

RECERTIFICATION GUIDE



National Registry of
Emergency Medical Technicians®
THE NATION'S EMS CERTIFICATION™



INTRODUCTION

The National Registry is committed to the protection of the public by offering ongoing improvements in the recertification process and updating requirements that will favorably impact EMS for many years to come. Specifically, the National Continued Competency Program incorporates the use of evidence-based medicine, gives state and local agencies the freedom to dictate a portion of their education requirements, and provides a foundation for EMS professionals to embrace life-long learning.

This recertification guide provides an overview of the recertification requirements and process as well as background information regarding National Registry certification and recertification.

The National Registry of EMTs wishes to extend our sincere gratitude to the State EMS Offices, Agencies, Training Officers, Medical Directors, and EMS Professionals who are committed to maintenance of provider certification through the established requirements



RECERTIFICATION METHODS

You can recertify by two methods:

- + Documentation of continuing education (recertification application)
- + Recertification by Examination (RBE)

Recertification Requirements:

- + Meet eligibility requirements related to criminal conviction and licensure limitation statements
- + Submit payment for recertification application or Recertification by Examination (RBE)
- + Complete one of the two methods listed below to renew your certification:
 - Complete and submit the application for recertification by continuing education by your current expiration date (see Important Dates section)
 - Complete and submit an application for Recertification by Examination (RBE). Successfully test before your current expiration date (see Important Dates section for application submission deadlines)

All education must be completed within your certification cycle listed on your dashboard and before your current expiration date. All materials must be submitted electronically or postmarked by the expiration date of your expiration year. See the Important Dates section for more information.

If applying during the reinstatement period, which is 30-days following your current expiration date, all education must have been completed before your current expiration. The reinstatement period, for an additional fee, is for completion and submission of your application only. Refer to the Reinstatement Period section for more information.

NOTE: *All fees related to recertification by examination and recertification applications are non-refundable.*



RECERTIFICATION BY DOCUMENTATION OF CONTINUING EDUCATION

The continuing education option allows the individual to demonstrate continued cognitive competency by documentation of continuing education (CE, CEU, CME, competency credits, etc.) completed during the recertification cycle using the latest National Continued Competency Program (NCCP) recertification model.

The Online electronic recertification submission is a much faster and more efficient way to recertify. Average processing of electronic applications is 72 hours from when the National Registry receives the application after all application components are completed (including verifications for active status). Using the inactive status will bypass all Training Officer or Medical Director verifications. Mailed applications can take up to eight weeks for processing and review.

To apply for recertification, you need to:

- + Meet certification eligibility criteria concerning criminal conviction and licensure limitation statements.
 - Demonstrate cognitive competency through continuing education.
 - All education must be completed within your recertification cycle dates.
 - National Continued Competency Program (NCCP) total hours required by level.

Level	Total Hours
EMR	16
EMT	40
AEMT	50
NRP	60

- + Enter completed education on your transcript.
 - Upload/import supporting documentation or proof of education.
- + Assign education to national, local, and individual sections under "Manage Education."
- + Apply recertification payment and any additional fees, paper processing fees, reinstatement fee, and so on.
- + Complete and submit the recertification application by your expiration date.
 - Applications do not automatically submit once payment is complete. You need to return to the "Recert Application" to submit the completed application.
 - Failure to submit the application will result in the lapsing of your certification.

Application Review

If education does not meet the minimum requirements after being reviewed by a Registry staff member, the application will be marked incomplete. If the application is returned incomplete, the individual will need to check the message center to determine the issues presented with the application and make the necessary changes before resubmission.

Individuals are encouraged to check their account frequently after submitting their recertification application to ensure no additional actions are needed.

Any application that is incomplete after the reinstatement window closes cannot be resubmitted and your certification will lapse. (Refer to the **IMPORTANT DATES FOR EMT, AEMT, AND PARAMEDICS section**).

CONTINUING EDUCATION REQUIREMENTS OVERVIEW

The National Continued Competency Program (NCCP) has three components:

- + National Component
- + Local Component
- + Individual Component

All education must either be recognized by the State EMS Office, accredited by CAPCE¹, or by accepted through the National Registry Alternative Recertification Credit Policy.

Each of the components is explained in detail in the following sections. This table lists the required number of hours of continuing education by each level of National EMS Certification and by the specific component:

Table 1. NCCP Hour Requirements

Level	National	Local	Individual	Total Hours
EMR	8	4	4	16
EMT	20	10	10	40
AEMT	25	12.5	12.5	50
NRP	30	15	15	60

The National Registry endorses the latest NCCP Model, which is the 2016 requirements. Identified topics are approved and incorporated into the National Continued Competency Program by the National Registry Certification Committee.

National Component

The National Component replaces the material taught in the traditional refresher and represents 50% of the overall requirements necessary to renew the National EMS Certification. Requirements for the National Component should include the most recent evidence-based guidelines available and an updated scope of practice.

Topics chosen are influenced by:

- + Evidenced-based medicine.
- + Changes in the National EMS Scope of Practice Model.
- + Science-based position papers that affect EMS patient care.
- + Patient care tasks that have low frequency yet high criticality.
- + Peer-reviewed articles that feature contemporary trends in EMS.

Education or credits claimed within the National Component must be at or above the individual's certification level.

Local Component

The local component is developed and delivered at the local (agency) or state EMS level and represents 25% of the recertification requirements for all individual levels. The topics may be determined by State EMS Offices and EMS region directors (where applicable); however, agency-level administrators (Medical Directors and Training Officers) may dictate this component if permitted by the state.

Recommended topics for the Local Component may include, but are not limited to:

- + Changes in local protocols
- + Tasks that require remediation based upon a quality assurance system
- + National EMS Information Systems (NEMSIS)
- + Run reviews and/or grand rounds
- + Community-based needs assessment
- + EMS-related training courses required for local or state credentialing
- + Academic or college-related courses that directly apply to EMS patient care

Education or credits claimed within the Local Component can be below, at, or above the individual's certification level.

Individual Component

The Individual Component represents 25% of the required continuing education. To satisfy these requirements, an individual may select courses or credits that apply directly to EMS and patient care.

Recommended topics for the Individual Component may include, but are not limited to:

- + Changes in local protocols
- + Tasks that require remediation based upon a quality assurance system
- + Run reviews and/or grand rounds
- + Community-based needs assessment
- + EMS-related training courses required for local or state credentialing
- + Academic or college-related courses that directly apply to EMS patient care
- + EMS-related subjects that have personal interest
- + Extra hours from courses in National or Local components

Education or credits claimed within the Individual Component can be below, at, or above the individual's certification level.

Accepted Continuing Education

In addition to general EMS continuing education courses, which are recognized by the state EMS office or accredited by CAPCE, the following may also be applied to the NCCP Model (National, Local, and Individual Components).

Standardized Courses/Card Courses

- + Prior to April 1, 2023: Hour-for-hour credit can be applied for standardized courses to the National, Local, or Individual Components. After April 1, 2023, all courses must follow the Accepted Education and Documentation Policy (see page 18).
 - Further information on courses and what they cover see the table in the appendix.

College Courses/Academic Credit

- + College or academic credit may be applied for general college courses that relate to your role as an EMS professional.
- + The courses must directly apply to EMS topics or direct EMS patient care.
- + College courses before April 1, 2023 can be applied as 1 college credit = 8 CE hours.
 - As of April 1, 2023, per the Academic Credit Policy, college courses will not be allowed within the National Component.
 - As of April 1, 2023, 1 college credit = 10 CE hours.

EMS Education Programs

- + Hours from the following can be applied hour-for-hour:
 - Teaching or instructing EMS Programs.
 - EMS Course Instruction.
 - Critical Care.
 - Wilderness EMS training at or above your current certification level.

*** All courses must be U.S. State EMS Office, DAA (Designated Authorized Agency), CAPCE accredited, from a U.S. Academic Institution, or approved by National Registry Recertification Alternative Credits Policy***

Continuing Education that is not accepted

The National Registry does not accept the following for continuing education:

- + **Performance of duty or volunteer time with agencies:** Paid or volunteer working or duty hours for any organization, agency, or medical facility.
- + **Clinical rotations:** Clinical rotations that are not part of an EMS Education Program.
- + **Instructor methodology courses:** Includes all courses to become an instructor or courses to achieve instructor-level certifications.
- + **Management/leadership courses:** Includes business management and leadership, Fire/EMS administrative courses.
- + **Preceptor hours:** Courses in which an individual takes to become a preceptor or that cover preceptor methodologies.
- + **Serving as a skills examiner or participant:** Includes skills examiner, acting as a patient, or proctor for state level or National Registry psychomotor examinations.
- + **Duplicate courses:** Courses that are the same content or title and instructed by the same program, instructor, or organization within the same certification cycle.
- + **College courses:** Most core or general education college course topics, such as algebra, statistics, chemistry, biology, sociology, languages, psychology, and so on that do not apply directly to EMS.

RECERTIFICATION BY CONTINUING EDUCATION CHECKLIST

Update Profile: Ensure your email and demographics are current.

Manage Affiliations: For “Active Status,” please check that your agency affiliation is correct.

** Agency affiliation is not required. You can recertify in the Inactive Status.*

- + Remove any old agency affiliations to avoid your application being denied at the agency level.
- + Follow up with any pending affiliation requests.
- + If you are not affiliated with an agency, you will renew as “Inactive.”

Add Continuing Education to your Professional Transcript

** Pro Tip: Use the NREMT phone app to take photos of your proof of education and attach these images to your courses within the app. No need to upload to a computer or laptop.*

- + Prepare scanned or digital copies to upload all education you are submitting.
- + Check account for any education entered by your training officer.
- + Check for CAPCE education that is available to import from “CAPCE Import function.”
- + Add all education you are submitting to your transcript.

Manage Your Education: Assign education to the National, Local, and Individual sections.

** Pro Tip: College courses are best placed in the local or individual components. No college courses will be accepted in the National Component after April 1, 2023. College courses must be related to EMS direct patient care.*

- + All sections must be complete to recertify.
- + In the National Component, all topics and subtopics must be met for it to be considered complete. Assign courses to the corresponding topic, such as diabetic emergencies in the medical topic. Hover over the (i) icon to see the subtopic requirements under each broad topic (airway, cardiology, trauma, medical, operations).
- + Your state or local EMS agency sets the Local Component. If there are no established local requirements, you can use any EMS direct patient care-related education.
- + The Individual Component can be any EMS-related education.

Recertification Application

- + Complete the Recertification Application under “My Certification Role.”
- + Once payment is made and completed, return to recert application screen.
- + After you complete all sections, click “Submit Application.”
- + **Important:** Your application is not submitted *until* you click “Submit Application.”

Check your status: Log in to your account and monitor the progress of your application until a new expiration date appears.

Check your Message Center: Applications may need further actions due to:

- + Being selected for a random audit
- + Being marked incomplete and returned for the individual to make corrections
- + Pending Training Officer and/or Medical Director verifications

Check your Email: National Registry frequently sends important information and email reminders for recertification.

- + Reminders to recertify: If you have submitted your application, and are still receiving emails to recertify, this means you are not yet recertified. Check your account and messages for more information. Action is required.
- + Application actions: If your application is returned for correction or you are randomly selected for audit, you will be notified by email in addition to receiving a message in your account.



PRO TIPS FOR SUCCESSFUL RECERTIFICATION

- + Frequently check the status of your recertification application. Once you see your expiration date has been updated, your recertification is complete.
- + The education applied in the National Component must be at or above the current certification level.
- + All subtopics within a topic of the National Component must be met for the topic to be fully completed. Hover over the (i) under manage education for subtopic information.
- + The Registry encourages you to enter your education into your transcript throughout your recertification cycle. Do not wait until the last minute.
- + Portions of/or completed EMS education programs (EMR, EMT, AEMT, and Paramedic) within the current certification cycle dates, which have been awarded credit with proof of education or certifications of completion, can be used for recertification.
- + One standardized course does not cover enough subtopics to cover all the topics of the National Components.
- + Classes can only be used one time. A class can be assigned in different components or areas of the recertification application until maximum hours are assigned. But you cannot have multiple classes of the same class.
- + Once education is entered and education shows 100% complete, this does not automatically qualify that education meets the requirements for recertification. The final determination is made by National Registry staff review.
- + If your recertification application is marked incomplete for education, check the Message Center at the bottom of your “My Certification” page and email support@nremt.org for information about what needs correction.

LOOKING FOR EDUCATION?

- + CPR and other standardized certificate or card courses can be used for recertification hours. Use these sites to convert your course completion to continuing education hours:
 - American Red Cross: <https://www.redcross.org/take-a-class/capce>
 - American Heart Association: <https://cpr.heart.org/en/resources/faqs/need-to-claim-your-aha-continuing-education-credits>
- + CAPCE Accredited Courses: www.capce.org
- + State EMS Offices:
 - Check your local state EMS office for state-approved education. Most states have a state-approved EMS education learning management system.



RECERTIFICATION BY EXAMINATION (RBE)

The Recertification by Examination (RBE) option allows you to demonstrate cognitive competency without having to obtain and document continuing education.

RBE option is available beginning April 1 (EMR is October 1), up to one year before your current expiration date. You may attempt RBE only one time per recertification cycle. For RBE application dates, refer to the [IMPORTANT DATES FOR EMT, AEMT, AND PARAMEDICS](#) section, the EMR important dates follow that section.

NEW: You can now test RBE one time before your current expiration date to satisfy an audit. You will need to successfully complete the exam before your expiration date. Refer to the "Audits" Section for more information on the Recertification by Examination in lieu of submitting proof of education.

If you are not testing to satisfy an audit and are unsuccessful at the RBE attempt, you can recertify by continuing education. You will need to complete all continuing education by your expiration date for your expiration year and submit a completed recertification application.

NOTE: *All recertification fees are nonrefundable (This includes Recertification by Examination fees).*

How to apply for your Recertification by Examination:

- + Log in to your account on the National Registry website:
 - Select the "My Certification" role.
 - Click the "Recert by Exam" tab and then "Application."
 - Complete the application and submit your application.
 - Apply payment.
- + To locate your Authorization to Test (ATT):
 - Select the "Recert by Exam" tab and "App Status/Results."
 - Follow the directions on the letter to schedule your examination with Pearson VUE.
- + Take and pass the examination by the expiration date of your expiration year:
 - After passing, print your Cognitive Competency by Exam form.
 - This form can be found under the "Recert by Exam" tab, App Status/Results.
 - Email the completed form to the National Registry for processing at support@nremt.org.

NOTE: *The ATT should post within 24 to 48 hours (about two business days), the applicant will need to log into their account and check to see if the ATT letter has been posted to your account. If not, contact Registry's Customer Experience team for help via email at support@nremt.org or call 614-888-4484 during business hours.*

REINSTATEMENT PERIOD

If an individual completed all continuing education requirements within their certification cycle, including all education, and before their current expiration date, they may qualify for reinstatement.

The reinstatement allows an individual to submit their application for an additional fee during the reinstatement period.

Reinstatement occurs between April 1 to April 30 for EMT, AEMT, and Paramedics. For EMRs, the reinstatement is between October 1 to October 31 of the current expiration year.

- + The reinstatement period only allows individuals to submit a late application if they are renewing by continuing education
- + There is a \$50 late fee in addition to the application fee.
- + All education must be completed within the recertification cycle dates as it will not be accepted if completed after the current expiration date.
- + There is no guarantee an application will be accepted or individual recertified during the reinstatement period. To recertify, an application must meet all recertification requirements and can be returned incomplete for correction by staff, randomly selected for audit, or approved for recertification.
- + Reinstatement does not apply to Recertification by Examination (RBE). National Registry staff will continue to accept signed Cognitive Competency forms for active status during the reinstatement period per the instructions on the form.
- + If utilizing the reinstatement period and recertified, the start date of your next cycle, or rolling recertification date, will begin the day after your application is processed and approved by National Registry staff. It does not reset back to April 1 (EMT, AEMT, NRP) or October 1 (EMR).

REQUEST FOR AN EXTENSION OF CERTIFICATION DATE

National Registry may assess individual requests for a time extension to meet all education requirements and/or submission of the recertification application for qualifying events. You must apply before your current expiration date, unless a situation prevents that. Email support@nremt.org with supporting documentation. An extension may be considered for examples such as, but not limited to, overseas military deployment or a significant, incapacitating personal medical event that impacted most of the current recertification cycle.



INITIAL CERTIFICATION CYCLE DATES

For individuals recertifying for the first time:

Your initial recertification cycle starts when you gain your full certification and ends with your expiration date.

- + EMTs, AEMTs, and Paramedics have recertification dates that are based on a 2-year recertification cycle that ends March 31 of your expiration year.
- + EMRs have recertification dates that are based on a 2-year recertification cycle that ends on September 30 of your expiration year.
- + Expiration dates are set when you gain your full, initial certification.
 - Individuals who gain initial certification between January to June will be issued an expiration date two years in the future.
 - Individuals who gain initial certification between July to December will be three years in the future.
- + All education must be completed within your certification cycle and before your expiration date. For the first recertification, your certification cycle starts the date you gained certification.
- + Your expiration date for your National Certification may be different from your state license expiration date.
- + The 2-year recertification cycle is supported by a balance of the interactions with licensure processes, degradation of knowledge over time, and changes to the EMS community.

ROLLING RECERTIFICATION CYCLE DATES

Pro Tip: If your education is completed and recertification period is open for renewal, submit early! Rolling recertification is a benefit to those who submit early.

- + The new certification cycle starts the day after the recertification application is processed and approved by the National Registry.
- + For Recertification by Examination (RBE), the cycle date starts the day after the Cognitive Competency by Examination Form is processed by the National Registry.
- + The rolling recertification cycle start date will change, but the expiration date will not, even if the individual renews early.
- + Once the new cycle date is granted, the individual can begin earning and assigning education for their next recertification cycle.
- + Rolling recertification dates are automatically assigned and cannot be changed.
- + EMS professionals must recertify before their current expiration date, or they will lapse.
 - If an EMS professional lapses, they must regain national certification through the appropriate reentry or state-licensed entry pathways, as outlined in the "RELATED POLICIES AND PROCEDURES" section.

IMPORTANT DATES FOR EMT, AEMT, AND PARAMEDICS

<p>April 1 - 1 year before the current expiration date</p>	<p>Recertification by Examination (RBE) opens. You can test through March 31 of your expiration date.</p>
<p>October 1 - 6 months before your expiration date</p>	<p>Recertification by application (CEU) opens. Submit your completed application now until March 31 of your expiration date.</p>
<p>March 31 – expiration date</p>	<p>This is the last day to submit your application without the additional reinstatement fee.</p>
<p>April 1 to April 30 – expiration year</p>	<p>This is the reinstatement period. Submit your application with an additional reinstatement fee.</p>
<p>April 5 – expiration year</p>	<p>Applications pending Training Officer and Medical Director verification for active status are converted to inactive status and submitted to National Registry for review. This prevents a lapsed certification status and expiration of many state licenses. This includes those who tested RBE and are not yet recertified.</p>
<p>May 1 – expiration year</p>	<p>For anyone who submitted during the reinstatement period or earlier, applications pending Training Officer and Medical Director verification for active status are converted to inactive status and submitted to National Registry for review.</p>
<p>May 1 – expiration year</p>	<p>Lapse of certification. You will need to regain your national EMS certification.</p>

IMPORTANT DATES FOR EMRs

<p>October 1 - 1 year before the current expiration date</p>	<p>Recertification by Examination (RBE) opens. You can test through September 30 of your expiration date.</p>
<p>April 1 - 6 months before your expiration date</p>	<p>Recertification by application (CEU) opens. Submit your completed application now until September 30 of your expiration date.</p>
<p>September 30 – expiration date</p>	<p>This is the last day to submit your application without the additional reinstatement fee.</p>
<p>October 1 to October 31 – expiration year</p>	<p>This is the reinstatement period. Submit your application with an additional reinstatement fee.</p>
<p>October 5 – expiration year</p>	<p>Applications pending Training Officer verification for active status are converted to inactive status and submitted to National Registry for review. This prevents a lapsed certification status and expiration of many state licenses. This includes those who tested RBE and not yet recertified.</p>
<p>November 1 – expiration year</p>	<p>For anyone who submitted during the reinstatement period or earlier, applications pending Training Officer verification for active status are converted to inactive status and submitted to National Registry for review.</p>
<p>November 1 – expiration year</p>	<p>Lapse of certification. You will need to regain your national EMS certification by taking a new EMR education program.</p>

AUDITS

Recertification applications submitted to the National Registry are randomly selected by computer for audit. If an individual's application is chosen at random, the individual must provide documentation for all courses listed on the recertification application before their current expiration date. If audited during the reinstatement period, individuals have until May 31 (EMT, AEMT, Paramedic) or Nov 30 (EMR) of the current expiration year to provide documentation.

Starting April 1, 2023, education cannot be swapped for new education dated after the initial submission date.

In place of submitting proof of education, an individual may take and successfully pass the Recertification by Examination (RBE) one time before their current expiration date. If selected for audit during the reinstatement period, the individual must submit proof of education.

From the Accepted Education and Documentation Policy:

Accepted proof of documentation must be one of the following:

- + Certificates of course completion
- + Copies of standardized course cards and certificates of completion will be accepted for courses listed on the [National Registry Standardized Course Guide](#).
- + A roster that includes all data elements on the training organization's letterhead and includes the Training Officer's signature.
- + Data imported directly in the National Registry transcript from an approved, trusted source for continuing education.
- + Official transcript from an accredited school, university, or state-approved EMS program.
- + Downloaded report of completed education through an educational provider or platform that contains the name and signature of the verifying Training Officer or downloaded from the source directly—not a written letter of completion.

Proof of education must include the following information for all education dated on or after April 1, 2023:

- + Name of individual
- + Date of course completion
- + Number of credits/hours/or continuing education units awarded
- + Scope (course topic, course name, or description)
- + Name of certificate issuer (training provider name)
- + Name of course issuer/approver (education accepted or approved by CAPCE, State EMS Office, Academic Institution, by National Registry Policy)

Applications selected for random audit can have the application returned for correction. The denied education can be replaced with any courses completed between the start of the individual's recertification cycle and the date of the original application submission. If education cannot be swapped, the individual may take the Recertification by Examination (RBE). It is up to the individual state EMS office if a State License Only (SLO) individual can use Recertification by Examination (RBE) to satisfy audit requirements.

Nationally Registered individuals may test the Recertification by Examination (RBE) in place of submitting documentation if the individual is within his/her current recertification cycle and before their current expiration date. Individuals have one attempt to successfully pass the exam at the current level of certification. If successfully passed, the individual will satisfy the audit requirements and be recertified. If the individual is unsuccessful, the individual will lapse on their expiration date.

The fees for the recertification application and for Recertification by Examination (RBE) are non-refundable.

Individuals selected for audit during the reinstatement period are not eligible for Recertification by Examination (RBE) and must submit the required documentation.

AUDITS DUE TO REASON OR CAUSE

The National Registry reserves the right to investigate recertification materials at any time. Nationally certified EMS professionals must retain the proof of all education submitted for recertification for a period of five years. Failure to submit verification or documentation when audited will result in denial of eligibility to recertify and will result in a lapsed status or possible revocation.

An individual audited due to reason or cause will be notified of an investigation and their audit status through the email designated in their account. From the time of notification, the individual has 30 days to submit documentation to support the audited application and do not have the option of Recertification by Examination (RBE).

Please visit the National Registry Policies page for more information at www.nremt.org.



ACTIVE AND INACTIVE STATUS

Active status

Verification of skills competency is a requirement for an individual to maintain active status and is validated by the agency's designated EMS authority (Training Officer for EMR and EMT, Medical Director for AEMT, and Paramedic). The expectation of skills competency validation is determined by and performed at the local level (agency or organization) and affirms that the EMS professional has been verified as competent for level-specific skills and any necessary remediation has been undertaken.

The agency's Training Officer and Medical Director should determine the specific skills as part of the local credentialing process. For reference to level-specific skills, please refer to the National EMS Scope of Practice Model² document.

Inactive status

Inactive status is designated for Nationally Certified EMS professionals and specific State License Only Providers who are not actively working or volunteering in EMS, or do not have an agency affiliation or Training Officer/Medical Director verification of skills and education. Individuals who wish to declare inactive status must continue to meet the National Registry requirements for cognitive competency via Recertification by Examination or continuing education in subsequent cycles. If cognitive competencies are met, the provider may remain in inactive status indefinitely.

Inactive status is not for those who have had limitations or revocation of a health care license. It is also not for individuals who are unable to meet recertification requirements prior to their expiration date. Inactive status does not delay, postpone, or change the certification expiration date.

RETURNING TO ACTIVE STATUS

Nationally Certified EMS professionals may request to return to active status at any time. The individual must meet active status requirements of an agency affiliation and a continued competency skill attestation by Training Officer or Medical Director (certification-level appropriate) to return to active status. This verification can be done efficiently through Registry's online process or by finding the

"Inactive to Active" form online and sending it back to support@nremt.org.

FREQUENTLY ASKED QUESTIONS

Who do I contact if I need help with my recertification application or have questions?

Recertification questions can be sent to support@nremt.org.

The National Registry's regular business hours are between 9:00 a.m. and 5:00 p.m. EDT Monday through Friday.

Why does my agency need an account on the National Registry website?

The National Registry encourages online submission of recertification applications. Having the agency registered with the National Registry allows for the electronic verification of recertification applications and provides access to information, dashboards, online roles, roster review, and timely communications to serve their EMS professionals better. Online agencies and application submissions significantly reduce processing times and increase accuracy.

What are the requirements of an agency to request affiliation with the National Registry?

The requirements are to employ Nationally Certified individuals and submit electronic recertification applications. The Training Officer of the agency creates the new agency, and Registry will approve the request if appropriate. The agency must have individuals who work or volunteer using their EMS skills.

How can I tell if I am affiliated with an agency?

Log in to your National Registry account and select My Certification role. Under the Agency Affiliation selection on your Dashboard, it will display any agencies with which you are currently affiliated with or which you have requested affiliation. You may add and delete any agency by clicking the Add or Remove Agency Affiliation link.

Can a Training Officer or certified individual affiliate with more than one agency?

Yes, a Training Officer or certified individual can affiliate with multiple agencies.

What education is accepted for the National Registry recertification?

The National Registry accepts state EMS office recognized, CAPCE accredited education, and education recognized in the Alternative Recertification Credits Policy. Please check with your state EMS office for additional information on accepted state-approved or local component requirements, or state exceptions.

What is the intended use of the Education Updates or Guidelines?

Education updates are guidelines or suggested lesson plans for the National Component topics and subtopics. **Note:** You are not required to use the lesson plans verbatim and are not required to use or turn in skills assessment sheets with recertification applications.

If I fail Recertification by Examination, can I still be recertified?

Individuals who do not receive a passing score on the Recertification by Examination may still renew by continuing education if all requirements are completed by their current expiration date. Individuals using Recertification by Examination to satisfy an audit or under investigation do not qualify for the CE application. An unsuccessful examination in those cases will result in a lapsed certification.

Can I drop my certification to a lower level?

Requests to drop a certification to a lower level can be sent to support@nremt.org.

To return to a higher level, all certification requirements must be met to include both the cognitive and psychomotor examinations.

Can I renew late?

EMT, AEMT, Paramedic late renewal

If the renewal application was not submitted before the March 31 deadline, the individual may pay a \$50 late application fee and submit the application by April 30 of the current expiration year.

All continuing education requirements must have been met before March 31 of their current recertification cycle.

EMR late renewal

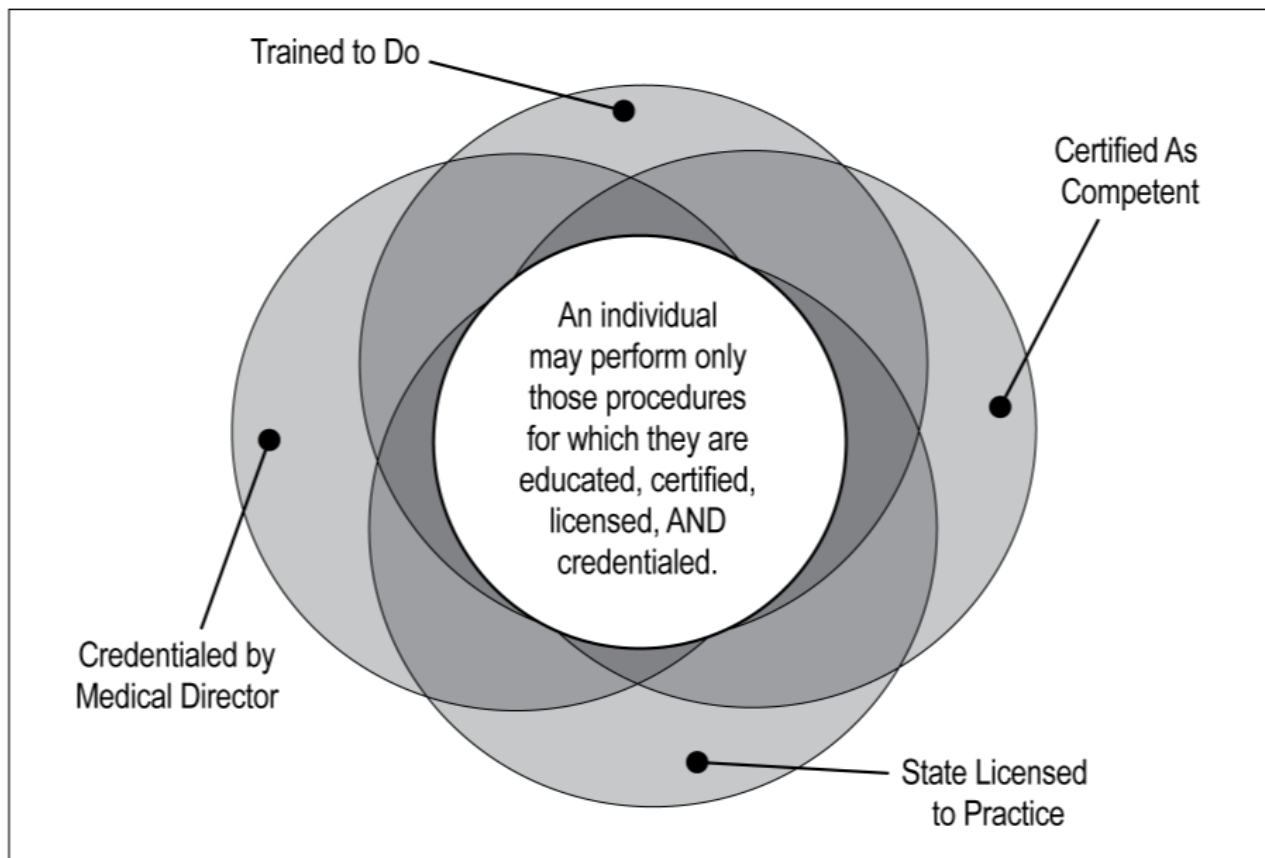
If the renewal application was not submitted before the September 30 deadline, the individual may pay a \$50 late application fee and submit the application by October 31 of the current expiration year.

All continuing education requirements must have been met before September 30 of their current recertification cycle.

HOW THE EMS SYSTEM FITS TOGETHER

The relationship between education, certification, licensure, and credentialing is evident. More importantly, the relationship of how Training Officers, Medical Directors, State EMS Officials, the National Registry, and EMS professionals interact within those components for continued EMS competency ensures that the best patient care is delivered within each community.

The National EMS Scope of Practice Model (2019), p.15, describes a model which reflects an interdependency between education, certification, licensure, and credentialing.



Education

Education includes all areas of cognitive and psychomotor skill, and effective learning that an EMS professional undergoes for initial and ongoing competency. Education is an important, lifelong learning activity throughout the EMS Professional's career and an important part of certification, licensure, and credentialing.

Certification

Certification is an external verification of the competencies an individual achieves. The National Registry of Emergency Medical Technicians is the nation's EMS certification organization, which verifies cognitive and psychomotor competency for national certification. The National Registry's mission is centered on protecting the public and advancing the EMS profession.

Licensure

State EMS offices have regulatory authority to grant EMS professionals the permission to practice within their scope. Licensure is the mechanism by which the state grants this authority. EMS professionals meet the requirements of state EMS licensure and are granted licensure at their level of practice if they meet those requirements. Most states have maintenance or recertification requirements for their state licensure. In some states, National Registry is required for maintaining a state license.

Credentialing

Credentialing is a verification by the physician Medical Director that confirms the EMS professional is qualified and authorized to perform skills within their scope of practice and certification and licensed level. Credentialing occurs at the local level, which is the local agency's responsibility for employment or roster status of EMS professionals.



ROLES AND RESPONSIBILITIES

EMS professionals are unique health care professionals who provide medical care in many environments, locations, and situations. Much of this care occurs in an out-of-hospital setting with minimal onsite supervision. Medical Directors provide medical oversight to ensure and maintain safe EMS practices. The National Registry recognizes the importance of interactions and intersections between the EMS professionals, Training Officers, and Medical Directors for safe and effective practice within the communities they serve.

EMS Professionals

After attending initial EMS education, achieving certification and state licensure, EMS professionals should focus on lifelong continuing education. EMS professionals are responsible for their continued competency and should maintain their national certification, state licensures, and local credentialing within their scope of practice for safe and effective patient care. As an EMS professional, it is the responsibility of the individual/registrant to make sure that they have completed all necessary steps for recertification.

EMS Agencies, Training Officers, Medical Directors

EMS Agencies, Training Officers, and Physician Medical Directors are responsible for local credentialing and employment. Training Officers and Physician Medical Directors ensure the continued competence of nationally certified EMS providers for active status by validating continued EMS skills and education. Physician Medical Directors are responsible for clinical oversight, ensuring safe and competent EMS care within their community, and establishing protocols for credentialed EMS professionals through evidence-based guidelines and practice.

Training Officers can set up an agency, maintain an agency roster and agency affiliation, approve education and skills verification appropriate to certification levels, apply education to individuals' accounts, and approve or remove Training Officers and Medical Director affiliation.

Physician Medical Directors using the National Registry website under the Medical Director role are responsible for approving skills verification for advanced-level individuals (AEMT, Paramedics).

State EMS Officials

State EMS Officials have the legal authority of granting an EMS professional's ability to practice within their scope. Each state has its own authority granted through the regulatory process. Some states use a separate application and recertification process to renew a state EMS license, which is separate from, or in addition to, National Registry requirements. Other states require National Registry recertification, which automatically renews an EMS professional's state license.

A BRIEF HISTORY OF NATIONAL EMS CONTINUED COMPETENCY

Since the registration of the first nationally certified EMS professional in 1971, EMS practice has evolved significantly. Over the last four decades, the EMS profession has advanced from fundamental methods of care and transportation to the delivery of more advanced emergency medicine in the out-of-hospital environment. The changes in the EMS Scope of Practice, the Practice Analysis, development and inclusion of evidence-based guidelines, and shifting community-based needs that helps drive the importance of continued competency and maintenance of certification.

The 2007 release and 2019 update of the National EMS Scope of Practice Model identified four levels of provider care:

- + Emergency Medical Responder
- + Emergency Medical Technician
- + Advanced Emergency Medical Technician
- + Paramedic

Further, in 2009 the National EMS Education Standards were completed. These standards outlined the education necessary to bring entry-level providers to a competency level recognized in the National EMS Scope of Practice Model.

The National Registry utilized the Traditional Model of recertification since the 1980s when recertification requirements were based on the premise that all providers completed the same “clock hours” of training. While there was some flexibility to adapt training to local needs, the recertification process did not provide a formal pathway for adaptability. Refresher content areas did not prescribe training over areas of practice where significant change had occurred. Lastly, there was no ability for Medical Directors and systems to focus training on needs identified by the continuous quality improvement process. As a result, the need for a new, more contemporary model of recertification was created.

The National Registry periodically reviews and improves the recertification model requirements for National EMS Certification. Stakeholder input, national EMS organizations, State EMS Officials, and federal partners are instrumental in developing a continued competency model that is centered on a nationally accepted, scientific, evidence-based approach.

PRINCIPLES AND APPLICATION OF THE CONTINUED COMPETENCY PROGRAM

In 2010, a task force met to consider revisions of the National Registry recertification process. The task force was a multi-disciplinary group comprised of representatives of the major regulatory, medical oversight, and operational components of Emergency Medical Services.

During the 2000s, continued competency was being addressed as a necessity for all medical specialties. The ongoing work of the American Board of Medical Specialties (ABMS) was reviewed by the task force. In summary, the National Registry continued competency task force selected five key principles identified by ABMS that were adopted and included in the recertification process for National EMS Certification.

The 5 principles include:

1. Professional Standing
2. Practice Performance
3. Lifelong Learning
4. Individual Continuing Education
5. Self-Assessment*

** Self-Assessment was originally adopted and included in the early stages of the NCCP recertification model and is no longer required, but can be valuable and insightful to many.*

Professional standing

For an individual to hold National EMS Certification, the individual must not be barred from licensure/certification in any state. Holding a current valid license/certification is a critical element to assure the public that EMS providers have not faced any action that would bar them from practice.

The National Registry requires disclosure of any criminal convictions or licensure/certification limitations as part of the certification and recertification requirements.

The National Registry has adopted a Criminal Conviction Policy to safeguard the public from individuals who, in practice as an EMS professionals, might pose a danger to the public. All applicants for certification or recertification must disclose any criminal conviction as required on an application.

The National Registry may deny an applicant eligibility to sit for a certification examination, deny certification, suspend or revoke an individual's certification, or take other appropriate actions with respect to the applicant's certification or recertification based on their felony or misdemeanor criminal convictions and all other criminal convictions relating to crimes involving physical assault, use of a dangerous weapon, sexual abuse or assault, abuse of children, the elderly or infirm and crimes against property, including robbery, burglary and felony theft.

You may review further information related to this policy at www.nremt.org under Policies.

Practice performance

Each EMS system across the nation has evolved to meet the individual needs of the community or region it serves. National EMS Certification requires competency and education at the local level to best serve specific state and community needs. Continued competency to practice may be validated by psychomotor or skills assessments and other performance measurement tools. Validation of practice performance is the responsibility of the provider's EMS supervisor or Training Officer at the EMT and EMT-Intermediate levels and by the provider's Medical Director at the AEMT and Paramedic levels for active certification.

Lifelong learning

Initial education/training is intended to provide entry-level knowledge and skills for an EMS provider. Building on the foundation of initial education, lifelong learning aids providers in adapting to the continuous changes in patient care, education, protocols, and other influencing factors of EMS practice.

The improvement of patient care and providing quality care should be the goal of every EMS professional regardless of location. Lifelong learning is part of continued competency; therefore a requirement of the National Continued Competency Program, while being a key component to an EMS professional's career.

Individual continuing education

A continuous competency program must focus on the entire clinical domain of out-of-hospital emergency care. Continuing education focused on areas of need of the EMS professional has the potential to improve knowledge, better skills, and positively affect patient outcomes. Individual continuing education embraces the principle of lifelong learning.

Self-Assessment (not currently utilized in NCCP)

In the pilot phase of the new National Continued Competency Program, the National Registry launched a low-stakes self-assessment covering four broad domains of out-of-hospital emergency care to include Airway, Respiration & Ventilation; Cardiology & Resuscitation; Medical, Obstetrics & Gynecology; and Trauma. Because this self-assessment was low-stakes and the culture around self-assessment was not widely accepted in the EMS community, the reliability of aggregated data to inform individual providers, agencies, and states could not be optimized. While it is the vision and hope of the National Registry that the EMS community will embrace the importance and utility of self-assessment data, the National Registry will not require a self-assessment component as part of national EMS recertification at this time.

RELATED POLICIES AND PROCEDURES

National Registry certification policies are established to assure the public, EMS licensing or authorizing agencies, employers, and other healthcare providers that certified EMS professionals have demonstrated the required knowledge and skills to practice safely and effectively. Policies are regularly reviewed and updated.

- + **Academic Credit Policy:** Details the requirements for using college courses, initial EMS education programs, and other forms of academic credit for recertification and certification processes.
- + **Accepted Education and Documentation Policy:** Outlines what education is accepted for recertification and certification, and how that education must be documented to be accepted.
- + **Alternative Recertification Credits:** Policy authorizing National Registry to award credits for recertification to function as an alternative to continuing education in certain, appropriately defined circumstances.
- + **Appeals Policy:** Defines the appeals process for individuals in cases of adverse decisions.
- + **Certificant Personal Information Policy:** Outlines public and personal or private information and authorized sharing of information.
- + **Certification Schemes: All Levels:** Identifies requirements to gain initial certification, maintain certification, and regain National Certification if lapsed or expires.
- + **Code of Conduct:** Outlines values, compliance, and professional standards as a condition of certification and recertification.
- + **Criminal Convictions:** Establishes eligibility requirements for National Certification related to criminal convictions and applies to eligibility requirements for both initial certification and recertification.
- + **Disciplinary Actions Policy:** Specifies the situations that may lead to action against a certification.
- + **Examination Irregular Behavior:** Specifies situations that constitute irregular behavior during an examination, including Recertification by Examination (RBE).
- + **Fee Structures and Refunds:** Payment policies for fee structures, forms of payment, and issuance of refunds.
- + **Inactive Status:** Defines the inactive status requirements and process to return to active status certification.
- + **Live Remote Proctored Examinations (updated to include RBE):** Outlines the uses, restrictions, and processes for Live Remote Proctored examinations, which now includes EMR and EMT Recertification by Examination (RBE).
- + **Mark King Initiative (MKI):** The policy is for select states and time periods only. It allows previously Nationally Certified individuals to regain certification and for them to maintain their National EMS Certification.
- + **Recertification Audits:** Explains the random sampling of individuals audited, the process,

and failure to submit documentation to support the education claimed on the recertification applications.

- + **Reconsideration of Eligibility Policy:** Specifies the circumstances under which reconsideration of eligibility or reinstatement of certification is allowed.
- + **Reporting of Possible Misconduct:** Articulates the obligation and importance of reporting misconduct information to the National Registry.
- + **Terms of Certification Policy:** Establishes requirements for eligibility for certification and recertification.

For the most recent and updated policy information, please visit the Policies page on the National Registry's website: www.nremt.org.



GLOSSARY

Active Status: To renew with an "active status," EMTs must be affiliated with an EMS Agency or Service and have the proper skills and education verification from a Training Officer and/or Medical Director.

Affiliation: Your affiliation is the EMS agency/organization you work for that will verify your continuing education and skills competency. You may submit an affiliation request from your "My Certification" tab.

Agency: Your agency is the EMS organization where you work. This agency will be responsible for verifying your continuing education and skills competency. You must submit a request to become electronically affiliated with your agency under your "My Certification" tab.

Distributive Education (DE): DE is a method of delivering EMS education where the instructor, student, and materials are not able to interact in real time. Examples include online courses, journal article reviews, and videos.

Inactive Status: Inactive Status is for Nationally Certified EMS Professionals who are currently not providing patient care at their certification level or those who do not have an agency affiliation, Training Officer, or Medical Director able to validate education and skills. Individuals wanting to declare inactive status must continue to meet the National Registry continuing education recertification requirements. Inactive status is not for those who cannot obtain and meet the educational requirements or those who have limitations or revocation of a health care license.

Lapsed: If you do not complete the recertification process by your expiration date, your National EMS Certification is considered lapsed. Please see the Certification Scheme (level-specific policy) for more information on the requirements to regain your National EMS Certification.

Medical Director: The Medical Director is responsible for verifying the continued competence of ALS providers' skills when they recertify their National EMS Certification and when updating from inactive to active status.

National Continued Competency Program (NCCP): NCCP is a recertification model that allows flexibility at the local and individual levels. The NCCP is comprised of three components: national, local, and individual.

Training Officer: A Training Officer is an individual responsible for managing the education requirements of an EMS agency. This person may be nationally certified, but it is not a requirement.

APPENDIX

Standardized Course Guide - NCCP 2016

Instructions: You may apply the standardized course (top/horizontal row) to the NCCP Model topics (left/vertical columns) anywhere there is a (✓).

You cannot exceed the maximum total number of hours allowed per course. An (N/A) indicates that the subtopic is not required for the particular level.

Example: You took CPR for 3 hours. You can assign 3 hours total to the National Component where there is a (✓) or assign to the Local or Individual Component of your application.

NCCP 2016 Model Requirements					Cardiology		Medical				Special Populations			Trauma	Operations			
Broad Topics	Sub Topics	EMR	EMT	AEMT	NRP	CPR(BLS)	ACLS, ALS(ARC)	AMLS / EMPACT	ABLS	ASLS	ENLS	PALS/ APLS/ PEARS/NRP	PEPP/ EPC	GEMS	ITLS/ PHILS/ FCCC/TECC/ ATLS	EMS Safety	EVOC/ CEVO/ TIMS	HAZMAT/ BDL/ ADSL/ IS 100, 200, 300, 400, 700, 800
ARV	Ventilation					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Capnography	N/A	N/A	N/A			✓	✓	✓	✓	✓	✓	EPC	✓				
	Oxygenation					✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Total ARV Hours	1	1.5	2.5	3.5													
Cardiology	Post-Resuscitation					✓	✓				✓	✓						
	VADs	N/A						✓										
	Stroke					✓	✓	✓	✓	✓				✓				
	Cardiac Arrest					✓	✓							✓	✓			
	Pediatric Cardiac Arrest					✓						✓	✓	✓	✓			
	CHF	N/A	N/A	N/A			ALS	✓						✓				
	ACS	N/A	N/A			✓	✓	✓						✓				
	Total Cardiology Hours	2.5	6	7	8.5													
Trauma	Trauma Triage	N/A						✓	✓		✓		EPC	✓	✓			✓
	CNS Injury						✓			✓	✓	APLS	✓	✓	✓			
	Hemorrhage Control	N/A						✓		✓	✓	PALS(ARC)	✓	✓	✓			
	Fluid Resuscitation	N/A	N/A				✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Total Trauma Hours	0.5	1.5	3	3													
Medical	Special HC Needs	N/A				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
	OB Emergencies					✓							✓	✓				
	Infectious Disease							✓			✓	✓	✓	✓	ITLS			✓
	Medication Delivery	N/A	N/A			✓	✓		✓	✓	✓	✓	✓	✓	✓			✓
	Pain Management	N/A							✓				✓	✓	✓			
	Psychiatric							AMLS		✓	✓		✓	✓				
	Toxicological/Opioids					✓	✓	✓	✓			APLS, PALS(ARC)	✓	✓				✓
	Neurological/Seizures							✓		✓	✓	APLS, PALS(ARC)	✓	✓				
	Endocrine/Diabetes						✓	✓				✓	✓	✓				
	Immunological							✓				✓	✓	✓				
	Total Medical Hours	3	6	7.5	8.5													
Operations	At-Risk Populations	N/A				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Ambulance Safety	N/A						✓						✓	✓	✓	✓	✓
	Field Triage							✓					EPC		✓	✓	✓	✓
	Hygiene/Vaccinations					✓	✓	✓						ITLS	✓	✓	✓	✓
	Culture of Safety					✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
	Pediatric Transport	N/A				✓			✓			PALS	✓	✓	✓	✓	✓	✓
	Crew Resource Mgmt	N/A				✓	✓	✓		✓		PALS, PEARS	✓	✓	✓	✓	✓	✓
	Research	N/A				✓	✓						✓	✓	✓	✓	✓	✓
	Evidence Based Guidelines	N/A				✓	✓					PALS(ARC)	✓	✓	✓	✓	✓	✓
	Total Operations Hours	1	5	5	6.5													
	TOTAL Hours	8	20	25	30													

NCCP 2016 V4 - Updated 6/17/19

REFERENCES

¹CAPCE. (2022). Answers to Frequently Asked Questions. Retrieved from <https://capce.org/Home/FAQ>

²National Association of State EMS Officials. National EMS Scope of Practice Model 2019 (Report No. DOT HS 812-666). Washington, DC: National Highway Traffic Safety Administration