

Instructions for NREMT EdNet Registration for Education Programs

The Program Director is responsible for making the initial application to the National Registry of EMT's (NREMT) for the purpose of establishing an EMS Education Program. This application must be completed in order to conduct EMS courses and/or host EMS exams.

1. Apply for EMS Education Program approval with the Idaho Bureau of EMS and Preparedness, as outlined in the Idaho Education Standards Manual, Section IX. Education Program application & Record Submission Procedures.
2. Register as a "Program Director" on the NREMT web site (this is only required once).
 - a. Sign in to the NREMT website
 - b. Click on Edit next to your user name
 - c. Go to Request Program Director Role
 - d. Submit (for Bureau authorization)
3. Verify Program Director approval and EMS Education Program approval on NREMT web site by revisiting the NREMT website and assuring your Program Director role, and your EMS Education Program has been approved by the state and NREMT.
4. Once approved, click on the Program Director tab in the menu. Go to the "Program Director Settings" section of that page. (If you do not see that section, try clicking on "edit" at the top of the page next to your username). There are several links in that section, please review the various options in this section as this will be where you set up preferences for you Education Program, and register all of your courses.
5. When you are ready to conduct an EMS course, you will submit a "Course Registration Request" to the Bureau. This form can be found on the Bureau website. The Bureau will process the request and issue a "Course Registration Number" (CRN). This is required for each course. The CRN is essentially the "course number."
6. Once you receive your CRN, you will need to register your course with the NREMT by adding your CRN as a "section" under your EMS Education Program.
 - a. Click on the Program Director Tab.
 - b. Go to "Program Director Settings" section.
 - c. Click on "Manage EMS Program Sections" and select "add."
 - d. Enter your CRN and submit.
7. Inform students of their responsibilities to apply for the NREMT Written Exam on-line and provide the students with their "CRN."