



Steps to Becoming an NAEMT Training Center

1. Review the requirements for NAEMT training centers to ensure that your center meets the criteria and can fulfill all of the requirements listed.
2. Understand the costs of becoming an NAEMT training center and the typical costs associated with conducting NAEMT courses.
3. Complete and submit the NAEMT Training Center application.
4. Promptly respond to any follow up questions from NAEMT Headquarters about your application.
5. Upon approval of your application, work with Affiliate Faculty appointed by NAEMT to complete the next steps in the approval process:
 - a. Ensure that your EMS faculty successfully complete the provider course(s) for the course(s) that you wish to conduct at your training center.
 - b. Verify that your EMS faculty have successfully completed the NAEMT Instructor Preparation Course and have submitted a completed NAEMT Instructor Application to NAEMT.
 - c. Coordinate and register a course at which NAEMT Affiliate Faculty can monitor your instructor candidates as they teach their initial course, and approve these candidates for instructor status.
 - d. Review NAEMT's online course administration system with your designated course coordinator to ensure that your training center is able to comply with all NAEMT administrative requirements.
6. Upon completion of the monitored course, NAEMT Affiliate Faculty will submit a monitoring form to NAEMT approving your training center to conduct courses.
7. New NAEMT Training Centers in countries where NAEMT courses are not currently conducted
 - a. may require a preliminary site visit to their facilities,
 - b. will be assigned Affiliate Faculty to conduct the initial course and monitor new instructors teaching their first course. Whenever possible, NAEMT will assign Affiliate Faculty within the region to minimize costs.