



Congratulations!

You have successfully completed an EMS Education Program at Grady EMS Academy. You may now be wondering, *What now—what's next?!* To assist you with answering this question, we have created a checklist of items that will help you become eligible for employment in the field of Emergency Medical Services:

### **How to become NREMT certified.**

To become a certified EMS Provider, you must challenge both the cognitive and psychomotor examinations administered by the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of the certifying examinations, you to become licensed to be eligible for employment in Georgia. <http://www.nremt.org/>

### **How to become Georgia licensed.**

To be a licensed EMS Provider in Georgia, you need to gather the following items and submit them to the *EMS In-State License Application*: <http://dph.georgia.gov/EMS>

- a copy of your National Registry certification; you can print this out from the certification page associated with your NREMT account.
- a recent color 2" x 2" photo (passport-sized photo). You will glue this to your *EMS In-State License Application*.
- a *Verification of Lawful US Residency* and a copy of the verified document. The document must be verified by a Georgia appointed Notary Public. There is a Georgia appointed Notary Public at the Academy.
- a printed confirmation page indicated that you have submitted the requisite information to complete a fingerprint background check via the *Georgia Applicant Processing Services (GAPS)*. The fee to process your background check is \$52.
- a money order or cashier's check for \$75 to pay for the **non-refundable** application processing fee. Please made it out to **Georgia Department of Public Health**.

Once you have gathered the above items, you will need to complete the application. The *EMS In-State License Application* is a fillable pdf that you can access by going to [www.dph.georgia.gov/ems-forms-and-resource-documents](http://www.dph.georgia.gov/ems-forms-and-resource-documents) The *EMS In-State License Application* is the first form at the top under **Forms Related to Medics**; this form is also called "C-08-A". Complete page 1 of the form and then print the entire document attached—there should be 12 pages. When you have printed this document, you have explicit instructions required to complete the above items required for licensure. ***Please do not begin the process for becoming licensed until you are NREMT certified. The results of the fingerprint background check are only valid for 30 days.***

### **Apply for a job.**

There is wide variety of EMS agencies in Georgia. If you are interested in working in the EMS Division at Grady Health System, you must create a resume and submit an application for Employment. To begin this process, please go to <http://ems.gradyhealth.org/> .

# 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.**