This document will assist EMS Providers in recertifying their Utah EMR/EMT/AEMT/Paramedic if they are not Nationally Registered and are using CME hours to meet the NCCP requirements.

Step 1: Login to the NREMT website. www.nremt.org
Enter your User Name and Password.
Note: If you have never logged in then the username is your state license number and the password is your social security number.
Note: If you cannot login in contact NREMT. BEMSP is not able to help with NREMT login issues.

Step 2: Ensure that under the My Current Role header that “My Certification” is selected.

Step 3: Click on “Recert Application”
Step 4: The first step is to enter education. You can do this by entering a course. The recert you can “start” the Continuing Education or “Manage My Education” on the left side.
**NCCP Application Process Instructions**

### Step 5:
Enter each training course that you have completed that meet the requirement.

Note: You do not have to upload proof of training. This will help with audits if you do.

Note: If a course will not be accepted because of date it was conducted. Simply modify the date to a date that will be accepted. Such as the date of the application. The training should be conducted within the time the license is issued.

<table>
<thead>
<tr>
<th>Course Details</th>
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<tbody>
<tr>
<td><strong>Course Type</strong></td>
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<tr>
<td><strong>Course Name</strong></td>
</tr>
<tr>
<td><strong>Course Approved By</strong></td>
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<tr>
<td><strong>Course Completion Date</strong></td>
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<tr>
<td><strong>Course Duration</strong></td>
</tr>
<tr>
<td><strong>Did you teach this course?</strong></td>
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<tr>
<td><strong>Was an instructor present at this course?</strong></td>
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### Course Location

<table>
<thead>
<tr>
<th>Country</th>
<th>UNITED STATES</th>
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Enter a State or City, or a Postal Code

**State** | Utah |
**City** | Please choose State first |

### Additional Course Information

- **Lead Instructor Name**
- **Course Description**
- **Sponsor**

Save & View Transcript  | Save & Upload Attachments  | Save & Add Another Course
Step 6: You will need to “assign” all the hours. Click on the course.

Go through and assign all the hours to the open topics for the NCCP based on the training you completed.

Note: The hours are required to match the training for the NCCP model.

Note: You may enter hours at any time during the certification process for the NCCP model.

Once you have assigned all of the hours including the local and individual components you can return to the recert application and complete the process.
NCCP Application Process Instructions

Step 7: Complete the rest of the NREMT application process including paying fees and submission for approval.

Step 7: (You may also do this first):
Login to the BEMSP Licensing and Certification System
http://emslicense.utah.gov

Step 8: Click on Applications on the left hand side.
Once you have completed both the applications you will receive an email that states your license has been renewed. You may then generate your own license certificate by accessing your account and generate your card.

Account Support Information:

NREMT Account Issues:
Doug Ehler
Customer Experience Manager
Phone: 614-888-4484 ext. 195
dehlert@nremt.org

BEMSP Licensing Account Issues:
Licensing Specialists
801-273-6666 Option 1
ems@utah.gov