

If you were unsuccessful on your National Registry exam follow these easy steps to re-apply for the National Registry exam.

## **Apply for a National Registry Examination**

STEP

STEP

2

Log in to your National Registry account

Go to nremt.org and <u>log in</u> to your National Registry account. If you need assistance with your username or password, click here: <u>username and password recovery</u>.

## **Create an application**

From your "Candidate Dashboard" select, "Create a Certification Application"

During the application process you will be asked to create either an "Express Application" or a "New Application." If nothing has changed from your previous testing application, choose the option to create an "**Express Application**." All the information from your previous application will be transferred to your new application.

*Important note:* If this is your 4th attempt, you are required to complete remedial training before you will be issued an Authorization To Test (ATT). Once you complete the remedial training, submit your documentation to <u>support@nremt.org</u> along with your application confirmation ID number. Please allow 7-10 business days for processing.

STEP 3

## Submitting a payment

You can pay your application fee from your "**Certification Application Status**." It is recommended that you pay your application fee at the time you complete your online application. An Authorization to Test (ATT) letter will not be issued until payment has been received and all required verifications have been completed.

STEP

## **Monitor your application status**

Monitor the progress of your application from your "**Certification Application Status**" in case additional actions are needed. Once the National Registry approves your application and your status is "**Ready to Test**," you can view your ATT letter and contact <u>Pearson Vue</u> to schedule your exam.

*Important note:* Please make sure the name on your account matches the name on your driver's license (or the identification you will present to the testing center). Your middle initial must correspond with your full middle name. If there are discrepancies with your name and identification, you will be denied access on the day of the exam.

**Congratulations!** You have created your National Registry application.

