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Gaining Access

To gain access as a trainer

1. Begin by accessing the NRA training website:  
  https://www.nrainstructors.org
2. Click on Trainer Access to open the Register/Login forms
Register/Login

You will either Register, or are already registered and must Login.

To Register

Click on Click here to register to open the Registration-Verify Your Identity form

Enter your NRA ID, Last Name, Country, and Zip Code

1. Click on the Next button to open the Complete Registration form

2. In the Complete Registration form
   - Create a Login ID
   - Enter and Confirm a password
   - Click on the Register button

You will receive a message indicating a Successful Registration and requesting that you Login.
To Login

1. Type your **password**
2. Click on the **Login** button

Note: Once you are logged in, the Course Control Codes window opens.

### Course Control Codes

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Description</th>
<th>Total Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/5/2017</td>
<td>Fairfax, VA</td>
<td>NRA Basic Pistol Shooting Course - Bended</td>
<td>5</td>
</tr>
<tr>
<td>6/6/2017</td>
<td>Fairfax, VA</td>
<td>NRA Basic Pistol Shooting Course - Instructor Led Only</td>
<td>5</td>
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<tr>
<td>5/5/2017</td>
<td>Fairfax, VA</td>
<td>NRA Instructor Pistol Shooting Course</td>
<td>5</td>
</tr>
<tr>
<td>5/5/2017</td>
<td>Fairfax, VA</td>
<td>NRA Basic Pistol Shooting Course - Bended</td>
<td>10</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Rating</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Home Firearm Safety</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Certified Pits</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Certified Pistol Course - (L)</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Certified Refuse To Be A Victim Regional Counselor</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Certified Rifles</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Certified Rifle Course - (L)</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Certified Shotgun</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Chief Range Safety Officer</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Personal Protection In The Home</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Personal Protection Outside The Home</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Shotgun Coach (L)</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Training Counselor</td>
<td>10/31/2019</td>
</tr>
</tbody>
</table>

**Lesson Plans/PowerPoints**
- Gun Safety Seminar Power Point
- NRA Training Daemon Guide Lesson Plan
- Basic Instructor Training Power Point
- TC Home Firearm Safety Power Point
- TC Personal Protection In The Home Power Point
- TC Range Safety Officer Power Point
- TC Shotgun Power Point
- TC Instructor Training Power Point
- NRA Basics of Pistol Shooting Lesson Plan - L/T
- NRA Basics of Pistol Shooting Power Point (L/T)
- NRA Basics of Pistol Shooting Lesson Plan - Blended
- NRA Basics of Pistol Shooting Power Point (Complied)
- TC NRA Pistol Instructor Lesson Plan
- TC NRA Rifle Instructor Lesson Plan
- TC NRA Rifle Instructor Power Point
- INST. NRA Defensive Pistol Module

**Exams**
- Chief Range Safety Officer Exam
- TC Home Firearm Safety Exam
- TC Home Firearm Safety Exam Key
- TC Pistol Instructor Exam
- TC Pistol Instructor Exam Key
- TC Personal Protection In The Home Exam
- TC Personal Protection Outside The Home Exam
- TC Rifle Exam Key
- TC Shotgun Exam
- TC NRA Trainers Exam for Instructor Candidates
- TC Trainers Exam Key
Buy Course Control Codes
When you click on Buy Course Control Codes you are presented with a form with 3 tabs;

- Buy
- Assign, or
- Order History

To buy Course control codes
1. Click on the link—Buy Course Control Codes to open the Course Control Codes form

- In the Qty. field enter the number of course control codes to purchase
- Select the Payment Type
  - For Credit Card
    - Enter the Credit Card number
    - Enter the name on the Card
    - Select the card type
    - Select the Expiration month and year
    - Click on the Submit button

You will receive the following Thank you

Note: Notice the link to Manage Course Control Codes
Assign Course Control Codes

To assign Course Control codes

1. Click on the **tab Assign Course Control Codes** to bring it forward
2. Click on the **Link Assign Course Control Codes to Students** to open the Manage Training and Students multi tabbed dialog box
3. Click on the **Manage** button in the last column in line with the student name to open Student Registered

4. **Click on the down arrow** in the Course Control Code column, and then select from the list

**Order History**

When you click on the order history tab, you are presented with an accounting history of the purchase of Course Control Codes
Managing Course Control Codes

The link opens up a multi-tabbed form which permits view and managing

- Pending Course Reports
- Submitted Course Reports
- Courses Assisted
- All Students
- All Waiting Students

![Manage Training and Students](image)
Pending Course Reports tab

Clicking on the Manage button in line with a student name will open the Students Register form which will allow you to enter Course Control Codes for students.

After you enter the Course Control Codes, if you click on the Manage button in the last column you are taken to the Manage Student Information form.

1. In the Course Control Code Column, for the selected student, enter the Course Control Code, and then click on the Update button
Submitted Course Reports

- Offers the opportunity to view the Course Roster for a course which is a list of registered students and their status.
- You can also print the Course Report from this window.

All Students

- Provides a list of students, permits selecting student for Course transfer and a button in the upper right hand corner permits registering a new course.
- The Export button, when clicked permits exporting the present file to and Excel spreadsheet.

All Waiting Students

- Provides an exportable list of students waiting to take a course. Also permits student transfers and searches.
**The Button in the upper right hand corner—Register New Course**

This button will open the Course Information Form which is divided into two parts: Course Information Course and Location Information. Read the form carefully and enter all required information and then click on the Register button to register the course.

The form should be filled in both top and bottom, and then the Register button clicked.
The buttons in the last Column—Cancel and Manage

Clicking Cancel will cancel the Course

Clicking Manage will open the Students Registered and other forms that will permit viewing and managing as the graphic indicates

- Students Registered
  - Register Student—opens the form to register a new student
  - Review course Report—Review and Print
- Student Waiting List
- Student Transfer/Signup for Another Course
  - Select the course from the drop down list
  - Select either Transfer Students(s) or Signup for Another Course
- Email Students
  - Permits sending email to students, assistants, and fellow instructors
- Course Details forms
  - Permits editing the course
  - Add trainer, with ID, and then Register
- Purchase Course Material Option