



HOW TO CREATE A NEW AGENCY?

Training Officers are responsible for validating the continued competency of candidates maintaining their National EMS Certification and State Licensure. Training officers approve continuing education records entered by agency affiliates. Training Officers enter course records in some agencies on behalf of affiliated personnel. To approve recertification applications, training officers must be affiliated with an agency that has been authorized within the National Registry system.

To create an agency for electronic recertification on nremt.org, you must have a National Registry account with the Training Officer role

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

2. When you have a National Registry account and no Training Officer role, add the Training Officer role.

- Click the cog to the right of My Roles in the left margin to find the page where you can add the role.
- Click add a role to the right of the Training Officer role.
- Follow the screen prompts.
- Log out and in to load the role.

3. After you have a National Registry account with the Training Officer role, follow the steps below to create an agency.

- Click the Agency button on the left-side menu to expand the ribbon.
- Then select the Create Agency tab.
- Complete the Create Agency form and click submit.

The National Registry will receive the agency request and approve or deny the request based on State and National Registry policy.

Note: If the agency request is approved, the National Registry account used to submit it will be listed as the training officer. If it is denied, your Training Officer dashboard will display a message.

Please allow at least five business days for the agency request to be processed.