



**National Registry of  
Emergency Medical Technicians®**  
THE NATION'S EMS CERTIFICATION™

### **Attention Program Directors and State Directors:**

Effective January 1, 2015, Authorizations to Test (ATT) for National EMS Certification will be valid for up to 90 days from the date of issuance, provided all other requirements for National EMS Certification are met.

### **What this means:**

An "Authorization to Test," (ATT) declares a candidate eligible to take an NREMT exam within 90 days of issuance. The following must occur before an ATT is generated:

- 1.) The candidate must create and complete an application
- 2.) The program director (and/or State Director if applicable) must sign off on the application indicating completion of course
- 3.) The candidate must pay for the exam.

With the implementation of this new policy, candidates who do not complete their cognitive examination prior to the expiration date will be required to complete a new application, including payment of the application fee. Please click [here](#) for the ATT issuance process.

### **Program directors should advise their candidates of the following:**

- Candidates should pay close attention to the update in policy as no refunds will be issued for an expired ATT regardless of the method of payment.
- To avoid having an expired ATT, candidates should wait to pay for their exam until they are prepared to schedule and take the exam within the specified 90 day period.

Generally accepted payment methods for the exam include credit card, money order or voucher payment. Please keep in mind that vouchers may be purchased through NREMT website and may be used up to 12 months after issuance.

Please refer to <https://www.nremt.org/nremt/downloads/RefundPolicyATTReceived.pdf> for additional information on the updated policy.

Thank you in advance for your cooperation with this matter.