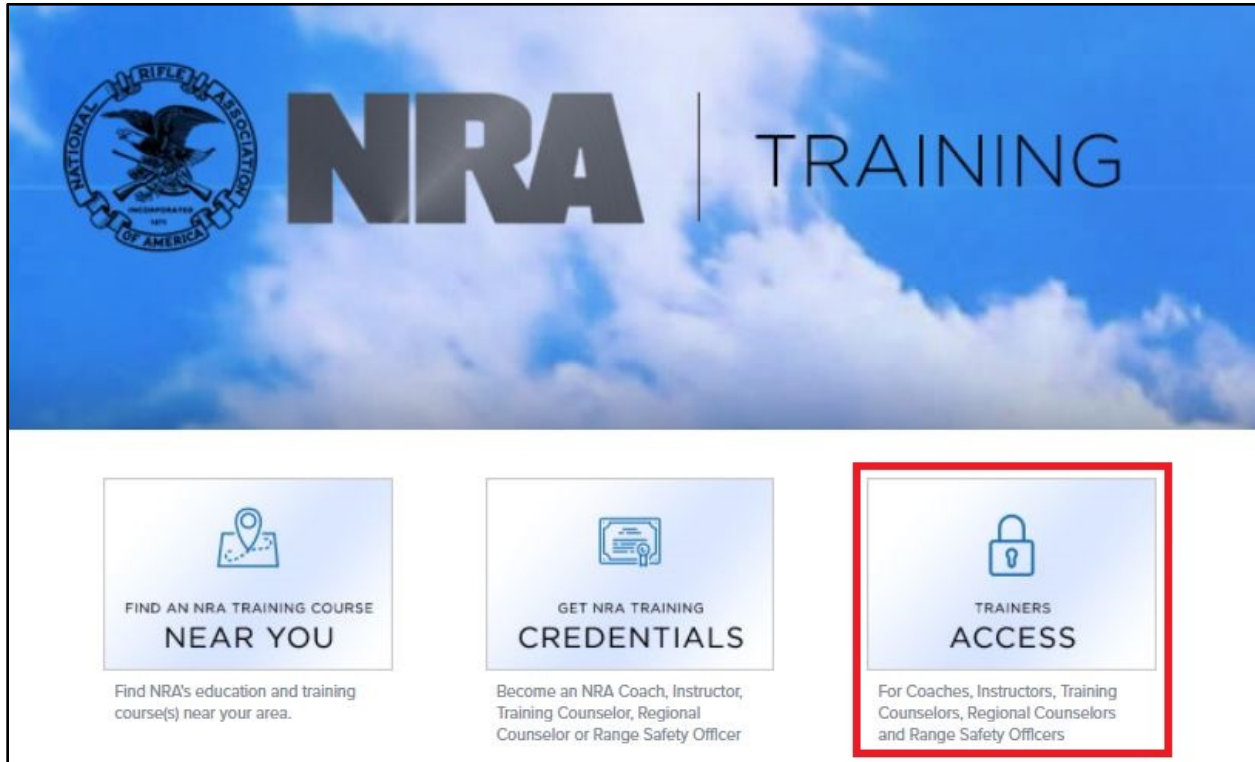


NRAI FAQ

Q. I am a newly certified trainer. How do I register for the website?

A. Go to www.nrainstructors.org and click on the box that has a lock in it on the right side.



Then click "Click here to register".


ANNOUNCEMENT

You must be an NRA Coach, Instructor, Training Counselor, Regional Counselor or Range Safety Officer to use this site.

Register first, then establish a Login ID and Password. Already registered? Just login.

If you are NOT a member, you will need to wait until you receive your NRA ID number to register. New non-member trainers receive an NRA ID # via email after the instructor submits the closing course report to NRA.

NOT AVAILABLE FOR NRA LAW ENFORCEMENT INSTRUCTORS

LOGIN	REGISTER
<p>Login ID</p> <input type="text"/>	<p>You must register first to establish a login and password.</p> <p> Click here to register.</p> <p>Already registered? Just login.</p>
<p>Password</p> <input type="password"/>	
<p>LOGIN</p> <p>Can't remember your Login ID?</p> <p>Forgot your Password?</p>	

last name, and ZIP-code. If you are now or have been a member in the past, you should use that number.

NRAI FAQ

REGISTER

If you are NOT a member, you will need to wait until you receive your NRA ID number to register.

Verify Your Identity

NRA ID


Last Name


Country

Zip Code

NEXT

From there, the next screen will prompt you to create a Login ID and password – make sure you record this information somewhere so you can reference it later for credential renewal or reprinting cards and certificates.

 MENU

 **NRA** | TRAINING

REGISTER

Complete Registration

Welcome,
Your NRA ID#

Login ID

(Please remember this Login ID. After successful registration, you must have this Login ID to use this site.)

Email

Enter Password

Confirm Password

(Note: Password must be between 6 and 12 characters and must include at least one digit.)


REGISTER


NRAI FAQ

You will then need to **actually login** with the info you used to create the account, and there will be a notice on your account portal to pay the credentialing fee to activate the rating.

Q. How do I activate new credentials?

A. From your homepage, click on the button indicated below:

 MENU

 **NRA** | TRAINING

Credentialing Fees:

First time Non NRA Member instructors, Coaches, and Range Safety Officers pay a flat credentialing fee of \$60 for a 2 year term. Additional ratings can be added at a rate of \$30 per rating and renewals are \$60 for a 2 year term regardless of how many ratings are being renewed.

** NRA Members credentialing fees are \$35 for a 2 year term and additional ratings can be added at \$15 per rating.

Trainers who have both instructor and Coach credentials expiring in different months/years will have the closest date rolled up to the farthest date for your renewal cycle.

ACTIVATION REQUIRED

New Rating(s) (Not Yet Activated)


Certified Home Firearm Safety


Certified Pistol


Personal Protection In The Home

Your new rating is temporary and will expire in 30 days, and must be activated before any further classes can be scheduled, managed, or reported. The "Manage Courses and Training" tab has been removed and will reappear upon activation of the new rating. Please click below to pay the processing fee and add the rating to your current certifications.

CLICK HERE TO ACTIVATE



 MENU

 **NRA** | TRAINING

I understand and agree that by registering on this site, <http://nrainstructors.org>, I am applying for certification as an NRA Instructor, Range Safety Officer, or Coach. I understand that certification as an instructor, range safety officer or coach is a statement by the NRA that in our opinion, and based upon the evidence available to the NRA, you meet the requirements which NRA has set for the certification. Certification does not create a contractual relationship with the NRA, and may be revoked at the discretion of the NRA.

I acknowledge that the NRA Education and Training student and instructor course material, requirements and teaching format will change periodically. I understand that if I desire to maintain my rating(s), I will abide by these changes. If I no longer desire to abide by these changes, I have the obligation to resign from the appropriate ratings.

I acknowledge that certification is a privilege which may be revoked by NRA at NRA's sole discretion.

I acknowledge that the NRA retains exclusive rights to its copyrighted course materials and all related intellectual property. Instructors are not authorized to reproduce, duplicate or distribute any NRA materials, without the prior written authorization of the NRA.


I have reviewed and will abide by the NRA Trainer's Ethics Guide, or NRA Coaches Ethics Code as appropriate.

I understand that when using NRA trainer titles or trainer emblems, that all listed or referenced courses must be NRA courses unless the required disclaimer is also used. If the courses listed are a mix of NRA and non-NRA courses, each and every non-NRA course listed or described must include the disclaimer, "This is not an NRA-approved course," in type at least as large as that used for the course title. The use of the NRA name, trainer title(s), or trainer emblem(s) must not be used in such a manner as to cause the public to reasonably believe the user is an NRA employee or that their location is an NRA place of business.


I represent, warrant and certify that I am not prohibited by any federal, state, or local law, ordinance, or regulation from possessing, purchasing, or using firearms.

Read the disclaimer, click the checkbox, then click "Continue".

☐ agree to the Disclaimer




Continue



NRAI FAQ

Then select a payment method:

MENU

 TRAINING

Renew Your Ratings

Address

NRA ID#:
Address:

Your Instructor number
Your street address
Your city, state & ZIP code
USA
Your phone number


New Rating(s)


Certified Home Firearm Safety

Payment Information

Amount \$35.00

Select one of the radio buttons for payment type


☐ Credit Card


☐ PayPal

SUBMIT PAYMENT

Then complete the payment process with a credit card:

Payment Information

Term 2 Year(s)

Amount \$35.00

Payment Type ☒ Credit Card ☐ PayPal

Credit Card Information

Card Number(no spaces or dashes)

Name on Card

Card Type

-- Select --

Card Expiration

06 / 2020

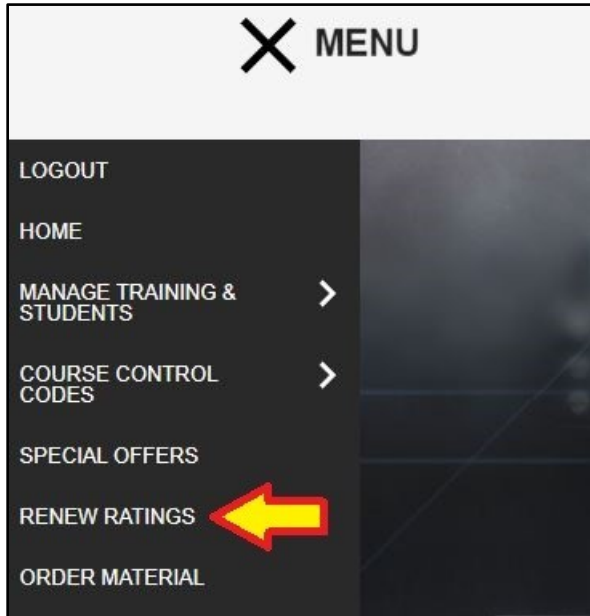
SUBMIT PAYMENT

Or by PayPal.

NRAI FAQ

Q. How do I renew my credentials?

A. Credentials can be renewed starting 5 months prior to your expiration date, and there is a 24-month grace period after expiration. Ratings expired for more than 24-months must be retrained. Click on the menu button and “Renew Ratings”:



Or scroll to the gray box at the bottom left side of the homepage and click “Renew Ratings”:



NRAI FAQ

Then select a payment method:

Renew Your Ratings

Address

NRA ID#:

Your Instructor number

Address:

Your street address

Your city, state & ZIP code

USA

Your phone number

RATINGS	ORIGINATION DATE	EXPIRATION
Certified Pistol	5/21/2010	5/31/2020
Range Safety Officer	7/28/2010	5/31/2020


Payment Information

Term 2 Year(s)


Amount \$35.00

Payment Type

Choose payment type



☐ Credit Card



☐ PayPal

SUBMIT PAYMENT

And complete payment by credit card:

Payment Information

Term 2 Year(s)

Amount \$35.00

Payment Type

☒ Credit Card

☐ PayPal

Credit Card Information

Card Number(no spaces or dashes)

Name on Card

Card Type

-- Select --

Card Expiration

06 / 2020

SUBMIT PAYMENT

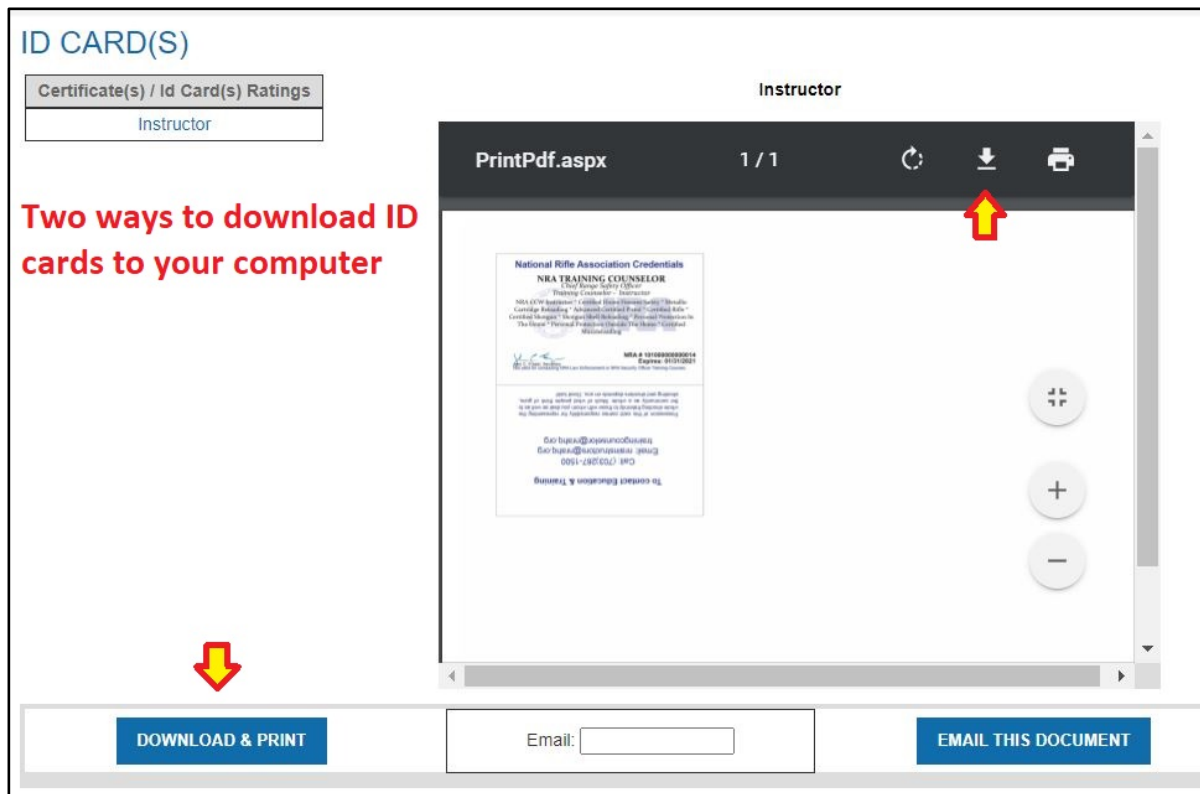
NRAI FAQ

Q. How do I print my ID card/and or Certificates?

A. Scroll to the gray box on the bottom left side of the homepage and select the item you wish to print:



The functions for ID cards and Certificates are identical. To download:



NRAI FAQ

Email them to yourself (and save them to your smart phone!):

The image displays two screenshots of the NRAI ID Card(S) page. The top screenshot shows the page with a 'PrintPdf.aspx' button and a '1 / 1' indicator. The bottom screenshot shows the same page with a red arrow pointing to the printer icon in the top right corner, and the text 'Send DIRECTLY to your printer' in red. Below the screenshots are buttons for 'DOWNLOAD & PRINT', an email input field, and 'EMAIL THIS DOCUMENT'.

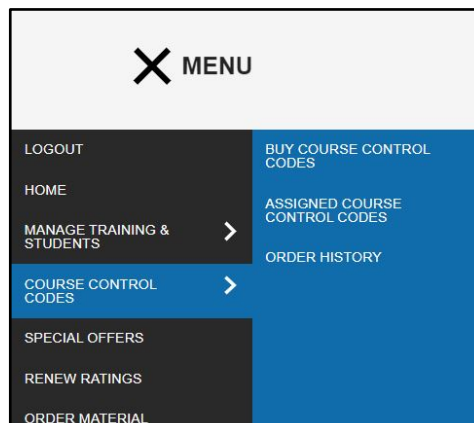
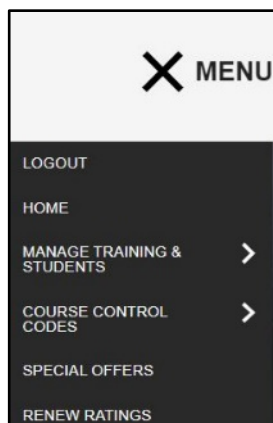
Q. How do I update my personal information (address, phone, email, etc.)?

A. NRA Members should set up an account at: <https://www.nramemberservices.org/Home.aspx>

Non-members can send an email to nrainstructors@nrahq.org

Q. How do I purchase Course Control Codes for Basic Pistol Shooting Course - Blended?

A. First click on the "MENU" button, then HOVER over "COURSE CONTROL CODES", and you can then select from the three options:



NRAI FAQ

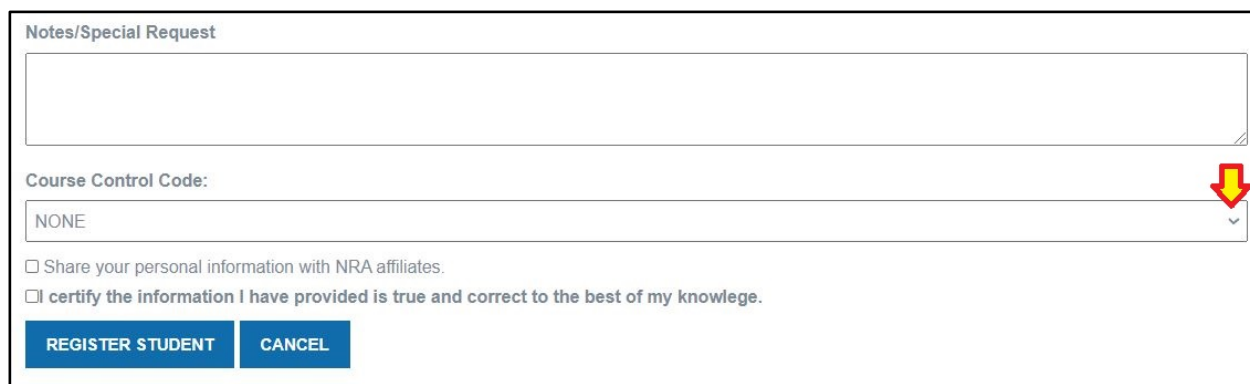
“BUY COURSE CONTROL CODES” takes you to a purchase screen where you can select the quantity and make payment. CCCs are \$25 per code.

“ASSIGNED COURSE CONTROL CODES” shows you a list of all currently assigned codes and the status of “Assigned” or “In Use”.

“ORDER HISTORY” shows the complete order history for your account, both purchases and returns.

Q. How do I assign a Course Control Code?

A. To assign a Course Control Code, after purchasing the desired quantity, register a new NRA Basic Pistol Shooting Course - Blended, and assign one from the drop-down box in the student registration form.



Notes/Special Request

Course Control Code:

NONE

☐ Share your personal information with NRA affiliates.

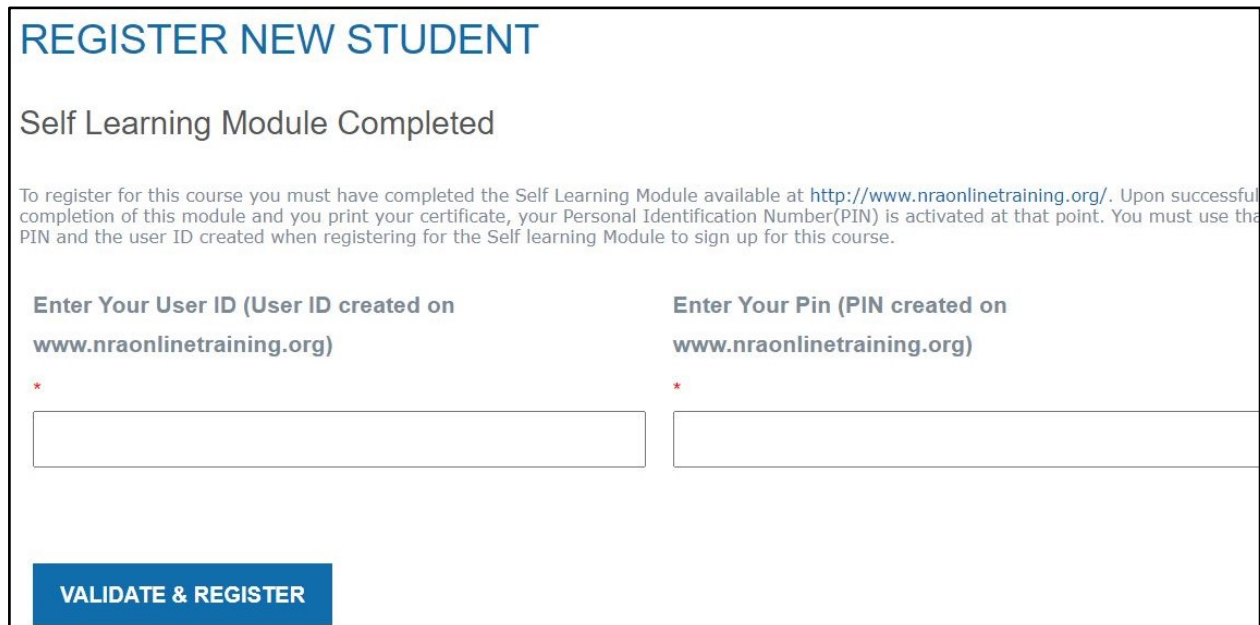
☐ I certify the information I have provided is true and correct to the best of my knowledge.

REGISTER STUDENT CANCEL

A red arrow points to the dropdown arrow on the Course Control Code field.

Q. How do I add a student to a Blended course who has already completed the Online portion?

A. To add a student who has already independently completed the Basics of Pistol Shooting Online Course you will need their User ID and PIN.



REGISTER NEW STUDENT

Self Learning Module Completed

To register for this course you must have completed the Self Learning Module available at <http://www.nraonlinetraining.org/>. Upon successful completion of this module and you print your certificate, your Personal Identification Number(PIN) is activated at that point. You must use the PIN and the user ID created when registering for the Self learning Module to sign up for this course.

Enter Your User ID (User ID created on www.nraonlinetraining.org)

Enter Your Pin (PIN created on www.nraonlinetraining.org)

VALIDATE & REGISTER

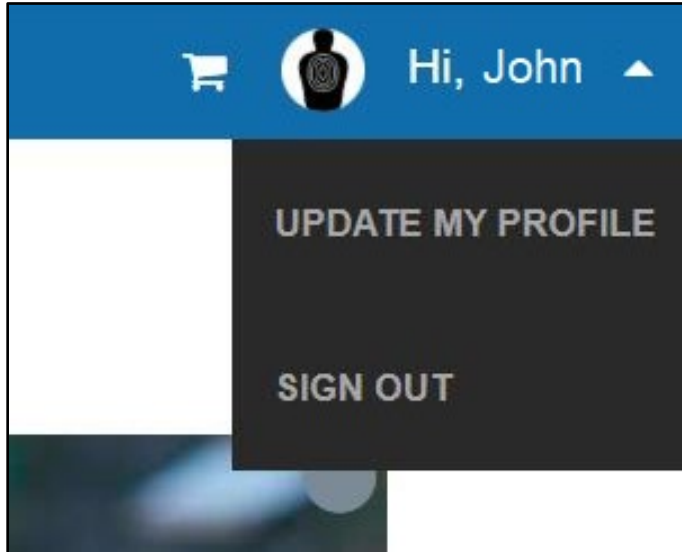
NRAI FAQ

Q. How do I help a student recover their Online training User ID and PIN?

A. If your student does not recall this info, have them login to retrieve it.

https://nra.yourlearningportal.com/nra/user_login.aspx

They should first click on their name, then on the “UPDATE MY PROFILE” link.



Their User ID is the email by “Login”. Then, they will need to click on the “Edit my contact information” link.

USER PROFILE 'JOHN SMITH'

John Smith

Email: john.smith@example.com

Login: john.smith@example.com

Phone: 7032671500

11250 Waples Mill Rd.

Fairfax, VA 22030

[Edit my contact information](#) [Change my login settings](#)

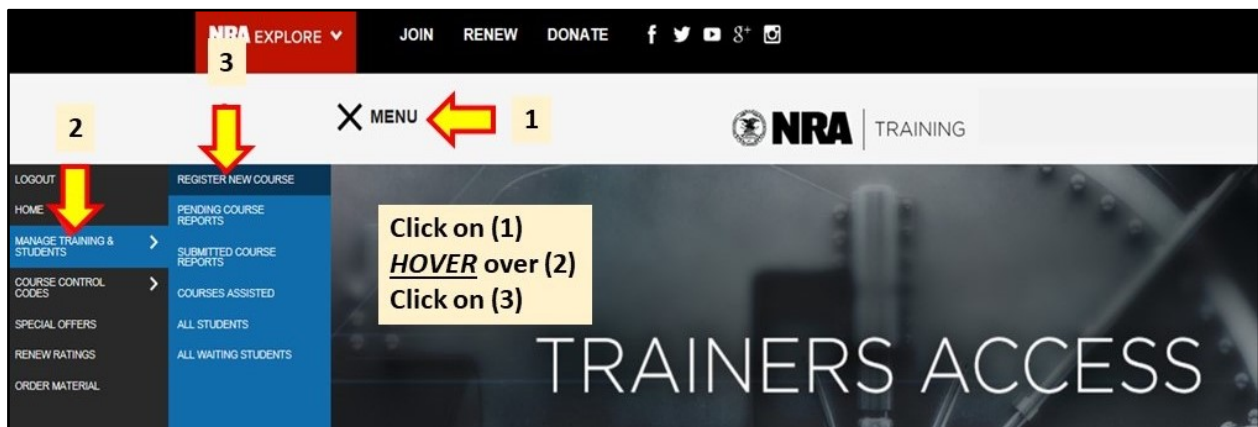
NRAI FAQ

Their PIN is the bottom right field, and must be numeric characters ONLY. If the student provides a PIN with alphabetical or special characters, tell them they have the wrong PIN.

City*: Fairfax	State*: Virginia
ZIP / Postal Code*: 22030	Country*: United States
NRA Membership # <input type="text"/>	Pin # 123456
<input type="button" value="UPDATE"/>	<input type="button" value="CANCEL"/>

Q. How do I register a course?

A. First click on the MENU button, hover over “MANAGE TRAINING & STUDENTS”, then click on “REGISTER NEW COURSE”.



There is a form to fill out including type of course you wish to teach. Use forward slashes (/) for date dividers - not spaces or dashes; use the drop down boxes for start and stop times and ensure you

NRAI FAQ

schedule sufficient time to encompass the length of the class, which auto-populates; finally the date to close registration must be on or before the start date.

Register New Course	
Course Type <input checked="" type="radio"/> NRA Affiliated <input type="radio"/> Non NRA	
<small>(Note: NRA Ratings must be current to register a course.)</small>	
Course Information	
Choose Course	Length
<input type="text" value="NRA Basic Personal Protection In The Home Course"/>	<input type="text" value="8 hours"/>
Start Date(mm/dd/yyyy)	Start Time
<input type="text"/>	<input type="text" value="HH"/> <input type="text" value="00"/> <input type="text" value="AM"/>
End Date(mm/dd/yyyy)	End Time
<input type="text"/>	<input type="text" value="HH"/> <input type="text" value="00"/> <input type="text" value="AM"/>
Date to close Registration(mm/dd/yyyy)	Fee
<input type="text"/>	<input type="text"/>
Initial Deposit	No. of Seats
<input type="text" value="0"/>	<input type="text"/>

Additionally, use dashes (-) for phone numbers not parentheses or spaces. The Notes section displays coordination instructions for your students when they search for your course online.

<input checked="" type="checkbox"/> NRA Certificate awarded	The students will be issued
	<input checked="" type="checkbox"/> Appropriate Student Course Packets
Course Location Information	
Contact Name	Location/Venue
<input type="text"/>	<input type="text"/>
Street Address	<input type="text"/>
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text" value="-- Select State --"/>
Zip Code	Country
<input type="text"/>	<input type="text" value="United States"/>
Phone	Email Address
<input type="text"/>	<input type="text"/>
<small>(Email Address and Phone entered above will display in search results on the public site.)</small>	
Notes	
<input type="text"/>	
<small>(This information will display in search results on the public site.)</small>	

NRAI FAQ

There is a technique to conduct a “private course” where the public can’t see it, but you still have a registration link to send to your invited students. First UNCHECK “Online student registration” so that no one can sign-up while your course is publicly visible. Then, open a new tab in your browser after completing registration. Search for your course by ZIP code, click the details link, and copy the resulting URL into a draft email for distribution. Go back to your logged-in tab, edit your course and UNCHECK “Course displayed online” and RE-CHECK “Online student registration”.

Checking “Online student registration” allows the student to input their own personal information rather than you doing all the data entry. Checking “Hide address” keeps your address concealed to the public and you would communicate it to any students that sign up. Checking “BSA only”, “Women only”, or “Youth only” enables that search option if you intended to limit registration to those categories.

NOTE: “Online student registration” and “Course displayed online” are both checked by default!

Search Criteria

☒ Online student registration

☒ Course displayed online

☐ Hide Address

☐ BSA only

☐ Women only

☐ Youth only

REGISTER

NRA Trainers Account Management

- Update Your Information
- Print Your ID Card
- Print Your Certificate(s)
- Renew Ratings
- Manage Course Control Codes

Useful Links for Trainers

- NRA Training Logo Downloads
- NRA Online Training website
- NRA Blog
- NRA Pistol Marksmanship Simulator Training Certificate
- Become an NRA Recruiter

Videos

- NRA Trainer's Update 2017 – Basics of Pistol
- Using Simco Training Episode 1
- Using Simco Training Episode 2
- Using Simco Training Episode 3
- NRA Pistol Marksmanship Simulator Training
- The Front Line
- Click here to see an informational video

Q. How do I add Assistant Trainers to my course?

A. Immediately following the registration screen above, you can enter any current Instructor’s NRA number to add them to your course.

MANAGE TRAINING AND STUDENTS

Register New Course

Course Type

☒ NRA Affiliated

☐ Non NRA

NRA Basic Pistol Shooting Course - Instructor Led Only has been successfully registered.

Add Assistant Trainers to course (if applicable)

Enter NRA ID# for other Trainers, one by one, who will assist you in this course.

NRA ID#:

ADD ASSISTANT TRAINER

ADD ANOTHER COURSE

FINISH

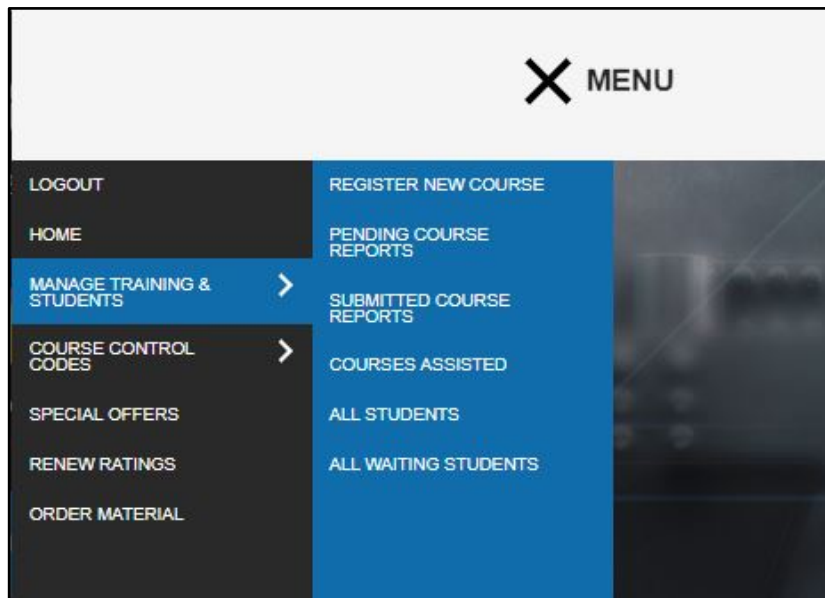
NRAI FAQ

If you get volunteers to help after completing registration, you can add them near the bottom of your pending course report.



Trainers Assisting

NRA ID#

A. Click on “MENU”, then click on “MANAGE TRAINING & STUDENTS” or “PENDING COURSE REPORTS”. Either path takes you directly to Pending Course Reports.



Then click on the gear icon on the right side.

MANAGE TRAINING AND STUDENTS									
Pending Course Reports									
DATE TIME	LOCATION	COURSE DESCRIPTION	TOTAL SEATS	STUDENTS REGISTERED	STUDENTS IN WAITING LIST	ASSISTANT INSTRUCTORS	REPORT SUBMITTED	...	
Sunday, November 4, 2018 8:00 AM	NRA HQ 11250 Waples Mill Fairfax, VA	NRA Basic Pistol Shooting Course - Instructor Led Only	2	0	0	0	N		

NRAI FAQ

Then click "REGISTER STUDENT".

MANAGE COURSE

REVIEW COURSE REPORT

Course Details

NRA Basic Pistol Shooting Course - Instructor Led Only

EDIT COURSE

CLASS START DATE/TIME	CLASS END DATE/TIME	CAN STUDENTS REGISTER ONLINE	IS PUBLIC COURSE	TOTAL SEATS	STUDENTS REGISTERED	CONFIRMED / PAID	ADDRESS
11/4/2018 8:00:00 AM	11/4/2018 5:00:00 PM	Y	N	2	0	0	NRA HQ 11250 Waples Mill Fairfax, VA 22030

Students Registered

Click "Register Student"

- Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage"

REGISTER STUDENT

At this point you enter the student's personal data. Phone numbers requires dashes (-) and no spaces. All students must have an email, basic students who do not have an email can have "none@none.com" to simply fill the field. Instructor and RSO Candidates must have a valid email address so they can receive policy updates and renewal reminders. Also, if Instructor or RSO Candidates are NRA members, but have moved and not updated their address, the NRA ID field will reject entries until they correct their address at Member Services – <https://www.nramemberservices.org/Home.aspx>. Training Counselors and Chief RSOs can also leave this field blank and the name will be matched up after the report is submitted.

REGISTER NEW STUDENT

* - Denotes required fields

First Name *

Middle Name

Last Name *

Gender *

NRA ID

Date of Birth * (mm/dd/yyyy)

Address *

Address

City *

State *

Zip Code:*


Country

Phone *

Email *

NRAI FAQ

If the training is in direct conjunction with a BSA event, that information can be entered here, if not, leave it blank. Finally, the trainer must certify the info they are submitting is correct.

BSA Council Name	BSA Council MemberID
<div>-- Select --</div>	<div></div>
Notes/Special Request	
<div></div>	
<p> You must check the box for “Certify” before clicking “Register Student”.</p> <p><input type="checkbox"/> Share your personal information with NRA affiliates.</p> <p><input type="checkbox"/> certify the information I have provided is true and correct to the best of my knowledge.</p>	
<div>REGISTER STUDENT</div>	<div>CANCEL</div>

Q. How do I complete a course report?

A. Go back through the process of retrieving a Pending Course Report as above and click the gear icon. When you get to the desired Pending Report, you must update the student completion data **COLUMN BY COLUMN**. For Basic Pistol Instructor Led courses, enter in the test score and click the update button at the bottom of the column to save and send the info to the NRA server. Perform the same action for each column “Paid”, “Attended”, and “Passed”. Finally, for Pistol (Blended and ILT) you MUST enter a marksmanship level, a student with no marksmanship level entered **WILL NOT** have a certificate to print. ***A student not marked “Passed” will also NOT have a certificate, in any discipline.***

NRAI FAQ

MANAGE COURSE
REVIEW COURSE REPORT

Course Details

NRA Basic Pistol Shooting Course - Instructor Led Only EDIT COURSE

CLASS START DATE/TIME	CLASS END DATE/TIME	CAN STUDENTS REGISTER ONLINE	IS PUBLIC COURSE	TOTAL SEATS	STUDENTS REGISTERED	CONFIRMED / PAID	ADDRESS
5/4/2018 8:00:00 AM	5/4/2018 5:00:00 PM	Y	N	2	1	1	NRA HQ 11250 Waples Mill Fairfax, VA 22030

Students Registered

- Depicts that a student has added "Notes "while signing up for the class. Hover over the icon to view comment or click "Manage". REGISTER STUDENT

Options for Result column (if applicable) REC - Recommended , NREC - Not Recommended.

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	EXAM SCORE	PAID	ATTENDED	PASSED	LEVEL
<input type="checkbox"/>	JOE DO DOE NRAID -12345	12345 ANYWHERE STREET MANASSAS, VA 20109 P. 703 999 9999	joe@blow.com	27	M	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	L1

After saving all the data above in each column, you will click "REVIEW COURSE REPORT".

MANAGE COURSE

REVIEW COURSE REPORT

Course Details

NRA Basic Pistol Shooting Course - Instructor Led Only EDIT COURSE

CLASS START DATE/TIME	CLASS END DATE/TIME	CAN STUDENTS REGISTER ONLINE	IS PUBLIC COURSE	TOTAL SEATS	STUDENTS REGISTERED	CONFIRMED / PAID	ADDRESS
5/4/2018 8:00:00 AM	5/4/2018 5:00:00 PM	Y	N	2	1	1	NRA HQ 11250 Waples Mill Fairfax, VA 22030

Students Registered

- Depicts that a student has added "Notes "while signing up for the class. Hover over the icon to view comment or click "Manage". REGISTER STUDENT

Options for Result column (if applicable) REC - Recommended , NREC - Not Recommended.

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	EXAM SCORE	PAID	ATTENDED	PASSED	LEVEL
<input type="checkbox"/>	JOE DO DOE NRAID -12345	12345 ANYWHERE STREET MANASSAS, VA 20109 P. 703 999 9999	joe@blow.com	27	M	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	L1

Review the information that you submitted and ensure there is a score (as a percentage – divide number of correct answers by the total number of questions – 50 in the case of pistol) and level for the courses that require them. REMEMBER, no marksmanship level (as show below) will result in no certificate. If this happens, hit the back button and correct it.

NRAI FAQ

NRA Basic Pistol Shooting Course - Instructor Led Only

No. of students attended: 1, Adult Males: 1, Junior Males: 0, Adult Females: 0, Junior Females: 0
(Junior = not yet 21 in current year.)

No. of students passed: 0 NRA Certificate Awarded: Y

Course Type: NRA Basic Firearm Training Course

Discipline: Pistol

Course Start Date: 5/4/2018 8:00:00 AM Length of Course: At least 8 hours

MUST check this box to validate info. Remember, this info often goes to LE and must be true and correct.

196590309 Daytime Phone: 5712324656

NRA HQ
11250 Waples Mill
Fairfax, VA 22030

Name and ID numbers of other NRA Trainers who assisted in a teaching capacity

No level - NO certificate

Student Roster

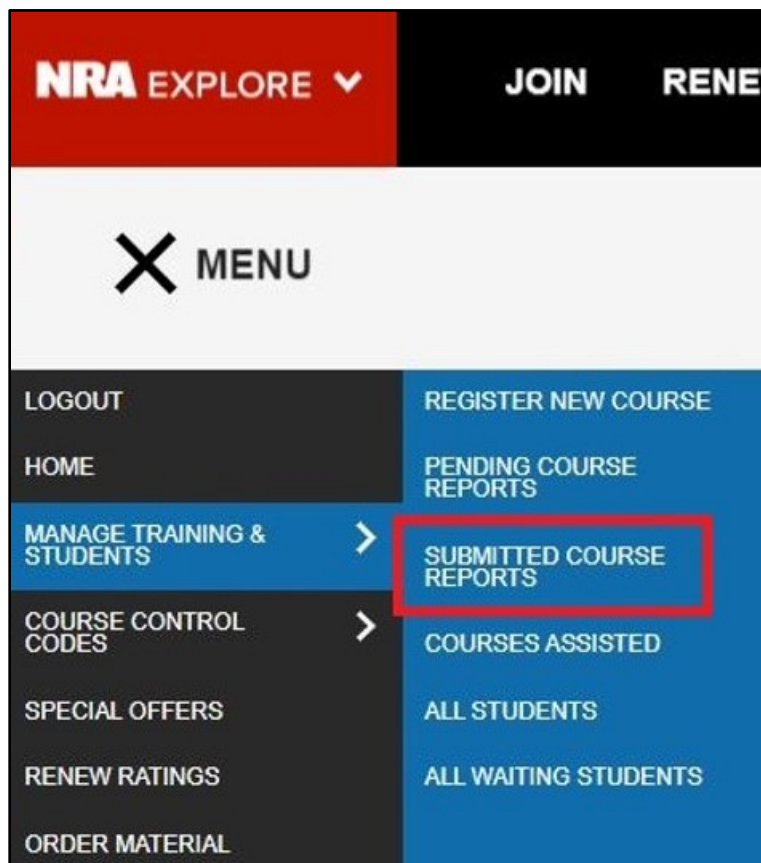
NAME	GENDER	ADDRESS	PASSED	NRA ID#	SCORE	MARKSMANSHIP LEVEL
JOE DO DOE	M	12345 ANYWHERE STREET, , MANASSAS, VA 20109 Email: joe@blow.com Phone: 703 999 9999	N	12345	100	

☐ certify that all students listed on this report have met each learning objective as set forth by National Rifle Association.

SUBMIT REPORT TO NRA

Q. How do I print a student certificate?

A. Click on "MENU" and hover on "MANAGE TRAINING & STUDENTS", then click on "SUBMITTED COURSE REPORTS".



NRAI FAQ

Click the gear icon to open the completed report.

MANAGE TRAINING AND STUDENTS							
Submitted Course Reports							
1	2	3	4	Click the gear icon to open the report			
DATE TIME	LOCATION	COURSE DESCRIPTION	TOTAL SEATS	STUDENTS REGISTERED	ASSISTANT INSTRUCTORS	REPORT SUBMITTED	REPORT SUBMITTED ON
Friday, May 22, 2020 1:00 PM	range 11250 Waples Mill Rd Bristow, VA	NRA Basic Metallic Cartridge Reloading Course	8	1	0	Y	Friday, May 22, 2020 10:42 AM
Friday, May 22, 2020 12:00 PM	NRA HQ 11250 Waples Mill Rd Fairfax, VA	NRA FIRST Steps Rifle Orientation	8	1	0	Y	Friday, May 22, 2020 10:57 AM

When the completed course report is open, click the “PRINT COURSE REPORT” button.

MANAGE COURSE							
Course Details							
NRA FIRST Steps Rifle Orientation							
CLASS START DATE/TIME	CLASS END DATE/TIME	CAN STUDENTS REGISTER ONLINE	IS PUBLIC COURSE	TOTAL SEATS	STUDENTS REGISTERED	CONFIRMED / PAID	ADDRESS
5/22/2020 12:00:00 PM	5/22/2020 3:00:00 PM	Y	N	8	1	1	NRA HQ 11250 Waples Mill Rd Fairfax, VA 22030

NRAI FAQ

Then click any of the “PRINT” buttons on the right.

Student Roster		Click this button to go to the download/printing screen				
NAME	GENDER	ADDRESS	PASSED	NRA ID#	SCORE	PRINT CERTIFICATE
BRETT MALE SIMON	M	NRA, 11250 WAPLES MILL RD, FAIRFAX, VA 20136 Email: bsimon@nrahq.org Phone: 7032671535	Y			 PRINT

The print certificate screen mirrors the layout of printing your Trainer credentials and certificates, and functions in the same manner. If you have more than one student in the class, they will all be listed in the section on the left, and each name in blue is a hyperlink to their certificate.

MENU

NRA TRAINING

NRA FIRST Steps Rifle Orientation-5/22/2020 12:00:00 PM




Students


BRETT MALE SIMON

If you have multiple students, they will appear in a descending list here. Each student's name is a clickable link that will open their certificate.

Certificate.aspx

1 / 1





NATIONAL RIFLE ASSOCIATION OF AMERICA

certifies that


BRETT MALE SIMON

has successfully completed the

FIRST STEPS RIFLE ORIENTATION

INSTRUCTOR SIGNATURE
NRA TRAINING COUNSELOR
INSTRUCTOR PRINTED NAME

INSTRUCTOR I.D.
101000000000014
DATE
May 22, 2020



JOHN C. FRAZER, SECRETARY
NATIONAL RIFLE ASSOCIATION
NRA ID NUMBER: 100000

One option is to download and save the PDF to your computer to print later.

BRETT MALE SIMON

Certificate.aspx

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NATIONAL RIFLE ASSOCIATION OF AMERICA

certifies that

BRETT MALE SIMON



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NRAI FAQ

The other is to send the certificate directly to your printer.



Q. How do I transfer a student or sign them up for another course?

A. Open the Pending Course Report that the student is currently on and check the box in the "SELECT" column on the far-left side. In the drop-down box indicated by the arrow below, you can select any future course you have registered. Hitting the "TRANSFER STUDENT(S)" button will MOVE their registration from one course to another. The button for "SIGNUP FOR ANOTHER COURSE" will DUPLICATE their registration and leave them signed up for the original course. You will need to reenter NRA numbers for members, these will not transfer. This function will also work from the "ALL STUDENTS" link in "MANAGE TRAINING AND STUDENTS". *Note that Blended Pistol students may ONLY be transferred to other Blended courses due to restrictions with use of Course Control Codes.

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SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	EXAM SCORE	PAID	ATTENDED	PASSED	LEVEL
<input checked="" type="checkbox"/>	JOE DO DOE NRAID -12345	12345 ANYWHERE STREET MANASSAS, VA 20109 P. 703 999 9999	joe@blow.com	27	M	[]	[]	[]	[]	NONE ▾
						↺	↺	↺	↺	↺

Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course

Select Course:

→ Select a course to Transfer or Signup for Another Course→
▾

TRANSFER STUDENT(S)

SIGNUP FOR ANOTHER COURSE

Note: "Transfer Student(s)" will remove the selected student(s) from current course and add the student(s) to the course selected from the list of available course(s).

Note: "Signup for Another Course" will add the selected student(s) to the class selected from the list of available course(s). Student(s) will still remain in this course.

Q. I accidentally reported my course in the wrong discipline, what do I do now?

A. You will need to resubmit a new course report in the proper discipline. Once submitted, NRA staff is unable to modify reports.

The easiest way to do this is to:

- 1 – Set up a FUTURE course in the correct discipline.
- 2 – Open the completed course report erroneously reported.
- 3 – Select all the students (check boxes to the left of their names).
- 4 – In the drop down below the roster select the new FUTURE course in the correct discipline.
- 5 – Then click the button for "SIGNUP FOR ANOTHER COURSE".
- 6 – Edit the FUTURE course and back date it to the date of actual training, offsetting the start time by 15 minutes.
- 7 – Complete the course as prescribed and prepare the certificates.

Q. I need to update my address, phone number, email, or other info, what do I do?

A. Current members must establish a "Member Services" account at:

<https://www.nramemberservices.org/Home.aspx>

Expired members should contact the Membership Division at 800-672-3888 or membership@nrahq.org.

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Non-members should email nrainstructors@nrahq.org.

Q. I have information on safety or ethics violations on another trainer, what do I do?

A. Education and Training Staff can only work from first-person written statements, email is sufficient. Include photos or screenshots as appropriate; links to news articles or police reports are also helpful if available. Send the report to nrainstructors@nrahq.org and we will take appropriate action.

Q. I am an Apprentice or Assistant Instructor and I would like to be promoted to the next level, how do I do this?

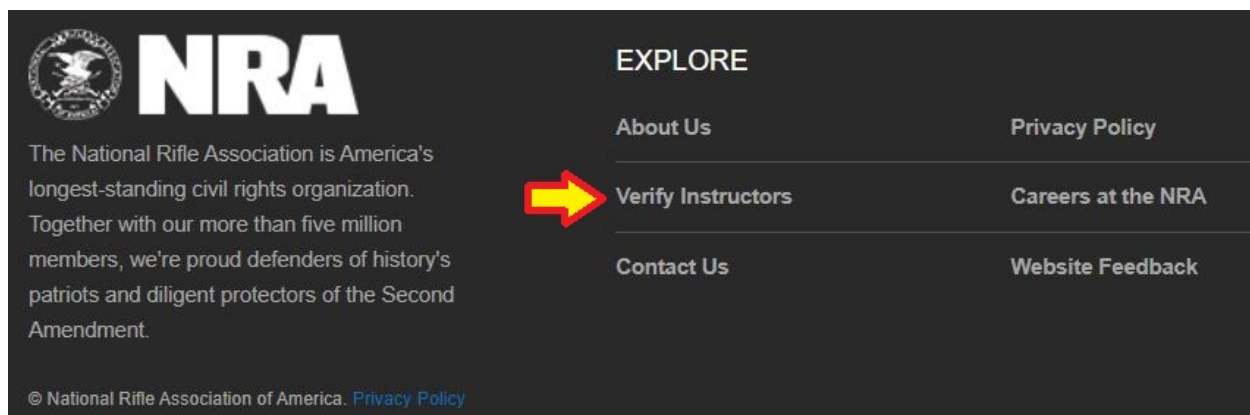
A. On their 18th birthday, Apprentice Instructors can be promoted to Assistant if they have assisted with at least ONE class in the discipline in question. Assistant must assist with TWO courses total for promotion on their 21st birthday. To be counted, their NRA number must be entered on the formally submitted online course report as an Assistant Trainer. This must be done for each discipline. Then send an email to nrainstructors@nrahq.org and a staff member will upgrade the account after verifying the assisted course reports and verifying, where possible, with the original TC to ensure there were no underlying proficiency issues resulting in the assignment of the rating held.

Q. How do I download the current authorized Trainer's Emblems?

A. Go to the center gray box at the bottom of the homepage and click on the top link.



A. Go to the very bottom of the homepage (whether logged in or not) and click on the “Verify Instructors” link. You must have both the Trainer’s last name and trainer number. This function works for RSO’s, Instructors, Training Counselors, and Coaches (but only for the Education and Training Division, not the Law Enforcement Division).



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Q. How do I purchase student materials to conduct NRA courses?

A. Go to the NRA Program Materials Center and establish an account. You will be able to purchase student materials for the disciplines you are certified in by entering your Instructor number to validate your allowed purchase items.

<https://materials.nrahq.org/>

Q. How do I purchase NRA Instructor clothing?

A. Go to the NRA online Store and go to the section for “Instructor Gear”.

<https://nrastore.com/gear/instructor/new-logo>

Q. I am a TC and I do not have 4 Instructor Candidates for my next course, what should I do?

A. We understand that occasionally, “life happens” and a Candidate will no-show or cancel at the last minute. We simply ask that you do your best to have 4 or more signed up, and if someone backs out, *keep them on the roster* to demonstrate your due diligence. You can even make a note on that student’s individual registration record indicating last minute cancellation or no-show, we can see that, too. Conduct the scheduled course, and send an email to trainingcounselor@nrahq.org explaining what happened. This exception only applies if there are still 3 Candidates, if there are 2 or fewer, you must reschedule the course unless you can fill those empty seats with members of a training team currently certified in that discipline, **not** family members or members of the public unless they are in fact legitimate Candidates who have completed the pre-requisite NRA Student training and pre-course qualification. Annotate team members on the course report as Instructor Candidates with comments that they are filling in as role players, mark them as “Paid” and “Attended” but **not** “Passed” or “Certified”. The system is flexible enough that these team members can also receive credit as Assistant Instructors, if they are so entered on the course report in that capacity as well. We need all Instructor courses to have a full experience of the intended group exercises and human interaction, for the reasons noted above.

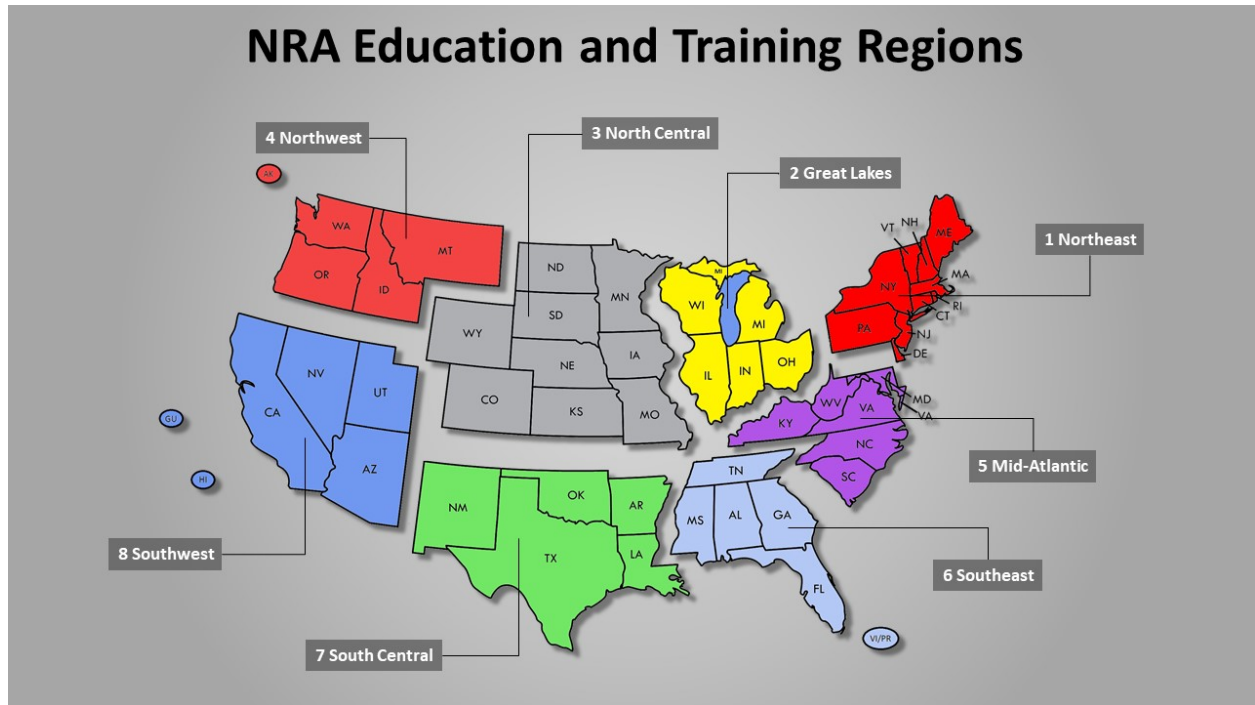
Q. I am a TC and the Pistol files are too large to email, what should I do?

A. As a direct result of our modernization process, the Pistol (and soon other) program(s) have been enriched with new images. The resulting PPTs are very data rich and too large to email. NRA E&T recommends using any of the current free data sharing programs such as Google Drive or DropBox. You can also save the files to a thumb drive or a CD-ROM and provide them to your Candidates. Another option is to have the Candidate bring their laptops to your class and you can login to the Instructor site that first morning and save the files to their computer.

Q. What if I have a question not covered here?

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A. First contact the Training Counselor or Chief Range Safety Officer that conducted your Instructor or RSO course(s). Next contact one of the Regional TC Liaisons in order to establish contact with your State TC Liaisons for local assistance.



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As always, trainers may email NRA directly using the below organizational mailboxes:

<u>Organizational inboxes:</u>	
trainingcounselor@nrahq.org	Training Counselor Program
nrainstructors@nrahq.org	Instructor Program

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training@nrahq.org	General Training Questions (includes RSOs)
basicpistol@nrahq.org	Basic Pistol contact for Online students
coaching@nrahq.org	Coach Certification Program
adaptiveshooting@nrahq.org	Adaptive Shooting Program
marksmanship@nrahq.org	NRA Marksmanship Qualification Program
ambassadors@nrahq.org	Nat'l Youth Shooting Sports Ambassador Program
oayaprogram@nrahq.org	NRA Outstanding Achievement Youth Award
youthprograms@nrahq.org	All youth program (includes Scouts, JROTC, Royal Rangers, American Legion, VFW, 4-H, FFA, etc)