



Training Officer

Verify Continuing Education and Practical Skills (Recertification)

Training Officers are responsible for validating the continued competency of candidates maintaining their National EMS Certification. Training Officers are responsible for administratively verifying the continuing education and practical skills of BLS providers. Training Officers will verify the continuing education of ALS providers, whereas an affiliated Medical Director will approve ALS provider skills competency.

Here's how to do it:

To Verify BLS Continuing Education and Practical Skills Competency:

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 **Education and Skills Verification**.

4. On the following screen, you can approve or deny the education and skills of any affiliated BLS provider, except yourself.

5. Select **Approve** or **Deny**
6. Submit.

Note: A Training Officer may not verify education for themselves. Another training officer must perform the function.

The screenshot shows the 'My Current Role' dropdown set to 'Training Officer'. The main content area is for 'Med1 (Pvt) Limited' and includes buttons for 'Create A Course', 'View & Edit Courses', 'View Agency Roster', and 'Update Agency Profile'. Under 'Pending Actions & Requests', there is a table with the following items:

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

To the right is a 'Certification Summary - Med1 (Pvt) Limited' bar chart. The legend indicates: Green for Certified Providers, Red for Due to Recertify, and Yellow for Lapsed. The chart shows 1.0 for Paramedic and 0.0 for AEMT, EMT, and EMR. A note at the bottom states: 'Please note - State Only registered users are not included in Certification Summary'.

The 'EDUCATION VERIFICATION' screen provides instructions for approving or denying applications. It includes a 'Submitted Apps Filter' dropdown set to 'All Apps' and a search box. Below is a table with the following headers: Name, Reg #, Level, Agency Name, Approve, and Deny. The table currently contains no data, with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A 'Submit' button is located at the bottom right.



Training Officer

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To Verify ALS Continuing Education:

7. Login with your user name and password.
8. 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.

9. From your *Training Officer Dashboard*, select **Education and Skills Verification**.

My Current Role: Training Officer

Select An Agency To Manage & View Reports: Med1 (Pvt) Limited

Buttons: Create A Course, View & Edit Courses, View Agency Roster, Update Agency Profile

Pending Actions & Requests:

Request Type	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

Legend: Certified Providers (Green), Due to Recertify (Red), Lapsed (Yellow)

Level	Certified Providers	Due to Recertify	Lapsed
Paramedic	1.0	0.0	0.0
AEMT	0.0	0.0	0.0
EMT	0.0	0.0	0.0
EMR	0.0	0.0	0.0

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

10. On the following screen, you can approve or deny the education of any affiliated ALS providers, except yourself.

11. Select **Approve** or **Deny**

12. Submit.

EDUCATION VERIFICATION

For EMRs & EMTs - selecting 'approve' indicates the provider has demonstrated skills competency and has completed the required continuing education requirements.

For AEMTs & Paramedics - selecting 'approve' indicates the provider has completed the required continuing education requirements. (The agency's Medical Director will be prompted to verify ALS skills.)

Submitted Apps Filter: All Apps

Search:

Name	Reg #	Level	Agency Name	Approve	Deny
No data available in table					

Showing 0 to 0 of 0 entries

Submit

Note: For ALS providers (AEMTs and Paramedics – Selecting 'approve' indicates the provider has completed the required continuing education requirements. (The Agency's medical director will be prompted to verify ALS skills, if they have not done so already.)