

# EMS Students!

## Follow These Steps to Take The NREMT Exam



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

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484. We're ready to help!

### Step 1: Create Your Account

- Go to [nremt.org](http://nremt.org) and click on 'Create New Account'.

### Step 2: Login

- After you have completed Step 1, you can return to the home page and log in with the username and password you created.

### Step 3: Manage Your Account Information

- Complete all the information in the Personal Account Information fields as prompted. The first and last name you include in this area should be the same as what appears on your drivers license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate, and card upon successful completion of the examination.

**Read this to avoid delay!** *Make sure the first and last name you use to set up your Account matches the name on your drivers license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!*

### Step 4: Create a New Application

- Click on 'Create Initial Entry Application' to apply to take your exam.
- Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

### Step 5: Pay Application Fee

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date.
- To pay at a later date, go to 'Check Initial Entry Application Status' and choose 'Application Payment'.

**Read this to avoid delay!** *An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and successful course completion verification has been completed.*

- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

### Step 6: Check to See if You Are Approved to Take Your Exam

**Read this to avoid delay!** *You will only see 'Print ATT Letter' when you have been verified to test! This link will not appear if the verification process is not yet complete!*

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on 'Check Initial Entry Application Status'.
- If you see 'Submitted' next to 'Course Completion Verification', this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the education program director indicating that you have completed the course.
- If you see 'Not Submitted' next to the 'Application Payment', you must pay the fee prior to receiving an ATT Letter.
- When successful course completion has been verified by your education program director and payment has been made, you will see the following link: 'Print ATT Letter'.

### Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE

- Scroll down to see if the 'Print ATT Letter' appears.

**Read this to avoid delay!** *Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.*

- Your ATT Letter will contain instructions on how to schedule your examination through the Pearson VUE website.
- Your ATT Letter will also include other important information you should read carefully!

**Read this to avoid delay!**

- Schedule your exam carefully! Rescheduling fees apply!
- Refunds cannot be issued for no-shows.
- If you arrive late for your exam, you may lose your appointment!

**Information on computer based testing is on the NREMT website at [nremt.org](http://nremt.org).  
Please refer to the NREMT website for the most current policies and procedures.**