



Utah Department of
Health & Human
Services

NREMT Course Coordinator **Hot Sheet**

How to add the Program Director role

- Login to your National Registry User Account.
- Click on “ACCOUNT SETTINGS” in the left margin or the “SETTINGS” button in the upper right corner of the screen.
- On the Account Settings screen locate Manage Roles on the right side of the screen and select Add Roles.
- Select the link "Add Program Director Role".

How to add AEMT/Paramedic Psychomotor Exam Coordinator role

Becoming an Examination Coordinator

If you wish to become an Examination Coordinator for the purpose of hosting Advanced Level Psychomotor Examinations at your site, please submit a request to support@nremt.org and include your first and last name, National Registry account email and username, and zip code.

How to schedule an AEMT/Paramedic Psychomotor exam

- This need to be completed 4 weeks prior to scheduled exam
- Reservation list must be submitted to the NREMT 2 weeks prior to exam

see page 7 of the [Advanced Level Psychomotor Examination Coordinator Manual](#)

Utah's NREMT Psychomotor Test Representatives

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[Request Authorization of a New EMS Education Program](#)

You must have the Program Director role activated on your account. If you do not have a National Registry account, you must create one. Those steps are also listed above.

- Login with your username and password.
- Under "My Current Role", select Program Director
- Click on the Account Settings button on the left-side menu.
- Under the Program Director Settings section, click on Request for EMS Program Authorization.
- Click on 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 Program Request Form, it will be sent to either CoAEMSP for Paramedic Programs, and/or to your State Office of EMS for EMR, EMT, and Advanced-EMT programs.

Associate With An Existing EMS Education Program

- Login with your username and password.
- Under "My Current Role", select Program Director
- Click on the Account Settings button on the left-side menu.
- Under the Program Director Settings section, click on Request for EMS Program Authorization.
- Click on Associate with an Existing EMS Education Program.
- Select your Authorizing State.
- Click the appropriate radio button to select State Authorized/Approved
- Select your Education Program
- Click Submit.

Verification of Course Completion

To verify course completion, click on 'Course Completion Verification' on the left side of the screen.

- Review all the requirements listed and possible responses:
 1. This is 'Not our student' (Not Our Student)
 2. This student 'Did not successfully complete program requirements' (No Course Completion)
 3. This student, 'Successfully completed program requirements as well as CPR and skill competency' (Successful Course Completion)
- Go to 'Registration Level'. Use the pull-down arrow to select your choice
- Click on 'Select'
- You will see a list of candidates who indicated they were part of your education program (last name and last four digits of their Social Security Number). The date in the 'Course Completion Date' column is the date provided by the candidate on their application. If the date is not correct, you may edit this field (note: only the month and year are recorded)
- For each candidate, review the information and click on the appropriate statement as prompted
- By clicking 'Submit' you are attaching your "electronic signature" to that candidate's application
- Once you have processed a student on the list, they will be removed