This document will assist EMS Providers in recertifying their Utah EMR/EMT/AEMT/Paramedic if they are not Nationally Registered and are using the CME hours for the rule that was in place when they received their last license. This only applies to individuals who currently hold a four-year license that is expiring. Please see the NCCP Recertification Instructions document if you wish to use that method.

| 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. |
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<td>Step 2: Ensure that under the My Current Role header that “My Certification” is selected.</td>
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<td>Step 3: Click on “Recert Application”</td>
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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.
### Traditional Application Process Instructions

**Step 5:**

**Course Type:**
Traditional Refresher Course

**Course Name:** State Approved ______ Refresher Course.

*Note: Select the course that you are applying for.*

**Course Approved By:**
State EMS Office

**Course Completion Date:**
The day you enter it will be fine.

**Course Duration:**
Select 80 hours. This will be enough to complete the next steps.

*Note: You will be required to prove all hours required if you are audited.*

**Did you teach this course:** No

**Was an instructor present at this course:** Yes

**Course Location:**
Enter your agency or home of record information.

You may list your training officer as the Lead Instructor.

Click: Save & View Transcript
Traditional Application Process Instructions

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.

**Note: The hours do not have to match the NCCP requirements.**

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.
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.
## Traditional Application Process Instructions

**Step 9:** Click on “Apply Now” for a EMS Professional Application

**Step 10:** Complete the application requirements including uploading driver license and picture.

Note: You do not have to submit CPR, PEPP/PALS, ACLS, or TB documentation unless you are audited.

Note: You may need to get fingerprinted if you have not completed the DACS fingerprints.

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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 Ehlert  
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