

<http://www.ok.gov/health2/documents/NR%20Site%20Code%20Instructions.pdf>

**Here is the process for each program to get its own Site Code.**

**Steps to create a new EMS Education Program Request** – This includes Adding an Ambulance Service or EMRA as a Training Program at the EMR Level. NOTE: EMS Agencies and EMRA's can only teach approved refresher courses and the full EMR course.

1. Go to [www.nremt.org](http://www.nremt.org)
2. Log in with your username and password
3. Click on the "ACCOUNT SETTINGS" tab
4. Click on "Add Program Director role to this account" link, then read and acknowledge the pop-up statement
5. Once the role is added, you will need to log out and log back in using your username and password for the changes to take effect
6. Click on the "ACCOUNT SETTINGS" tab
7. Under the Program Directors Settings section, click on the "Request for EMS Education Program Authorization" link
8. Click on the "Request Authorization of an EMS Education Program" link
9. Complete the requested Program Information fields
10. After verifying your information and reading the attestation statement, click "Submit"

**Steps to check on the Status of your Request**

1. Go to [www.nremt.org](http://www.nremt.org)
2. Log in with your username and password
3. Click on the "ACCOUNT SETTINGS" tab
4. Under the Program Directors Settings section, click on the "Status of EMS Education Program Authorization Request" link

The status of your request(s) will be displayed.

### **Steps to Add Application Level(s)**

1. Go to [www.nremt.org](http://www.nremt.org)
2. Log in with your username and password
3. Click on the “Manage Programs” tab
4. Click on the “Existing Programs” tab
5. Click on the Program Code for the program you wish to add an Application Level
6. Click the box (es) next to the levels to be added
7. Review the information to ensure that all is current and that the initial EMS education level(s) selected are state-approved
8. After verifying your information and reading the attestation statement, click “Submit”
9. If you need to add application levels to multiple programs, repeat steps 4-8

### **\*The Application Level(s) will update on the NREMT website within 24 hours**

For those programs that are not currently state-approved initial education program, they will need to become an EMS Education Program Director. If you like, you can cut and past the directions below to individual who need to create a new account.

Here is a link to a YouTube video demonstrating how to become an EMS Educational Program Director. The instructions below described the process:

### **Steps to Create a New Program Director Account** (If you do not have an existing NREMT account, or wish to create a separate account as a Program Director)

1. Go to [www.nremt.org](http://www.nremt.org)
2. Click on “Create New Account” (To select the Program Director role and any others that may apply)
3. Select “Program Director” as a user role
4. Answer security questions
5. Click “Submit” to save the account, which will log you out. Proceed to step 2.

**\*\*Note: If you currently have an NREMT account that you wish to add the Program Director tab to, proceed to, Steps to create a new EMS Education Program Request.**