National Registry of EMTs

Account Creation and Authorization to Test (ATT)

**Create an Account**

1. Go to [www.nremt.org](http://www.nremt.org)
2. Select the red ‘Sign In’ button on the Registry Homepage or select the blue ‘Create an Account’ button.
3. Enter your Social Security number and then select ‘Submit’\*
4. Enter the following account information: Username and Password
5. Verify password
6. Enter your personal information: First Name, Middle Initial, Last Name.

Enter your name as it appears on your ID

1. Enter your Phone Number
2. Select EMS Professional Role
3. Select ‘Submit’
4. Enter your Date of Birth & Social Security Number
5. Enter the mailing address of your primary residence
6. Enter your contact information: Phone, email, etc.
7. Select the optional boxes for what you wish to receive: Newsletter, Alerts
8. Enter professional & demographic information – Optional
9. Select ‘Save’
* If you receive an alert message stating your social security number is already in use with another account, you can recover your information by calling the National Registry at 614-888-4484.

**Create an Application**

1. Log into your account
2. Verify that your current role is set to ‘Candidate’
3. From the Candidate Dashboard, click on the blue button ‘Create Certification Application’
4. Verify your personal information
5. Choose application level – EMR, EMT, etc. – from the drop down menu
6. Select ‘Next’
7. Answer criminal convictions & license discipline disclosures.
8. Select ‘Submit’
9. Review statement, select ‘Agree’, then ‘Submit’
10. Enter your CPR expiration date.
11. Select ‘Next’
12. Initial Course – Select ‘Yes’
13. Select ‘Next’
14. Enter the initial course completion date for your course
15. Select ‘Next’
16. Select ‘PA’
17. Select ‘Next’
18. Select the name of the Educational Institute which conducted the course
19. Select ‘Next’
20. Select examination delivery method – Onsite or Online
21. Select ‘Next’
22. Review application – Read the statement, then verify the information is accurate
23. Select ‘Next’
24. Read the attestation statement carefully, the verify
25. Select ‘Next’

Once the application is submitted you can monitor its status through the CBT Candidate Dashboard.