



HOW TO ADD OR CHANGE MY AGENCY'S TRAINING OFFICER?

Training Officers are responsible for validating the continued competency of candidates maintaining their National EMS Certification and State Licensure. Training officers approve continuing education records entered by agency affiliates. Training Officers enter course records in some agencies on behalf of affiliated personnel. To approve recertification applications, training officers must be affiliated with an agency that has been authorized within the National Registry system.

The new Training Officer initiates a request to affiliate as a Training Officer, and anyone with Training Officer access can approve the request. I'm providing the instructions for the new Training Officer to affiliate with the agency.

1. New Training Officer: If you do not have a National Registry account, create one and select the Training Officer on the role selection screen.

2. You must add the Training Officer role when you have a National Registry account and no Training Officer role.

- Click the cog to the right of My Roles in the left margin to find the page to add the role.
- Click add a role to the right of the Training Officer role.
- Follow the screen prompts.
- Log out and in to load the role.

3. Now that you have a National Registry account with the Training Officer role, you can submit a request for affiliation with the Agency.

- Select the role of Training Officer.
- Click on the Agency tab.
- Click Affiliate with Agency.
- Click the Blue Affiliate with Agency button.
- Select the Agency State and Agency Name from the two boxes in the form that appears.
- Click Submit Affiliation Request.

The current Training Officer the National Registry has listed for the Agency must approve the affiliation request.

Note: When the individual listed on nremt.org as the Training Officer is no longer with the Agency, please email the National Registry after submitting a request, and we can approve it. Include in the email the name of the Agency you request to affiliate with as a Training Officer.