



C. Earl Hunter, Commissioner

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Date: January 24, 2012

To: All EMT Training Institutions
All EMT Instructors

From: Donald L. Whiteley, Jr.
Manager, Training & Certification
Division of EMS & Trauma

Re: CIS Student Profiles
NREMT Profiles & Applications

There are a couple of issues on which I wish to give clarification in order to help reduce repeated errors and omissions in the EMT certification process.

CIS Profiles:

On or before the first class meeting (Initial EMT course), each student must create their own profile in CIS. Please insist that each student do their own profile. There is a student handout that will walk the student through that process.

For advanced courses and refresher courses, students should already have an SC # and therefore, a CIS profile. These individuals should log onto CIS to make sure all their contact information is current.

Each student should then, provide their instructor with their SC# and their name, exactly as they have entered it in CIS. The instructor/school then has the necessary information to add the correct student to their course roster.

Please note: The system will not allow an individual to create a profile in CIS if their SSN is already in the system. If the student already has a profile in CIS, which is currently used by three states (SC, NC, & WV), – the student is instructed NOT to create another profile. In recent months, there has been an increase in students creating additional profiles by altering their SSN. Please instruct your students that if their SSN is currently in our CIS system, please DO NOT create another profile. If they do not know their SC# or CIS password, please have them call our office. We can look them up in the system and provide them with the correct information.

NREMT Profiles & Applications:

Prior to the last class, please verify that all your students have created a profile & application on-line with the National Registry. There is a student handout that will assist each student with this process.

Instruct each of your students that they will not receive a "pass" or course completion certificate until they have completed their application to test on the National Registry website. Once they complete their NR application, the NR will notify the state office (at the EMT level - for verification of the practical) and the Training Institution (for all EMT levels - for verification of course completion).

EMT program coordinators should be able to go on-line to the NR website the day after the course ends and verify course completion for **all** their students who have passed the course. Currently I have approximately 100 EMT students who have passed the practical examination but have not placed their application on-line with the NREMT so that I may verify their practical results. This also indicates that, for at least these 100 students, their Training Institutions have not been able to verify to the NR, their course completions. It is not a realistic expectation to have the EMT Program Coordinator log onto the NR website every day or so to see if the rest of their students, who have already received a pass result for the course, have filed their application to test. Instructors can play a big part in making this process run more efficiently.

Working together we can make the system run smoothly for both, the training institution and the state EMS office. Thank you for your attention to these concerns. If you have any questions, please contact at 803.545.4269.