



HOW TO ASSOCIATE WITH AN EXISTING PARAMEDIC EMS EDUCATION PROGRAM

The new Program Director must have an account on nremt.org and initiate a request to associate with the program, and CoAEMPS must approve the request. The old Program Director is automatically removed from the request when they approve it.

1. If you do not have a National Registry account, create one and select Program Director on the role selection screen.

2. When you have a National Registry account and no Program Director role, add the Program Director role.

- Click the cog to the right of *My Roles* in the left margin to get to the Manage Roles page.
- Scroll down the page to the *Add Roles* section.
- Click *Add a role* to the right of the Program Director role.
- Follow the screen prompts.
- Log out and in to update your account with the role.

3. Now that you have a National Registry account with the Program Director role, you can submit a request to associate with an existing education program.

- Log into nremt.org.
- Click on the person icon to the right of your name on the left margin.
- Click on the Professional Profile under *MY ACCOUNT* in the left margin.
- On the Professional Profile page scroll down to the Program Director box
- Click on Request for Program Authorization.
- Click Associate yourself with an Existing EMS Education Program.
- Select the State from the alphabetical list.
- Click the appropriate radio button to select CoAEMSP/CAAHEP Accredited or Letter of Review.
- Select the Program out of the alphabetical list of Programs.
- Click Submit

CoAEMSP will receive the Program Director's 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.**