

## **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.

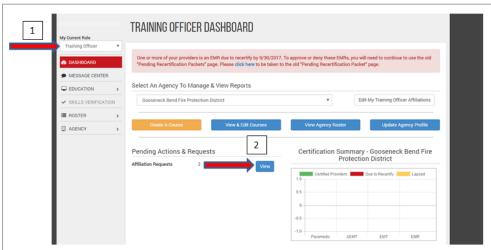
## Here's how to do it:

## 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 Reqests.

  Select **View**



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

