



Training Officer

How to Add a Course

Training Officers are responsible for validating the continued competency of candidates maintaining their National EMS Certification. Often, Training Officers will enter courses on behalf of affiliated agency providers. While it is not a requirement, knowing the steps below will assist the training officer in creating courses, assigning hours, and designating affiliated attendees.

Here's how to do it:

To Create a Course

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. From your *Training Officer Dashboard*, select **Create a Course**.

4. On the following screen, you will enter all course information. You will be required to enter all required information prior to proceeding.

5. Once you have entered all of the required information you may:

- Save the Course
- Save/Add Another Course
- Save/Add Topic Map

Category	Count	Action
Affiliation Requests	0	View
Education and Skills verification	0	View
Medical Director Actions	0	View
Inactive To Active Requests	0	View

Certification Summary - Med1 (Pvt) Limited

Category	Count
Certified Providers	1.0
Due to Recertify	0.0
Lapsed	0.0

Please note - State Only registered users are not included in Certification Summary

COURSE DETAILS

Recertification Model: NCCP 2016

Course Type: Certificate Course

Course Name: Select...

Agency: Med1 (Pvt) Limited

Course Approved By: State EMS Office CAPCE Other

Ohio

We've added a new feature allowing you to 'map' courses automatically to an attendee's NREMT recertification topic areas. **Course attendees utilizing a different recertification model will have to manually apply this course to recertification topic areas.**

Note: For informative purposes, the steps for adding a topic map are detailed below.

Save Course Save & Add Another Course **Save & Add Topic Map**



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6. To the right is the collapsed topic map. Expand the map by clicking on the provider level(s) you wish to assign hours to.

EMR: 4 HOURS REMAINING TO MAP DEFAULT TOPICS

EMT: 4 HOURS REMAINING TO MAP DEFAULT TOPICS

AEMT: 4 HOURS REMAINING TO MAP DEFAULT TOPICS

NRP: 4 HOURS REMAINING TO MAP DEFAULT TOPICS

7. When creating a course map, you are designating where the hours will be assigned for affiliated agency providers who attended the course. You may enter different hour assignments for each provider level that the course is applicable to. (To the right, you can see that the Ventilation and Oxygen have been assigned in the EMT National Component.)

EMT: 0 HOURS REMAINING TO MAP DEFAULT TOPICS

National Component

Topics	Course Hours	Hours Required
▶ Airway/Respiration/Ventilation	1.5	1.5
▶ <input checked="" type="checkbox"/> Ventilation	1	1
▶ <input checked="" type="checkbox"/> Oxygenation	0.5	0.5
▶ Cardiovascular	0	6
▶ Trauma	0	1.5
▶ Medical	0	6
▶ Operations	0	5

Local or State Component

Topics	Course Hours	Hours Required
▶ Local or State Topic	2.5	10
<input checked="" type="checkbox"/> Local or State SubTopic	2.5	10

Individual Component

Topics	Course Hours	Hours Required
▶ Individual Topic	0	10

8. After you have fully assigned your course hours, you may select and add your course attendees. (You can filter by level to include only those which will be added as attendees.)

Add / Verify Attendees

Select the attendee(s) to add to the course and click **Assign Selected Attendees to Course**.

Select level(s) to view candidates from a particular level.

EMR EMT AEMT NRP

Search:

Name	Reg #	Level	Exp. Date	Agency
<input type="checkbox"/> Woodyard Jr, Donald	M0887409	NRP	3/31/2020	

Showing 1 to 1 of 1 entries

Show entries

Previous **1** Next

Assign Selected Attendees to Course Cancel

9. On the *Course Details Page*, you can validate the course was successfully added under *Course Attendees*.

COURSE ATTENDEES

Search:

Name	Level	Provider's Recert Model	Provider's Affiliation(s)
Woodyard Jr, Donald	NRP	NCCP 2016	

Remove