



Training Officer

Associating with an Existing EMS Agency

Training Officers are responsible for validating the continued competency of candidates maintaining their National EMS Certification and State License. To approve recertification applications, Training Officers must be affiliated with an agency, which has been authorized within the National Registry system.

Here's how to do it:

To Affiliate with an Existing EMS Agency:

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. Click on the **Agency** button on the left-side menu, to expand the ribbon, then select **Affiliate with Agency**

4. Complete the *Request Agency Affiliation form* and click **submit**.

Megan L. Hollem
My Current Role
Training Officer

DASHBOARD
MESSAGE CENTER
EDUCATION
SKILLS VERIFICATION
ROSTER
AGENCY
Affiliate With Agency
Edit Agency
Create Agency

MANAGE MY AFFILIATIONS

Now you can manage your agency affiliations, including affiliating with multiple agencies, adding agency affiliations and removing agency affiliations.

> NREMT Demo Agency	Status: Affiliated
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Affiliate with another Agency

REQUEST AGENCY AFFILIATION

If you are unable to find your agency you may request your agency is added by filling out the Create Agency Request form.

Note: By registering as a Training Officer, you will receive electronic messages from the NREMT regarding national EMS certification. We encourage you to distribute information received from the NREMT to your Agency staff, including EMS providers, Medical Directors and other Training Officers.

Agency State*

Agency Name*

Submit Affiliation Request

5. The agency's Training Officer will approve your request to affiliate as a Training Officer with the agency by logging on to their NREMT Training Officer account.
 - **If the Training Officer currently listed for the agency is no longer with the agency, the agency's Director/Chief /You (if that is you) must send an email from an agency email account (not a generic account i.e. Gmail, Yahoo, etc.) to ednet@nremt.org authorizing you to be added as the Training Officer.**
 - Please allow 7 business days for a change request to be approved.