



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 the State Office must approve the request. The old Program Director is automatically removed from the request

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.**

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