

EMS Course Coordinator Class
November 2011

Setting up your program with NREMT

NREMT and DSHS (State EMS Office – Austin) work together to set up programs on the NREMT website in order for programs to authorize students and so that students may apply. NREMT has established a process for programs to allow the program director to authorize students to test as a way of verifying course completion. In Texas DSHS mandates that this person be a DSHS certified course coordinator.

General:

- DSHS Notifies NREMT of a new program. When a DSHS EMS specialist approves your program they will notify Austin of the approval. Austin will notify NREMT of a new program and submit the programs name, number and program director. This allows NREMT to set them up on the NREMT website.
- The program director creates an account with NREMT and links it to the program. Austin verifies and approves the link and level of courses that the program and program director are allowed to authorize persons to test at.
- Every so often NREMT requires the State to verify programs and levels.
- The state can remove the authorization of a program director or an entire program if needed.
- Programs should contact your local DSHS specialist first if you need to change or a particular level is not showing up in your NREMT account. The DSHS specialist will notify Austin to see if the issue can be resolved at the State level first before going to NREMT. Austin does **not** make changes without consulting the local field/regional office first.
- Do not contact NREMT directly without checking with your specialist and Austin first.

Below are the steps for a **new program** to register their program:

- Go to www.nremt.org.
- Click on Create New Account.
- Complete this page. Choose the Program Director as the requestor role.
- Submit.
- The system will tell you it is saving your profile. Click okay.
- Login with your new username and password.
- Click on the blue link in the middle of the page that says Request Authorization of an EMS Education Program.
- Complete this next page starting with your authorizing state.
- Submit.
- This request will come to our office (NREMT) for a quality check and then it will be forwarded to the state for a final approval. Once they (State) has approved the program online, you will have access within 1-2 business days.

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Below are the steps for a program director to associate with an **existing program**:

- Go to www.nremt.org.
- Click on Create New Account.
- Complete this login page through the Requestor Role. Choose Program Director as your role.
- Submit.
- The system will tell you it is saving your profile. Click okay.
- Login with your new username and password.
- Click on the Edit tab.
- Scroll down to program director settings and click on the link that says Request for EMS Education Program Authorization.
- Next page, click on the link that says Associate Yourself with an Existing EMS Education Program.
- Choose your state and then your program.
- Submit
- This request will go directly to the state office. Once they (State) has authorized the change, you will have access within 1-2 business days.



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THE NATION'S EMS CERTIFICATION™



Brett Hart

LOGOUT

EDIT

Existing Programs

GENERAL INFO

STATE EMS OFFICE

- Home
- State EMS News
- Check Registrant Status
- ▶ Manage Candidates
- ▶ Reports
- ▼ **Manage Programs**
 - Evaluate AEMT Requests
 - **Existing Programs**
 - Evaluate New Program Requests
 - Review Program Change Requests
- Download Results
- Locate an Exam
- Request Exam Materials

* Denotes Required Field.

Manage EMS Education Programs

Last Updated:	2/4/2010 5:58:00 PM
Program Code:	[REDACTED]
Education Program:	[REDACTED]
Program Director:	[REDACTED] Remove Program Director
*Application Level:	<ul style="list-style-type: none"> First Responder / EMR EMT-Basic / EMT EMT-Intermediate/85 Advanced EMT (AEMT) EMT-Intermediate/99 EMT-Paramedic / Paramedic Remove ALL Authorizations

EMS Education Program Address

Street Address 1:	[REDACTED]
Street Address 2:	[REDACTED]
City:	[REDACTED]
State:	[REDACTED]
Zip:	[REDACTED]

Contact Information

Phone:	[REDACTED]
Fax:	[REDACTED]
Email address:	[REDACTED]

To clear all the changes you have made on this screen, click the **Cancel** button. Please note, clicking the **Cancel** button will erase any changes you have made to information for this EMS Education Program, and return you to the Request for Authorization of EMS Education Program page.

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