



Training Officer

Creating an Agency for Online Recertification

Training Officers are responsible for validating the continued competency of candidates maintaining their National EMS Certification and State Licensure. Training officers approve continuing education records entered by agency affiliates. In some agencies, Training Officers enter course records on behalf of affiliated personnel. 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 Create an Agency for Online Recertification:

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 **Create Agency**.

5. The National Registry will receive the agency request and approve or deny the request in accordance with West Virginia State and National Registry policy
 - Note: If the agency request is approved, the National Registry account used to submit the agency request will be listed as the training officer.
 - Please allow at least five business days for the agency request to be processed.