



HELPFUL HINTS FOR LOGGING CEUs IN THE NREMT SYSTEM

Please follow these guidelines to minimize challenges when submitting NOLS Wilderness Medicine CEUs to the National Registry of EMTs online tracking system.

- Log in to your account
- Select “My Certification”
- Follow the sequence listed across the top of the page:

How to Recertify Click on the steps to follow

Step 1

Add courses to your Transcript

Step 2

Assign topics to your courses in Manage Education

Step 3

Submit your Application in Recert Application.

- Click on Step 1 and then choose Import CAPCE Courses:

Easily record all of your Continuing Education and training here in your Professional EMS Transcript.

Never lose your course certificates or records again! After you add a course to your transcript, you can upload PDFs or images of the course certificates, cards, or other important records. When it's time for you to renew your National Registry status, click on the Course Name to quickly allocate the course to your Recertification Application.

Don't just upload the courses required to maintain your National Registry status, we encourage you to use this to track and store all of your professional continuing education. Imagine five or ten years from now having the ability to access your complete CE record!

[Add A New Course To My Transcript](#)

[Import CAPCE Courses](#)

- You should now be able to import your NOLS Wilderness Medicine course directly into your NREMT account.

- After importing your course(s), you will need to assign the hours to your recert requirements. Click on the course title, colored blue:

Date	Course Name	Duration	Attachments	Source	Location	Recert Topic Map
10/30/2019	Hybrid Wilderness First Responder Recertification	18h 0m		CAPCE Import		Unassigned

- Compare the requirements you need to complete in the National, Local and Individual categories with the hours covered on your course. You can download the CEU Outlines from our website, [here](#).
- Assign the hours to the appropriate topic requirements.
- You can track your progress via your Dashboard.
- After logging all of your hours, follow the links to Submit Your Application. Contact your Training Officer to let them know you have submitted your application and are awaiting their verification.
- If you do not have a Training Officer, you will need to request Inactive Status. *Please note: NOLS cannot act as the Training Officer for anyone we do not directly employ.*
- After your Training Officer verifies your application, the NR will review it and your results will be posted in your NREMT account.