



HOW TO CREATE A NEW PARAMEDIC EMS INITIAL EDUCATION PROGRAM

Congratulations on your new Program Director role!

A new Program Director must have an account on nremt.org and initiate a request to create a new program, and CoAEMPS will approve the request.

1. If you do not have a National Registry account, create an account 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 on to nremt.org
- Click on the person icon to the right of your name in the left margin.
- Click on the Professional Profile tab under MY ACCOUNT.
- Scroll down the Professional Profile page to the Program Director box.
- Click on Request for Program Authorization
- Click Request Authorization of an EMS Education Program
- Complete the electronic form, read the attestation statement, then click the Submit button

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. **Please allow 7 - 10 business days for CoAEMSP to process your request.**

To view the status of an EMS Education Program Authorization Request, select Status of EMS Education Program Authorization Request under Program Director Settings.

If you need further assistance, call the National Registry at 614-888-4484, option #1.