



# Training Officer

## Approving Affiliation Requests

(Training Officer/Medical Director/Provider)

Training Officers are responsible for validating the continued competency of candidates maintaining their National EMS Certification and State License. Training officers are also responsible for approving/denying agency affiliation requests submitted by medical directors, providers, and other training officers.

### Here's how to do it:

#### To Approve an Affiliation Request:

1. Login with your user name and password.
2. Under "My Current Role", select **Training Officer**.
  - The instructions for how to create an account and to add the Training Officer role to existing account are found on the *INFORMATION FOR: TRAINING OFFICER* page on NREMT.org. A link to the page can be found in the footer of the website.

3. On your *Training Officer Dashboard*, you will see *Pending Actions and Requests*. Select **View**

**TRAINING OFFICER DASHBOARD**

My Current Role: Training Officer

DASHBOARD | MESSAGE CENTER | EDUCATION | SKILLS VERIFICATION | ROSTER | AGENCY

One or more of your providers is an EMR due to recertify by 9/30/2017. To approve or deny these EMRs, you will need to continue to use the old "Pending Recertification Packets" page. Please click [here](#) to be taken to the old "Pending Recertification Packet" page.

Select An Agency To Manage & View Reports

Gooseneck Bend Fire Protection District

Create A Course | View & Edit Courses | View Agency Roster | Update Agency Profile

Pending Actions & Requests

Affiliation Requests 2 **View**

Certification Summary - Gooseneck Bend Fire Protection District

Paramedic	AEMT	EMT	EMR
0.0	0.0	0.0	0.0
0.5	0.5	0.5	0.5
1.0	1.0	1.0	1.0

4. On the following screen, you can approve or deny affiliation requests. Click **Save Changes**.

**PENDING AFFILIATION REQUESTS**

My Current Role: Training Officer

DASHBOARD | MESSAGE CENTER | EDUCATION | SKILLS VERIFICATION | **ROSTER** | AGENCY

Agency Roster | Affiliation Requests | MD Denials | Transition Applications

Instructions: The individuals listed below have submitted a 'Request to Affiliate' with your agency. If you 'Approve' the request, they will be notified and added to your agency's roster. If you 'Deny' the request, they will be notified of your decision and removed from this list. If you inadvertently deny an individual, simply ask them to submit a new affiliation request.

Search: \_\_\_\_\_

Name	Role Requested	Requested Agency Affiliation	Request Date	Approve	Deny
> Morgan, Richard	Provider	Gooseneck Bend Fire Protection District	9/26/2017	<input type="checkbox"/>	<input type="checkbox"/>
> Naus, Richard	Provider	Gooseneck Bend Fire Protection District	8/15/2017	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

**Save Changes**