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*Medical*

**349 AMW NATIONAL REGISTRY EMERGENCY  
MEDICAL TECHNICIAN CERTIFICATION**

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This instruction implements Air Force Policy Directive (AFPD) 44-1, *Medical Operations*. It further extends the guidance of National Registry Emergency Medical Technician (NREMT) Certification. It provides operational guidelines for personnel requiring the NREMT Certification, assigned to the 349<sup>th</sup> Medical Group and 349 Civil Engineer Squadron (CES) Fire Fighters. 349 Air Mobility Wing Instruction 44-101, *NREMT CERTIFICATION* applies to all squadrons within the 349 Air Mobility Wing that require NR EMT Certification. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**1. General Information.** The primary goal of the 349<sup>th</sup> Medical Group Emergency Medical Technician (EMT) Site is to provide opportunities for all personnel to acquire and maintain their NREMT Certification developed by the United States (U.S.) Department of Transportation (DOT).

**2. Responsibilities.**

**2.1. United States Air Force (USAF) EMT Program Manager.**

2.1.1. Approves continuing education.

2.1.2. Notifies NREMT and EMT training sites of Continuing Education (CE) approval.

2.1.3. Provides guidance to NREMT and Course Coordinator on EMT CE within Air Force Medical Service arena.

2.1.4. Investigates possible breeches of program integrity.

**2.2. Medical Director.**

2.2.1. Responsible for overall management, maintenance, and integrity of local program.

**2.3. EMT Course Coordinator.**

2.3.1. Acts as liaison between students, Medical Treatment Facility (MTF) executive staff, local medical community, and USAF EMT Program Manager.

2.3.2. Coordinates and/or conducts didactic and skills training for all assigned NREMT personnel.

2.3.3. Ensures all documentation on NREMT re-registration forms is complete and accurate before signing the training director line.

2.3.4. Builds Annual Course schedule for initial and refresher courses and oversees curriculum.

**2.4. Supervisor.**

2.4.1. Ensures each member has resources required for training and testing.

2.4.2. Reviews and ensures accuracy of documentation before re-registration form is submitted to EMT Course Coordinator for validation.

2.4.3. Works with EMT Course Coordinator and individual EMTs ensuring no lapse in registration.

2.4.4. Refers individuals to EMT Course Coordinator for remedial training when required.

2.4.5. Acts as liaison between EMT and EMT Course Coordinator.

**2.5. EMT.**

2.5.1. The EMT is ultimately responsible for successful completion of all training and testing requirements.

2.5.2. Completes all requirements for re-registration by NREMT ensuring no lapses in registration occur.

2.5.3. Works with supervisor and EMT Course Coordinator to ensure access to required training

2.5.4. Ensures all tasks are properly documented in On the Job Training (OJT) record and on NREMT re-registration form. If using only 4N0X1 Qualification Training Pamphlets for EMT CE, document training on Air Force Form 1098, Special Task Certification and Recurring Training.

2.5.5. Requests remedial training when needed.

2.5.6. Ensures required funding and documents are forwarded with NREMT re-registration package.

2.5.7. Maintains integrity of registration form which will be used to submit continuing education to the NREMT.

2.5.8. Maintains Course Completion Tracking Tool which is used to document EMT refresher training and will substitute for the course completion certificate. This form will be submitted to NREMT with the NREMT re-registration form.

2.5.9. Provide proof of current Basic Life Support (BLS) certification that will also be attached to the re-registration form.

2.5.10. Submit a Standard Form (SF) 1164 (original plus 3 copies) for reimbursement of the EMT recertification fee. Include receipt/proof of payment with 4 copies of orders.

## **2.6. COMMANDERS.**

2.6.1. Will ensure Web Based Integrated Training System (WBITS) or other authorized database for non-medical personnel is maintained to reflect their unit's current EMT Certification.

2.6.2. Will ensure that all candidates assigned to their unit comply, in a timely fashion, with all required actions necessary for the proper EMT Certification.

2.6.3. Each unit Commander will appoint an EMT Unit Coordinator and Co-Coordinator who will work closely with the coordinator, and take over in the absence of the Coordinator.

## **2.7. 349<sup>TH</sup> Medical Group EMT UNIT COORDINATORS.**

2.7.1. EMT Unit Coordinator will track the 4N0's and 4F0's EMT status to include the following data: Rank, Name, Air Force Specialty Code, NREMT Certification Number, Course Completion Date, Expiration Date, Continuation Education Units (CEUs) completed.

2.7.2. This data will be maintained and updated in WBITS on a quarterly basis (minimally).

2.7.3. This data will be forwarded to the EMT Site Coordinator, for tracking and budget projections.

2.7.4. EMT Unit Coordinators will work closely with their unit Training/Staff Development Team to ensure that adequate CEUs are offered for EMT registration. 48 CEUs are required for re-registration every two years.

## **3. SKILL LEVEL REQUIREMENTS.**

### **3.1. 4N0XX (MEDICAL SERVICES SPECIALY) SKILL LEVEL TRAINING REQUIREMENTS.**

3.1.1. Apprentice (3 skill level): Completion of the medical service apprentice courses (resident and phase II) and current minimum certification as an NREMT-Basic (B) are mandatory for award of the apprentice skill level.

3.1.2. Journeyman (5 skill level): Current minimum certification as an NREMT-B is mandatory. Continuation training is available and should be used based on the individual's particular training needs.

3.1.3. Craftsman (7 skill level): Current minimum certification as an NREMT-B is mandatory.

3.1.4. Superintendent (9 skill level): Current minimum certification as an NREMT-B is mandatory when required by the duty position.

### **3.2. 4F0XX (AEROMEDICAL SPECIALITY) SKILL LEVEL TRAINING REQUIREMENTS.**

3.2.1. Apprentice (3 skill level): Certification from the NREMT-B is mandatory.

3.2.2. Journeyman (5 skill level): Certification from the NREMT-B is mandatory.

3.2.3. Craftsman (7 skill level): Certification from the NREMT-B is mandatory.

3.2.4. Superintendent (9 skill level): Continuation training is based on the individual's local training needs.

### **3.3. 3E7X1 (FIRE PROTECTION) SKILL LEVEL TRAINING REQUIREMENTS.**

3.3.1. Emergency Medical Training. Personnel Designated by the fire chief will be trained to at least the Emergency Medical Technician-Basic (EMT-B) level to support installation response and patient stabilization during medical emergencies. The fire chief will determine the number of EMT-Bs required for each shift and at outlying stations. The fire department will meet the minimum requirements outlined in Department of Defense Instruction 6055.6-M-1, Department of Defense Standardized Emergency Medical Services Program (Draft).

3.3.2. Cardiopulmonary Resuscitation (CPR) and emergency medical training. Train and certify all firefighters involved in fire ground operations to the first aid first responder level and in American Red Cross or American Heart Association CPR. Additionally, firefighters designated by the fire chief must be trained to the EMT-B level as defined in the 1994 Department of Transportation National Standard Curriculum.

### **3.4. NATIONAL REGISTRY EMERGENCY MEDICAL TECHNICIAN POLICIES AND PROCEDURES.**

3.4.1. Individuals applying for EMT-Basic registration must meet the following requirements to be eligible for the national registration as EMT-Basic.

3.4.2. Applicant must be 18 years of age or older.

3.4.3. Successfully complete a state-approved National Standard EMT-Basic training program, promulgated by the United States DOT.

3.4.4. If candidate has current state certification, and wants to obtain his/her NREMT, the applicant must complete a current state-approved EMT-Refresher, and then take the NREMT Exam.

3.4.5. All candidates are required to successfully complete within the past twelve months all sections of a state-approved EMT-Basic practical examination that equals or exceeds the established criteria of the Nation Registry.

3.4.6. Truthfully complete the felony statement on the application.

3.4.7. Submit current CPR card.

3.4.8. Submit an acceptable application attesting to the satisfaction of the above requirements.

3.4.9. A registration fee of the current amount (money order only), payable to the National Registry of Emergency Medical Technicians, submitted with the application. This fee covers the cost of all printed material, examination administration, postage, data processing, and reporting of examination results. The fee will be refunded if an application is not accepted. The fee will not be refunded if the application is accepted and entered into data processing.

3.4.10. Successfully complete the above requirements and the National Registry EMT-Basic written examination.

### **3.5. EMT-BASIC COURSE REGISTERED NURSE CHALLENGE.**

- 3.5.1. The following reflects the minimum requirements for using Registered Nursing credentials as a means of gaining National Registration as an EMT-Basic:
- 3.5.2. Provide official evidence of a current and valid registered nursing credential.
- 3.5.3. Pass an EMT-B Refresher Course challenge exam administered by EMT Course Coordinator with a minimum score of 80%.
- 3.5.4. Provide a certificate of completion for the EMT-B Refresher Course.
- 3.5.5. Course Coordinator submits letter to USAF EMS Program Manager verifying completion of requirements listed above. USAF EMS Program Manager will return letter expressing support for the individual to take the examination. This letter will be submitted with completed application to the NREMT.
- 3.5.6. Provide current CPR credentials at the time of testing that includes adult, child and infant CPR and obstructed airway maneuvers.
- 3.5.7. The EMT-B Training Program Director's or Course Coordinator's signature must be affixed to the application in the section entitled "Statement of Competency in EMT-Basic Skills" and "EMT-Basic Practical Examination Verification."
- 3.5.8. Meet all other entry requirement outlined in the current EMT-Basic brochure published by the NREMT.
- 3.5.9. Submit a completed application attesting to the above requirements. The applicant must affix his/her signature to the official application.
- 3.5.10. Take the National Registry of Emergency Medical Technician's Exam and upon successful completion of the exam, receive your NREMT certification.
- 3.5.11. Submission of a money order in the amount of the current amount to cover the cost of processing the examination results.

### **3.6. NREMT RE-REGISTRATION REQUIREMENTS.**

- 3.6.1. Re-registration is on a biennial basis (once every two years) upon completion and verification of required continuing education and submission of the re-registration form and fee. All EMT-Basic re-registering will have to meet the full requirements currently in effect.
- 3.6.2. To renew registration, the applicant must:
- 3.6.3. Be actively working within the emergency ambulance service, rescue service, or health/patient care activity (4N0, 4F0).
- 3.6.4. Complete all continuing education requirements prior to the March expiration date.
- 3.6.5. Complete the official re-registration and continuing education report form and return it with the proper documentation and the current fee to the Registry office. NREMT reserves the right to investigate re-registration materials at any time from any registrant. A late re-instatement fee will be required for all registrants who postmark their materials on or after April 1. The late re-instatement fee is non-reimbursable.
- 3.6.6. Registrants may be required to re-submit all materials upon written notice from NREMT.

3.6.7. Re-registration forms may be mailed in November prior to your expiration date. Re-registration forms must be postmarked no later than the March 31 expiration date.

**3.7. CONTINUING EDUCATION REQUIREMENTS FOR RE-REGISTRATION INCLUDE.**

3.7.1. Completion of state approved Refresher Training Program adhering to the 1994 DOT National Standard EMT-Basic curriculum. Listed below are the DOT Refresher topics and required hours:

3.7.2. Preparatory-1 hour, Airway-2 hours, Patient Assessment-3 hours, Medical/Behavioral-4 hours, Trauma-4 hours, Core Electives 8 hours.

3.7.3. Current CPR certification at the time of re-registration.

3.7.4. Accumulation of an additional 48 hours of continuing education as outlined in the re-registration requirements.

3.7.5. Note: A new application and fee submitted for re-examination will not be accepted for processing during the period of an EMT's current registration.

**3.8. LAPSED REGISTRATION.**

3.8.1. To be reinstated once EMT-Basic nation registration has lapsed, candidate must: Note: Lapsed is one day after registration expires.

3.8.2. If lapsed within a two-year period (following your expiration date), candidate will be required to successfully complete the NREMT – Refresher Training Course, and complete the NREMT-Basic written examination.

3.8.3. Once lapsed, no CEUs will be required (which were in lieu of retaking the exam during the candidates current registration period).

3.8.4. If lapsed beyond a two-year period, candidate must repeat the EMT-Basic Training Course, submit a new application and fee, and successfully complete the NREMT written examination.

JAMES T. RUBEOR, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

National Registry Emergency Medical Technician (NREMT)

AFPD 44-1, *Medical Operations*

AF IMT 847, *Recommendation for Change of Publication*

AFMAN 37-123, *Management of Records*

349 AMWI 44-101, *NREMT CERTIFICATION*

CFETP 4N0XX, *Medical Service Specialty*

CFETP 4F0X1, *Aeromedical Specialty*

CFETP 3E7X1, *Fire Protection*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

HQ AFRC/Vice Commander Policy Letter on NREMT Certification, 25 July 2000

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AF IMT**—Air Force Information Management Tool

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**CE**—Continuing Education

**CEUs**—Continuation Education Units

**CFETP**—Career Field Education Training Program

**CPR**—Cardiopulmonary Resuscitation

**DOT**—Department of Transportation

**EMT**—Emergency Medical Technician

**EMT-B**—Emergency Medical Technician-Basic

**MTF**—Medical Treatment Facility

**NREMT**—National Registry Emergency Medical Technician

**OJT**—the Job Training

**WBITS**—Web Based Integrated Training System