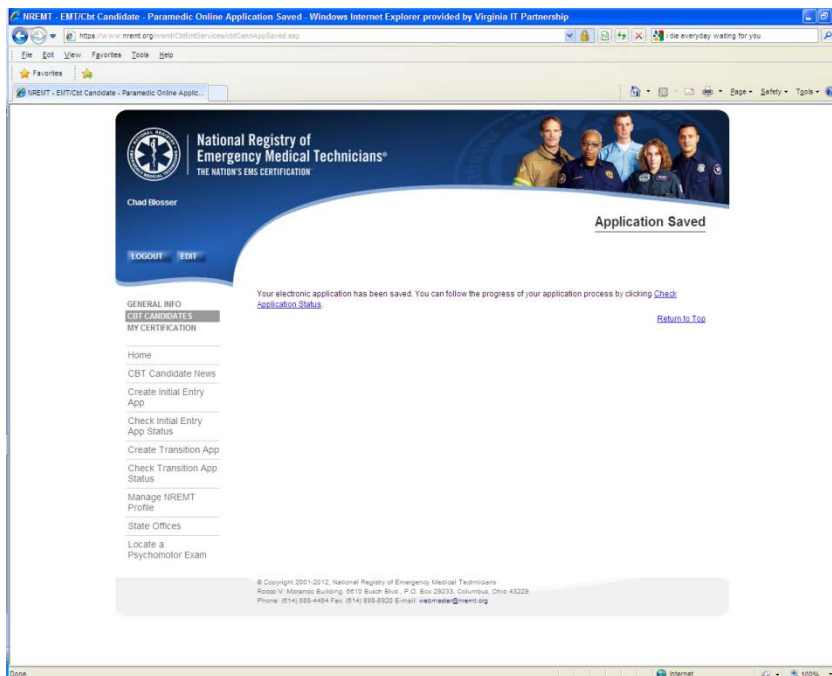
- State Office:
- Reason to Test:

Below the form is a large block of text containing the affirmation statement. At the bottom of the form, there are "Submit" and "Cancel" buttons. A red arrow points to the "Submit" button.



## Step 9 | Application Status

1. Upon submission, you will see the following screen which will allow you to track the status of your application through the NREMT process.
2. Approval of your application will not be automatic. Your NREMT application will require the approval of the Virginia Office of EMS prior to you being granted access to your National Registry Authorization to Test (ATT) letter.



## Step 10 | Application Status

1. You can track the status of your application and gain access to your ATT letter online through the NREMT website.

