

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**

1 My Current Role	TRAINING OFFICER DASHBOARD	
Training Officer	"Pending Recertification Packets" page. Please click here to b	30/2017. To approve or deny these EMRs, you will need to continue to use the old taken to the old "Pending Recertification Packet" page.
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4. On the following screen, you can approve or deny affiliation requests. Click **Save Changes.**

Training Officer • B DASHBOARD 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. © EDUCATION			PENDING AFF	ILIATION RE	QUESTS						
DASHBOARD 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 individual, simply ask them to submit a new affiliation request. SIGLES VERIFICATION SIGLES VERIFICATION SIGLES VERIFICATION Norgan, Richard Provider Gooseneck Bend Fire Protection District 8/15/2017 Naus, Richard Provider Gooseneck Bend Fire Protection District 8/15/2017 Showing 1 to 2 of 2 entries Save Changes	My Current Role										
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