

# Welcome To [NRAINstructors.org!](https://www.nrainstructors.org)




Welcome to NRAINstructors.org! Your virtual office in the NRA! This portal gives you, the NRA Instructor, the powerful tools you need to manage your NRA training quickly and efficiently. activity and NRA trainers to complete important instructor-related functions from activating and renewing certifications and recording course activity.

  
FIND AN NRA TRAINING COURSE NEAR YOU

Find NRA's education and training course(s) near your area.

- General Information
- Education and Training Home Page
  - Training Programs
  - Become An NRA Certified Instructor
  - Basic Firearms Training
  - Contact Training Program Administrators

  
GET NRA TRAINING CREDENTIALS

Become an NRA Coach, Instructor, Training Counselor, Regional Counselor or Range Safety Officer

- NRA Online Training Courses
- NRA Basics of Pistol Shooting - Online Course
  - Range Safety Officer
  - Refuse To Be a Victim Instructor
  - Range Development & Operations Course
  - Club Leadership and Development

  
TRAINERS ACCESS

For Coaches, Instructors, Training Counselors, Regional Counselors and Range Safety Officers

- Training & Shooting Opportunities
- Brownells / NRA Day Events
  - NRA 3-gun Experience Events
  - NRA Coach Schools
  - Range Development & Operations Course
  - Women's Wilderness Escape

This website user guide has been put together to help novice and experienced NRA Instructors alike with common functions that are available on the NRA instructor's web portal. From setting up your account to finishing off a course report, this guide will take you all the way through. Thank you for visiting and best wishes to you in your NRA training adventure!

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# Registering An Account

NRA EXPLORE

JOIN RENEW DONATE



WATCH NRATV

MENU

NRA TRAINING

Go to:

[www.nrainstructors.org](http://www.nrainstructors.org)



# NRA

# TRAINING



FIND AN NRA TRAINING COURSE  
NEAR YOU

Find NRA's education and training course(s) near your area.



GET NRA TRAINING  
CREDENTIALS

Become an NRA Coach, Instructor, Training Counselor, Regional Counselor or Range Safety Officer



TRAINERS  
ACCESS

For Coaches, Instructors, Training Counselors, Regional Counselors and Range Safety Officers



Start HERE!

### General Information

- Education and Training Home Page
- Training Programs
- Become An NRA Certified Instructor
- Basic Firearms Training
- Contact Training Program Administrators

### NRA Online Training Courses

- NRA Basics of Pistol Shooting - Online Course
- Range Safety Officer
- Refuse To Be a Victim Instructor
- Range Development & Operations Course
- Club Leadership and Development

### Training & Shooting Opportunities

- Brownells / NRA Day Events
- NRA 3-gun Experiences Events
- NRA Coach Schools
- Range Development & Operations Course
- Women's Wilderness Escape

# Registering An Account

NRA EXPLORE ▾

JOIN

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DONATE



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☰ MENU



**NRA** | TRAINING

## 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

Login ID

Password

LOGIN

### REGISTER

You must register first to establish a login and password.

[Click here to register.](#)

Already registered? Just login.



# Self-Identify

NRA EXPLORE ▾

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TRAINING

## 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

### Enter the required information.

Please note that info entered here must match the database exactly. If there is a mismatch, a message displaying “Invalid Details” will appear. Members should verify the name and ZIP code listed on their account. Non-members must enter the info exactly as they submitted to the Training Counselor or Chief RSO and as it appears on the completed Course Report.

NRA Trainers are only required to go through registration ONE time, not when adding credentials

# Username and Password

NRA EXPLORE ▾

JOIN

RENEW

DONATE



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## ANNOUNCEMENT

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

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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

Login ID

Password

LOGIN

[Can't remember your Login ID?](#)

[Forgot your Password?](#)

### REGISTER

You must register first to establish a login and password.

[Click here to register.](#)

Already registered? Just login.

**After registration, a Login ID and Password must be chosen, then you will be prompted to login on this page.**

**Please record this somewhere safe for future logins and re-credentialing!**

# Premium Credential Card

## PREMIUM ID CARDS

\$10.00/PER TRAINER



INSTRUCTOR



COACH



RANGE SAFETY OFFICER

INSTRUCTOR / TRAINING COUNSELOR & RANGE SAFETY OFFICER ( 1 CARD )	✓		
COACH & RANGE SAFETY OFFICER / CHIEF RANGE SAFETY OFFICER ( 1 CARD )		✓	
INSTRUCTOR & COACH ( 2 CARDS )	✓	✓	
CHIEF RANGE SAFETY OFFICER AND/OR RANGE SAFETY OFFICER ONLY ( 1 CARD )			✓

**Don't order the premium ID card until AFTER You have activated/renewed your credential(s).**

# Current fees and Receipt printing

**As of 1 January 2026**

(fees subject to change, notice will be posted on the homepage)

<b>Current Status</b>	<b>Initial credential</b>	<b>Each additional credential</b>	<b>Biennial Renewal *1</b>
<b>Non-members &amp; expired members</b>	<b>\$175</b>	<b>\$60</b>	<b>\$175</b>
<b>Current members</b>	<b>\$40</b>	<b>\$20</b>	<b>\$40</b>

## **\*1 - Remember!**

**Adding a credential will NOT extend your expiration date, that is why it is a reduced fee. Biennial renewal is a flat fee and includes all credentials**

## **To print a receipt:**

**Immediately after submitting your payment, a receipt is available. Please print that screen before clicking on any other button or link.**

# Activating Credentials

☰ 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](#)



# Agree to Policy Disclaimer

 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".**

I agree to the Disclaimer 



# Choose a Payment Method

**MENU**  **NRA** | TRAINING

## Renew Your Ratings

Address  **New Rating(s)**  
**Certified Home Firearm Safety**

**NRA ID#:**  **Your Instructor number**  
**Address:**  **Your street address**  
 **Your city, state & ZIP code**  
 **USA**  
 **Your phone number**

## Payment Information

Amount \$  **Whatever the current fee is**

Payment Type  **Credit Card**  **PayPal**

**Select one of the radio buttons for payment type.**

**SUBMIT PAYMENT**

# Complete ALL Required Data Fields

## Payment Information

Term 2 Year(s)

Amount \$ Whatever the current fee is

Payment Type

Credit Card

PayPal

## Credit Card Information

Card Number(no spaces or dashes)

Name on Card

Card Type

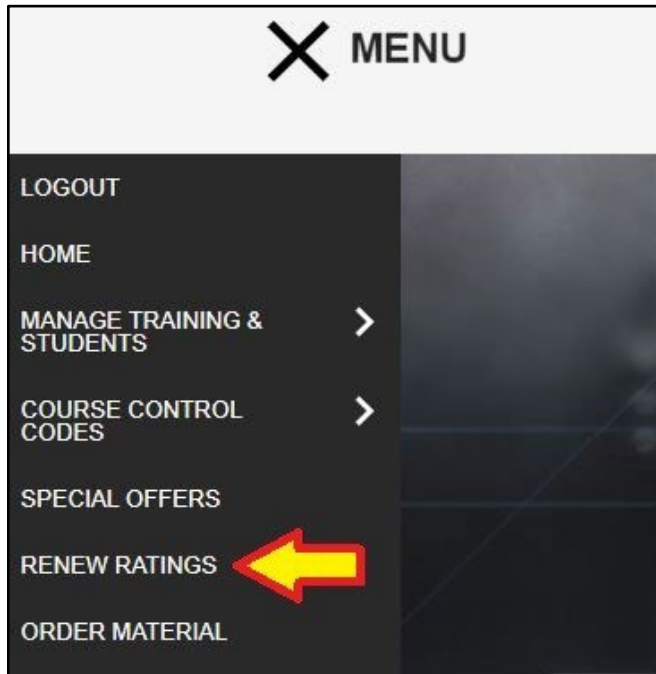
Card Expiration

**SUBMIT PAYMENT**



Click submit only ONE time, or your card will be charged twice!

# Renewing Existing Credentials



## Two ways to get to the renewal function:

1 - Click on the Menu button (see left)

2 - Or use the gray box on the bottom left of the homepage (see right)



# As before, select payment type

## Renew Your Ratings

Address

NRA ID#:

Address:

Your Instructor number

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 \$ Whatever the current fee is

Select one of the radio buttons  
for payment type.

Payment Type



Credit Card



PayPal

**SUBMIT PAYMENT**

# Complete ALL Required Data Fields

## Payment Information

Term 2 Year(s)

Amount \$Whatever the current fee is

Payment Type

Credit Card

PayPal

## Credit Card Information

Card Number(no spaces or dashes)

Name on Card

Card Type

Card Expiration

 / 

**SUBMIT PAYMENT**



Click submit only ONE time, or your card will be charged twice!

# Printing ID cards & Certificates

Go to the left hand gray box at the bottom of the homepage.



NRA Trainers Account Management

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

# Download and save ID cards

All download and print functions are identical between ID Cards and Certificates.

## ID CARD(S)

Certificate(s) / Id Card(s) Ratings

Instructor

Two ways to download ID cards to your computer



DOWNLOAD & PRINT

Email:

EMAIL THIS DOCUMENT

Instructor

PrintPdf.aspx

1 / 1



# Email ID card to yourself

**ID CARD(S)**

Certificate(s) / Id Card(s) Ratings

Instructor

Instructor

**PrintPdf.aspx** 1 / 1

**National Rifle Association Credentials**  
**NRA TRAINING COUNSELOR**  
Chief Range Safety Officer  
Training Counselor - Instructor  
NRA CCF Instructor \* Certified Rifle-Coach/Instructor \* Specialty  
Cartridge Reloading \* Advanced Cartridge Press \* Certified Rifle \*  
Certified Shotgun \* Shotgun Shell Reloading \* Personal Protection in  
The Home \* Personal Protection in The Office \* Certified  
Mentor/Trainer

NRA # 12100000000014  
Expires: 01/31/2021

To contact Education & Training  
Call (703)287-1500  
Email: trainincounselor@nrahq.org

**Email the document and save it to your smart phone!**

**DOWNLOAD & PRINT**

Email:

**EMAIL THIS DOCUMENT**

# Send ID Card directly to your printer

ID CARD(S)



Certificate(s) / Id Card(s) Ratings

Instructor

Instructor

Instructor

PrintPdf.aspx 1 / 1

**Send DIRECTLY to your printer**

**National Rifle Association Credentials**  
**NRA TRAINING COUNSELOR**  
Chief Range Safety Officer  
Training Counselor - Instructor  
NRA CTR Instructor - Certified Rifle-Coach/Instructor - Specialty  
Cartridge Reloading - Advanced-Competition Rifle - Competition Rifle -  
Competition Shotgun - Shotgun/Shell Reloading - Rifle-and-Handgun in  
The House - Personal Protection/Handgun/The House/Competition  
Winchester  
NRA # 10108888000014  
Expires: 01/01/2021

To contact Education & Training  
Call (703)871-1500  
Email: [trainingcounselor@nrahq.org](mailto:trainingcounselor@nrahq.org)

DOWNLOAD & PRINT

Email:

EMAIL THIS DOCUMENT

# RSO and Chief RSO certificates

**CERTIFICATE(S)**

Certificate(s) / Id Card(s) Ratings
Chief Range Safety Officer
Training Counselor

**Chief Range Safety Officer**

PrintPdf.aspx 1 / 1

THE NATIONAL RIFLE ASSOCIATION OF AMERICA  
CERTIFIES THAT  
**Your Name Here**  
*Has successfully met the requirements established by the  
National Rifle Association of America and is hereby designated an*  
**NRA CHIEF RANGE SAFETY OFFICER**  
*and is authorized to train NRA Range Safety Officers.*

CHIEF RANGE SAFETY OFFICER  
**NRA**  
JOHN C. FRAZER, SECRETARY  
NATIONAL RIFLE ASSOCIATION

**DOWNLOAD & PRINT**      Email:       **EMAIL THIS DOCUMENT**

# Instructor/Training Counselor Certificates

CERTIFICATE(S)

Certificate(s) / Id Card(s) Ratings
Chief Range Safety Officer
Training Counselor

Training Counselor

PrintPdf.aspx 1 / 1

THE NATIONAL RIFLE ASSOCIATION OF AMERICA

CERTIFIES THAT

**Your Name Here**

*Has successfully met the requirements established by the National Rifle Association of America and is hereby designated an*

**NRA TRAINING COUNSELOR**

*and is authorized to conduct basic and instructor training in the following:*

NRA CCW Instructor \* Certified Home Firearm Safety \* Metallic Cartridge Reloading \* Certified Pistol \* Certified Rifle \* Certified Shotgun \* Shotgun Shell Reloading \* Personal Protection In The Home \* Personal Protection Outside The Home \* Certified Muzzleloading

TRAINING COUNSELOR

**NRA**

JOHN C. FRAZER, SECRETARY  
NATIONAL RIFLE ASSOCIATION

DOWNLOAD & PRINT

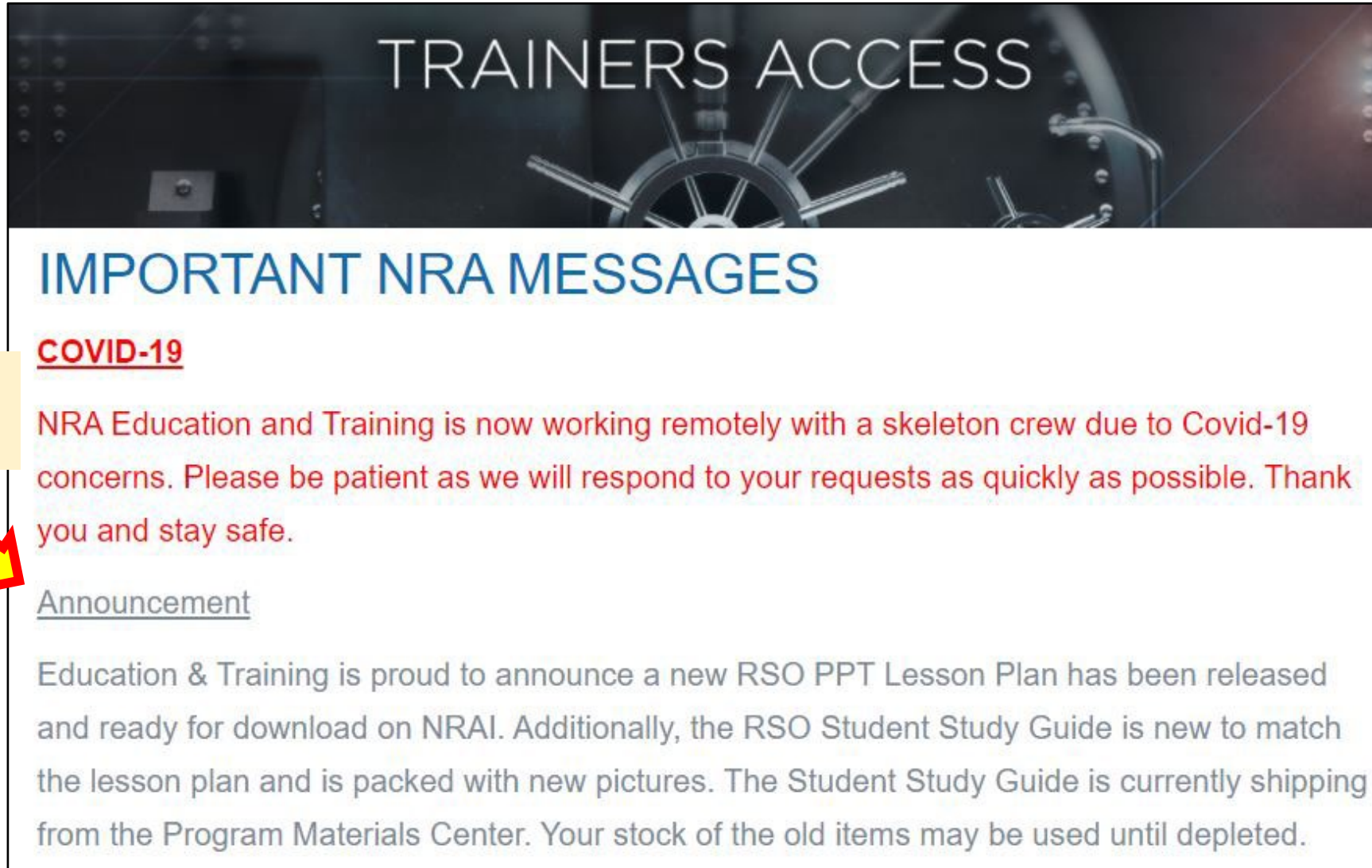
Email:

EMAIL THIS DOCUMENT

Certificates show both level (Instructor or Training Counselor)...

and disciplines held.

# NRA Instructors Portal Homepage



TRAINERS ACCESS

## IMPORTANT NRA MESSAGES

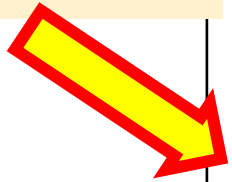
**COVID-19**

NRA Education and Training is now working remotely with a skeleton crew due to Covid-19 concerns. Please be patient as we will respond to your requests as quickly as possible. Thank you and stay safe.

[Announcement](#)

Education & Training is proud to announce a new RSO PPT Lesson Plan has been released and ready for download on NRAI. Additionally, the RSO Student Study Guide is new to match the lesson plan and is packed with new pictures. The Student Study Guide is currently shipping from the Program Materials Center. Your stock of the old items may be used until depleted.

Any important  
announcements.



# NRA Instructors Portal Homepage

Scrolling down shows any courses you may have scheduled.



 MENU  **NRA** | TRAINING

### My Upcoming Training Schedule

DATE	LOCATION	DESCRIPTION	TOTAL SEATS
7/21/2020	Three Forks, MT	NRA Training Counselor Development Workshop	18
8/1/2020	Fairfax, VA	NRA Instructor Metallic Cartridge Reloading Course	20
8/25/2020	Fairfax, VA	NRA Training Counselor Development Workshop	16
9/22/2020	Buckeye, AZ	NRA Training Counselor Development Workshop	18
10/27/2020	Fairfax, VA	NRA Training Counselor Development Workshop	18

### MY RATINGS

RATINGS	EXPIRATION DATE
NRA CCW Instructor	1/31/2021
Advanced Certified Pistol	1/31/2021
Certified CO-OP Muzzleloading Rifle	1/31/2021
Certified Home Firearm Safety	1/31/2021
Certified Muzzleloading	1/31/2021
Certified Rifle	1/31/2021
Certified Shotgun	1/31/2021
Chief Range Safety Officer	1/31/2021
Metallic Cartridge Reloading	1/31/2021
Personal Protection In The Home	1/31/2021
Personal Protection Outside The Home	1/31/2021
Shotgun Shell Reloading	1/31/2021
Training Counselor	1/31/2021

Next is all ratings currently held and their expiration dates.



# NRA Instructors Portal Homepage

Scrolling down further brings you to the section for all downloads available to you based upon the credentials you possess.



The screenshot displays the NRA Instructors Portal homepage. At the top, there is a navigation bar with a 'MENU' icon on the left, the NRA logo in the center, and the word 'TRAINING' on the right. Below the navigation bar, the page is divided into two main sections: 'Lesson Plans / PowerPoints' and 'Exams'. Each section contains a list of links to various training materials, all preceded by a right-pointing arrow icon.

**Lesson Plans / PowerPoints**

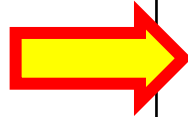
- ▶Gun Safety Seminar Power Point
- ▶Training Counselor Guide ver Sep 2018 - posted Mar 2019
- ▶Basic Instructor Training Power Point 3-20
- ▶TC Home Firearm Safety Power Point
- ▶TC Personal Protection In The Home Power Point
- ▶TC Basics of Pistol Shooting Instructor Training PPT/LP 12-19
- ▶TC NRA Pistol Instructor Pre Qualification
- ▶TC Range Safety Officer Power Point
- ▶NRA CCW TC Lesson plan/PowerPoint 7-19
- ▶NRA CCW TC Appendix 12-19
- ▶NRA Basics of Pistol Shooting Lesson Plan Appendix-ILT 10-19b
- ▶NRA Basics of Pistol Shooting PPT/LP-ILT 10-19
- ▶NRA Basics of Pistol Shooting Lesson Plan Appendix – Blended 10-19b
- ▶NRA Basics of Pistol Shooting PPT/LP-Blended 10-19
- ▶NRA Basics of Pistol Shooting PowerPoint-Distance Learning
- ▶NRA Basic Rifle Shooting Course - Distance Learning
- ▶TC NRA Rifle Instructor PowerPoint
- ▶INST. NRA Defensive Pistol Module
- ▶TC CO-OP Muzzleloading Rifle Powerpoints
- ▶Women On Target Lesson Plan
- ▶Women On Target Guide
- ▶NRA First Steps Shotgun Orientation
- ▶NRA Shotgun Shooting Instructor Power Point
- ▶Basics Of Shotgun Shooting
- ▶Basics Of Shotgun Shooting PowerPoint - Distance Learning
- ▶NRA CCW Instructor Lesson plan/PowerPoint 7-19
- ▶NRA CCW Instructor Appendix 12-19
- ▶INST. CCW Student Exam
- ▶INST. CCW Student Exam Key

**Exams**

- ▶Chief Range Safety Officer Exam Key
- ▶TC Home Firearm Safety Exam
- ▶TC Home Firearm Safety Exam Key
- ▶TC Muzzleloading Exam
- ▶TC Pistol Instructor Exam
- ▶TC Pistol Instructor Exam Key
- ▶TC Personal Protection In The Home Exam Key
- ▶Personal Protection Outside The Home Exam Key
- ▶Reloading Exam
- ▶TC Rifle Exam Key
- ▶TC Shotgun Exam
- ▶NRA Shotgun Instructor Exam Answer Key
- ▶TC NRA Trainers Exam for Instructor Candidates
- ▶TC Trainers Exam Key
- ▶INST. CO-OP Muzzlelaoding Basic Rifle Student Exam
- ▶INST. CO-OP Muzzleloading Basic Rifle Student Exam Key
- ▶TC CO-OP Muzzleloading Rifle Instructor Exam
- ▶TC CO-OP Muzzleloading Rifle Instructor Exam Key
- ▶TC CO-OP Muzzleloading Rifle Instructor Exam Blank Answer Sheet
- ▶TC CO-OP Muzzleloading Rifle TC Guide Notes
- ▶TC CO-OP Muzzleloading TC Guide Pre-Qual
- ▶TC CCW Instructor Exam
- ▶TC CCW Instructor Exam Key

# NRA Instructors Portal Homepage

The three gray boxes at the bottom of the page have many useful links.



**MENU** **NRA** TRAINING

**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**

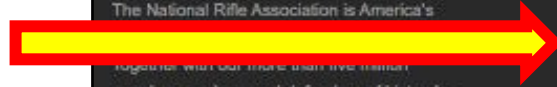
- NRA Trainer's Update 2017 – Basics of Pistol
- Using Simco Training Episode 1
- Using Simco Training Episode 2
- Using Simco Training Episode 3
- NRA Pistol Marksmanship Simulator Training
- The Front Line
- Click here to see an informational video

**NRA**  
The National Rifle Association is America's  
...together with our more than five million  
members, we're proud defenders of history's  
patriots and diligent protectors of the Second  
Amendment.  
© National Rifle Association of America. [Privacy Policy](#)

**EXPLORE**

- About Us
- Privacy Policy
- Verify Instructors
- Careers at the NRA
- Contact Us
- Website Feedback

This link opens a new tab where you or any student in the public can verify NRA credentials and their status.



# The 3 Gray Boxes (left)

**CURRENT** Trainers can update their address, email, phone, and youth group info by clicking on “UPDATE YOUR INFORMATION”

## NRA Trainers Account Management

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

# The 3 Gray Boxes (center)

Here are the authorized downloadable Trainers logos.

Here is the certificate for the laser-based Pistol Simulator class.

## Useful Links for Trainers

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

# The 3 Gray Boxes (right)

The right hand gray box contains a number of useful video tutorials.

## 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](#)

# Purchasing Course Control codes (1 of 2)

First, Click on the menu button.



✕ MENU

Then, HOVER over Course Control Codes to expand the menu.



LOGOUT

HOME

MANAGE TRAINING & STUDENTS >

**COURSE CONTROL CODES >**

SPECIAL OFFERS

RENEW RATINGS

ORDER MATERIAL

The blue menu bar contains links to:

- Buy Control Codes
- Assign them
- Or view your Order History

✕ MENU

LOGOUT

HOME

MANAGE TRAINING & STUDENTS >

**COURSE CONTROL CODES >**

SPECIAL OFFERS

RENEW RATINGS

ORDER MATERIAL

BUY COURSE CONTROL CODES

ASSIGNED COURSE CONTROL CODES

ORDER HISTORY

# Purchasing Course control codes (2 of 2)



**\$25.00**

Per Course Control Code

Please tell us how many Course Control Codes you would like to buy.\*

Enter the number of codes.

## Payment Information

Amount \$50 **This is the number of codes x \$25. This field auto-populates after taking prior step.**

Payment Type

Credit Card

PayPal

**Select your payment type. The appropriate fields to fill in will subsequently appear.**

### Credit Card Information

Card Number(no spaces or dashes)

Name on Card

Card Type

Card Expiration

**Provide your payment information.**

**SUBMIT PAYMENT**

**Final Step.**

**Your purchased codes will be in your course control code bank which can be accessed from the student roster during the student registration phase.**

# Assign Course Control Codes

To assign a Course Control Code, 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**



# For students who complete Online Pistol independently

To add a student who has already independently completed Online Basic Pistol, 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](http://www.nraonlinetraining.org))

\*

Enter Your Pin (PIN created on [www.nraonlinetraining.org](http://www.nraonlinetraining.org))

\*

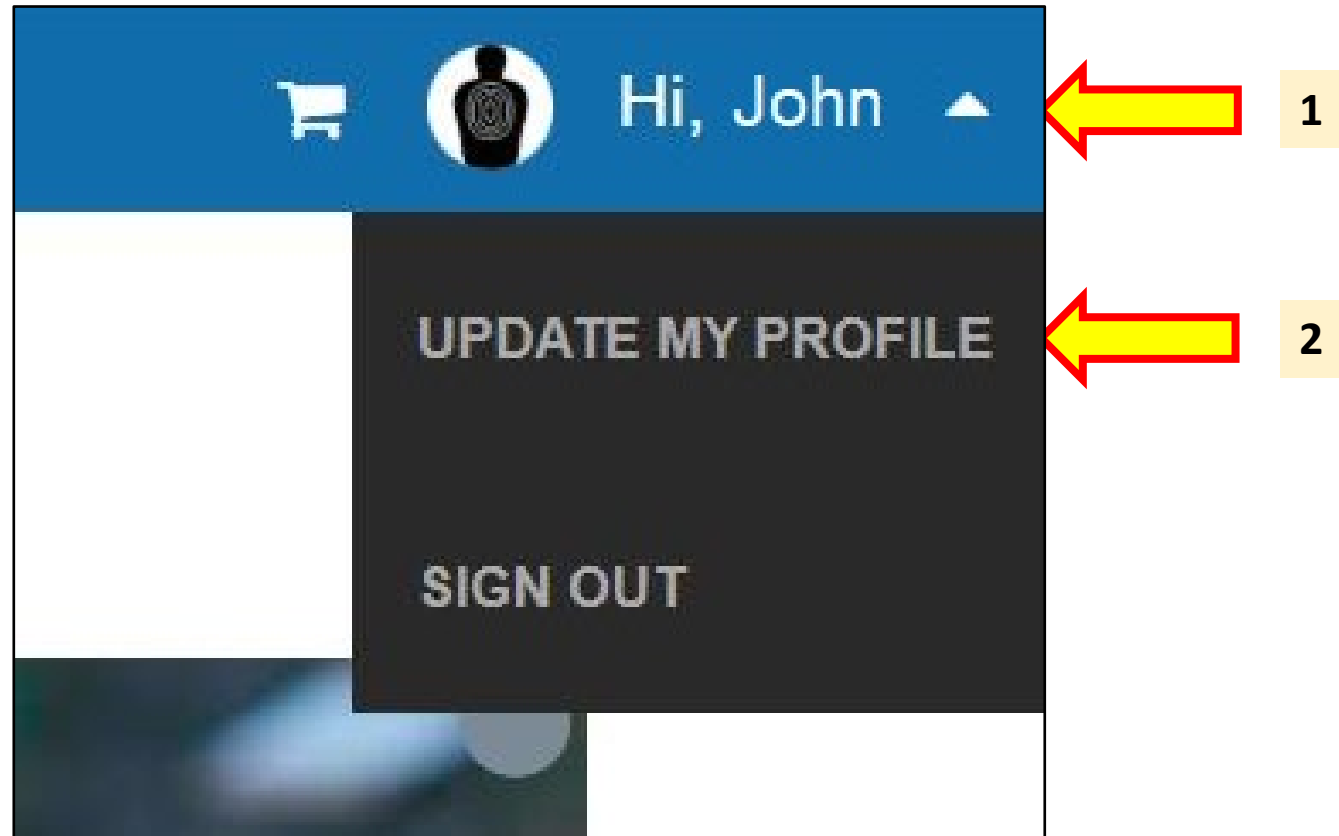
**VALIDATE & REGISTER**

# Student login info retrieval

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

[https://nra.yourlearningportal.com/nra/user\\_login.aspx](https://nra.yourlearningportal.com/nra/user_login.aspx)

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



# Student login info retrieval

At this point they will need to click on the “Edit my contact information” link.

## USER PROFILE 'JOHN SMITH'

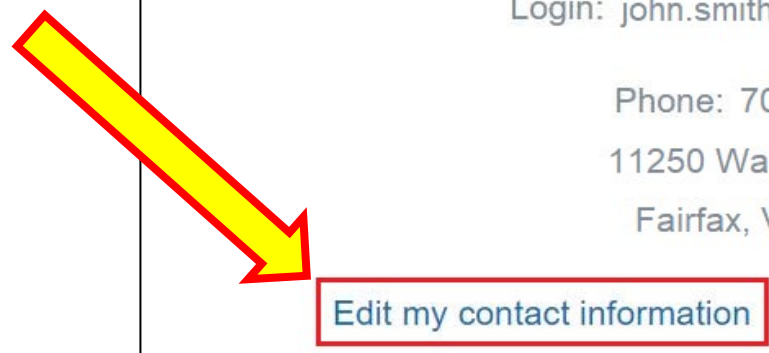
John Smith

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](#)




# Student login info retrieval

Their PIN is the bottom right field.

City*: Fairfax	State*: Virginia
ZIP / Postal Code*: 22030	Country*: United States
NRA Membership # 	Pin # 123456

**UPDATE** **CANCEL**



# Setting Up A Course (1 of 4)

The screenshot shows the NRA Training website interface. At the top, there is a navigation bar with the NRA logo and 'EXPLORE' dropdown menu (labeled 3), and buttons for 'JOIN', 'RENEW', and 'DONATE'. Below this is a secondary navigation bar with a search bar, the NRA logo, and 'TRAINING' text (labeled 1). A 'MENU' button (labeled 2) is located to the left of the search bar. A red arrow points from the 'MENU' button to a dropdown menu. The dropdown menu contains several options: 'LOGOUT', 'HOME', 'MANAGE TRAINING & STUDENTS', 'COURSE CONTROL CODES', 'SPECIAL OFFERS', 'RENEW RATINGS', and 'ORDER MATERIAL'. A red arrow points to the 'MANAGE TRAINING & STUDENTS' option. To the right of the dropdown menu, there is a yellow callout box with the text: 'Click on (1) HOVER over (2) Click on (3)'. Below the dropdown menu, the main content area features a large banner with the text 'TRAINERS ACCESS' and a background image of a ship's steering wheel. Below the banner, there is a section titled 'COURSE CONTROL CODES' with a sub-header 'COURSE CONTROL CODES' and a paragraph of text: 'Complete Course Control Codes are now available for all NRA Basic Pistol Instructors. Partner with your student from the second they your class to the moment you sign their course completion certificate.'

**3** NRA EXPLORE

JOIN RENEW DONATE

**2** X MENU **1**

LOGOUT REGISTER NEW COURSE

HOME PENDING COURSE REPORTS

MANAGE TRAINING & STUDENTS > SUBMITTED COURSE REPORTS

COURSE CONTROL CODES > COURSES ASSISTED

SPECIAL OFFERS ALL STUDENTS

RENEW RATINGS ALL WAITING STUDENTS

ORDER MATERIAL

Click on (1)  
HOVER over (2)  
Click on (3)

TRAINERS ACCESS

COURSE CONTROL CODES

Complete Course Control Codes are now available for all NRA Basic Pistol Instructors. Partner with your student from the second they your class to the moment you sign their course completion certificate.

# Setting Up A Course (2 of 4)

Fill out form accurately and completely.

**Tips:**

1. Use forward slashes “/” for dates, no spaces.
2. Use drop down menu for times.
3. Date to close registration must be on or before the start date.
4. Length of time for course auto-populates, and cannot be changed.

Register New Course

Course Type  NRA Affiliated  Non NRA  
(Note: NRA Ratings must be current to register a course.)

Course Information

Choose Course	Length
<input type="text" value="NRA Basic Personal Protection In The Home Course"/>	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"/>

# Setting Up A Course (3 of 4)

## Form (continued)

### Tips:

1. Uses dashes “-” for phone numbers, no spaces.
2. A “Notes” field is provided to convey information to your potential students as they view your course details online.
3. Boxes for “NRA Certificates awarded” and “Appropriate Student Course Packets” should be checked by default and are required for ALL NRA approved courses.

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

# Setting Up A Course (4 of 4)

## Form (continued)

### Tips:

1. “Online student registration” allows the student to enter their own personal info and reduces the opportunity for typos.
2. “Course displayed online” makes the course searchable to the public. To send a registration link, open a new tab in the 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. Edit your course and UNCHECK this box if the course is intended to be PRIVATE.

### 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

# Entering Assistant Instructors

Enter the NRA ID(s) number for any assistant instructor(s).

If there will be no other instructor(s) assisting, simply click "Finish" to skip this step.

**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#:

# Entering Assistant Instructors

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#



REGISTER


# Completed Course Set Up

**Course registration is complete. Click the gear icon to advance to the next step: Student Registration**

**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	 



# Registering A 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



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

# Student Enrollment Form (1 of 2)

A red asterisk "\*" denotes "required".

## Tips:

1. Phone numbers need to be entered with "-" separations.

2. Email address is required. The exception to this is for "students" who are attending "basic" (non-instructor, non RSO) level training but the field must be populated. If a student enrolling in basic training refuses to give an email address, simply enter "none@none.com".

3. All persons enrolled in Instructor and RSO level training are referred to as "Candidates" and *must* provide a valid, accurate email address.

## REGISTER NEW STUDENT

\* - Denotes required fields

First Name *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name *	Gender *
<input type="text"/>	-- Select --
NRA ID	Date of Birth * (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>
Address *	
<input type="text"/>	
Address	
<input type="text"/>	
City *	State *
<input type="text"/>	Select State
Zip Code:*	Country
<input type="text"/>	United States
Phone *	Email *
<input type="text"/>	<input type="text"/>

# Student Enrollment Form ( 2 of 2)

BSA Council Name

BSA Council MemberID

-- Select --

Notes/Special Request

- Share your personal information with NRA affiliates.
- certify the information I have provided is true and correct to the best of my knowledge.

REGISTER STUDENT

CANCEL

**You must check the box for "Certify" before clicking "Register Student".**

**Student personal information MUST be correct, this information can be subpoenaed by law enforcement or a court of law**

## 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

## 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

If the student or candidate is enrolling in BSA-related training, the BSA council name and BSA council member ID number are required. Otherwise, these fields can be left blank.

Wrap up the student registration process by first affirming the information is true and correct and then clicking "Register Student". This button will say "Register Student" regardless of whether the class is basic or Instructor/RSO in nature.

**Notice:**  
If a student wishes not to be solicited by other NRA departments such as membership, make sure "Share your personal information with NRA affiliates" remains unchecked.

# Completed Student Enrollment

**MENU**  **NRA** | TRAINING


**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	1	0	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 DOE NRAID -12345	12345 ANYWHERE STREET MANASSAS, VA 20109 P: 703 999 9999	joe@blow.com	27	M	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE 



The course and student registration process is finished and an open course has been formed! The course can begin!

**Tip:**  
If they haven't been ordered already, materials should be ordered at this point.

Take into consideration a minimum 3-4 week delivery time on materials when scheduling any NRA class.

# Notes on Hispanic last names...

Ensure students with dual-family Hispanic last names join the NRA with their paternal (*apellido paterno*) and maternal (*apellido materno*) last names correctly hyphenated in the “Last Name” block on a Membership application.

First name	Last name	
<input type="text" value="First name (required)"/>	<input type="text" value="Last name (required)"/>	
Email address	Phone number	Mobile number
<input type="text" value="Email address (required)"/>	<input type="text" value="Phone number"/>	<input type="text" value="Mobile number"/>
Address 1	Address 2	
<input type="text" value="Address 1 (required)"/>	<input type="text" value="Address 2"/>	
City	State	Zip code
<input type="text" value="City (required)"/>	<input type="text" value="Select State (requi) ▼"/>	<input type="text" value="Zip code (required)"/>

# Notes on Hispanic last names...

Ensure students with dual-family Hispanic last names register for your course with their paternal (*apellido paterno*) and maternal (*apellido materno*) last names correctly hyphenated in the “Last Name” block of the student registration.

A common mistake is for students to split their last names between middle and last name blocks.

## REGISTER NEW STUDENT

\* - Denotes required fields

<b>First Name *</b>	<b>Middle Name</b>
<input type="text"/>	<input type="text"/>
<b>Last Name *</b>	<b>Gender *</b>
<input type="text"/>	-- Select --
<b>NRA ID</b>	<b>Date of Birth *</b> (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>

# Retrieving An Open Course Report

The screenshot shows the top navigation bar with 'NRA EXPLORE' dropdown, 'JOIN', 'RENEW', 'DONATE', and social media icons. A yellow box with '1' highlights the 'HOME' link in the left sidebar, and a yellow box with '2' highlights the 'NEW COURSE' link. The main content area features the 'NRA TRAINING' logo and a 'TRAINERS ACCESS' banner. Below the banner is a yellow text box with instructions. At the bottom, the 'COURSE CONTROL CODES' section is partially visible.

1

2

LOGOUT

HOME

MANAGE TRAINING & STUDENTS >

COURSE CONTROL CODES >

SPECIAL OFFERS

RENEW RATINGS

ORDER MATERIAL

NEW COURSE

PENDING COURSE REPORTS

SUBMITTED COURSE REPORTS

COURSES ASSISTED

ALL STUDENTS

ALL WAITING STUDENTS

X MENU

NRA TRAINING

WATCH NRATV

TRAINERS ACCESS

Now that the course has been finished, the course report can be submitted. Start this process by logging in to NRAI and follow steps 1 (HOVER) and 2 (CLICK) on the left to access the open course.

COURSE CONTROL CODES

Complete Course Control Codes are now available for all NRA Basic Pistol Instructors. Partner with your student from the second they sign up for your class to the moment you sign their course completion certificate.

# Opening the Course Report

NRA EXPLORE ▾

JOIN

RENEW

DONATE



WATCH NRATV



☰ MENU



**NRA** | TRAINING

## MANAGE TRAINING AND STUDENTS

### Pending Course Reports

DATE TIME	LOCATION	COURSE DESCRIPTION	TOTAL SEATS	STUDENTS REGISTERED	STUDENTS IN WAITING LIST	ASSISTANT INSTRUCTORS	REPORT SUBMITTED	...
Friday, May 4, 2018 8:00 AM	NRA HQ 11250 Waples Mill Fairfax, VA	NRA Basic Pistol Shooting Course - Instructor Led Only	2	1	0	0	N	 



click here

#### NRA Trainers Account Management

- Update Your Information
- Print Your ID Card
- Print Your Certificate(s)
- Renew Ratings

#### Useful Links for Trainers

- NRA Training Logo Downloads
- NRA Online Training website
- NRA Blog

#### Videos

- NRA Trainer's Update 2017 – Basics of Pistol
- Using Simco Training Episode 1
- Using Simco Training Episode 2

# Recording Student Completion

Enter the completion data for each student.

**Tip:**  
Make all entries in each column, ONE COLUMN AT A TIME, and click the clock icon to save before moving on to the next column.

Data required may vary from one course type to the next.

**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"

Options for Result column (if applicable) REC - Recommended , NREC - Not Recommended **REGISTER STUDENT**

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	EXAM SCORE	PAID	ATTENDED	PASSED	LEVEL
<input type="checkbox"/>	JOE 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

*Note: A red circle highlights the Exam Score, PAID, ATTENDED, PASSED, and LEVEL columns for the student Joe Doe, along with their respective refresh icons.*

# Review Course Report

With entries made, click "Review Course Report" command in the upper right corner and then thoroughly inspect the report for any errors. If any exist, hit the back button on your browser, and make any needed changes.

**Tip:** Inspect carefully! This is the last chance to make any corrections. Once the report is submitted, ***NO*** changes can be made.

**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 DOE 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

*Note: The Exam Score, PAID, ATTENDED, PASSED, and LEVEL columns for the student entry are circled in red in the original image.*

# Send Course report To The NRA

Click "Submit Course Report To the NRA"  
A confirmation message will pop up.  
Click "OK" to finalize.

**Notice:**  
Upon confirmation, the process cannot be stopped or reversed.  
**NO CHANGES CAN BE MADE TO COURSE REPORT AFTER SUBMITTING.**



**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.**

With inputs entered and saved,...

RICHARD Y. GREENAWALD  
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

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	

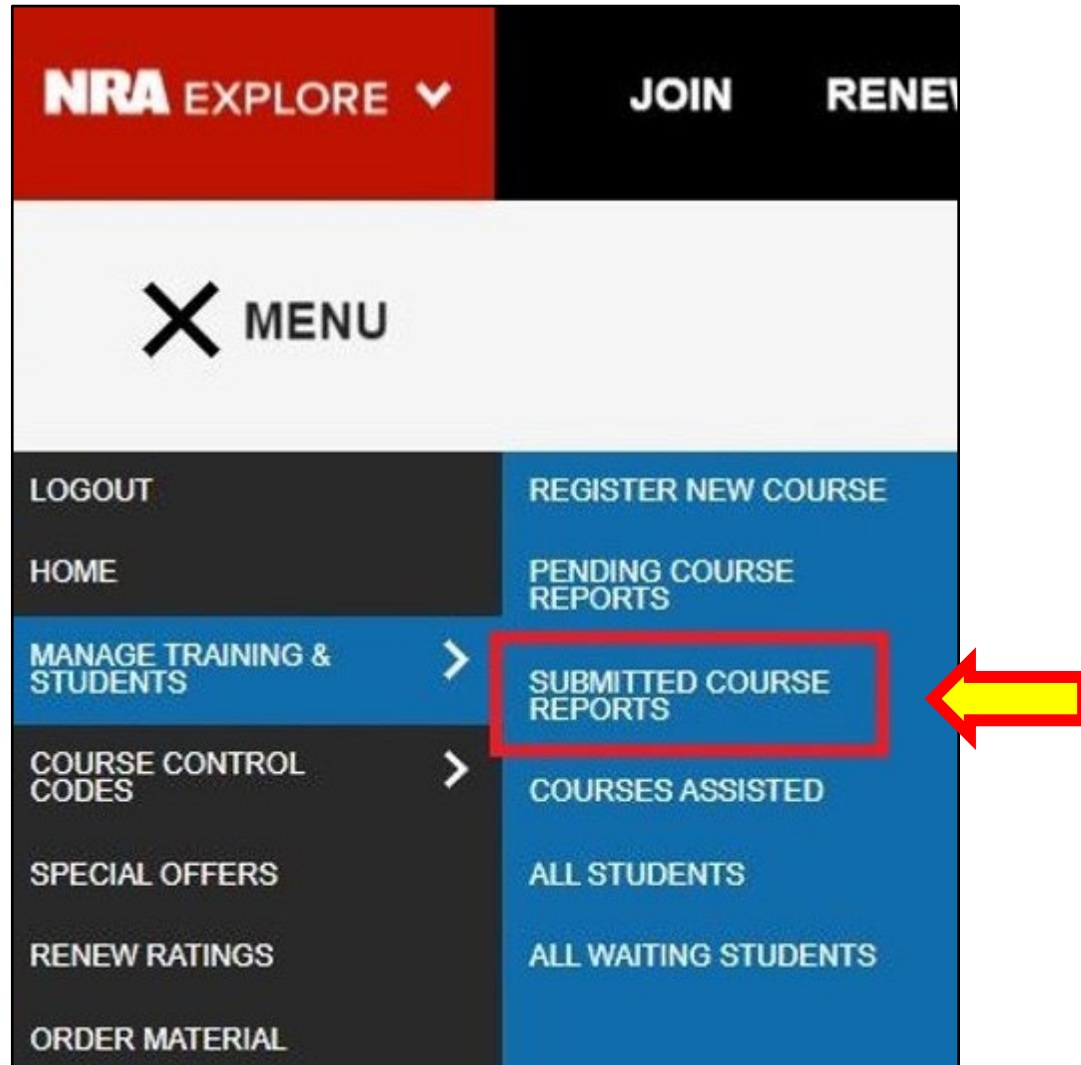
I certify that all students listed on this report have met each learning objective as set forth by National Rifle Association.

**SUBMIT REPORT TO NRA**

**No level - NO certificate**

# Step by Step Certificate Printing

First Click on the Menu button, then **HOVER** over “Manage Training and Students”, then Click on “Submitted Course Reports”.



# Open the completed report

☰ MENU



## MANAGE TRAINING AND STUDENTS



### Submitted Course Reports

Click the gear icon to open the report


1	2	3	4				
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
Friday, May 22, 2020 1:00 AM	NRA HQ 11250 Waples Mill Rd Fairfax, VA	NRA Basic Shotgun Shell Reloading Course	8	1	0	Y	Friday, May 22, 2020 10:28 AM



# Enable Certificate Function

 MENU  **NRA** | TRAINING

## MANAGE COURSE


 [PRINT COURSE REPORT](#)

Course Details Click this button to enable certificate function

### 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

### 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".

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

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	PAID	ATTENDED	PASSED
<input type="checkbox"/>	BRETT MALE SIMON	NRA 11250 WAPLES MILL RD FAIRFAX, VA 20136 P: 7032671535	bsimon@nrahq.org	54	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Click the Print Button

☰ MENU



course. But you can always view this report or print it out for your records.

## NRA FIRST Steps Rifle Orientation

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: 1 NRA Certificate Awarded: Y

Course Type: NRA First Steps Orientation

Discipline: Rifle

Course Start Date: 5/22/2020 12:00:00 PM Length of Course: At least 3 hours

Trainer's Name: NRA TRAINING COUNSELOR

NRA ID#: 101000000000014 Daytime Phone: 7032671422

Location: NRA HQ  
11250 Waples Mill Rd  
Fairfax, VA 22030

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


Obsolete hard copy certificates may **NOT** be used if the option exists to print this PDF from the course report.


## 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			 <b>PRINT</b>

# Print Certificate Screen




 MENU


 **NRA** | TRAINING

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

Students
<a href="#">BRETT MALE SIMON</a>

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   



The certificate is framed in blue and features the NRA logo at the top center. The text reads: "NATIONAL RIFLE ASSOCIATION OF AMERICA certifies that BRETT MALE SIMON has successfully completed the FIRST STEPS RIFLE ORIENTATION". At the bottom, it includes fields for "INSTRUCTOR SIGNATURE" (with a signature), "INSTRUCTOR L.D." (101000000000014), "INSTRUCTOR PRINTED NAME" (NRA TRAINING COUNSELOR), and "DATE" (May 22, 2020). A signature of John C. Frazer, Secretary of the NRA, is also present. A "SERIAL NUMBER: 285228" is printed at the bottom right.

# Save Certificate as PDF


BRETT MALE SIMON

Certificate.aspx 1 / 1

**Download and save PDF**

NATIONAL RIFLE ASSOCIATION OF AMERICA  
*certifies that*  
**BRETT MALE SIMON**

# Send Directly to Printer



BRETT MALE SIMON

Certificate.aspx 1 / 1



**Send to printer now**



NATIONAL RIFLE ASSOCIATION OF AMERICA

*certifies that*

**BRETT MALE SIMON**

# Course Transfer

Need to transfer a student from one class to another or enroll student in another class? Use this feature to transfer or enroll student in additional training.

Simply check the box to the left of the student name, then select a future course from the drop down menu to the left of the “Transfer” and “Signup” buttons.

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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 r... course selected from the list of available course(s).

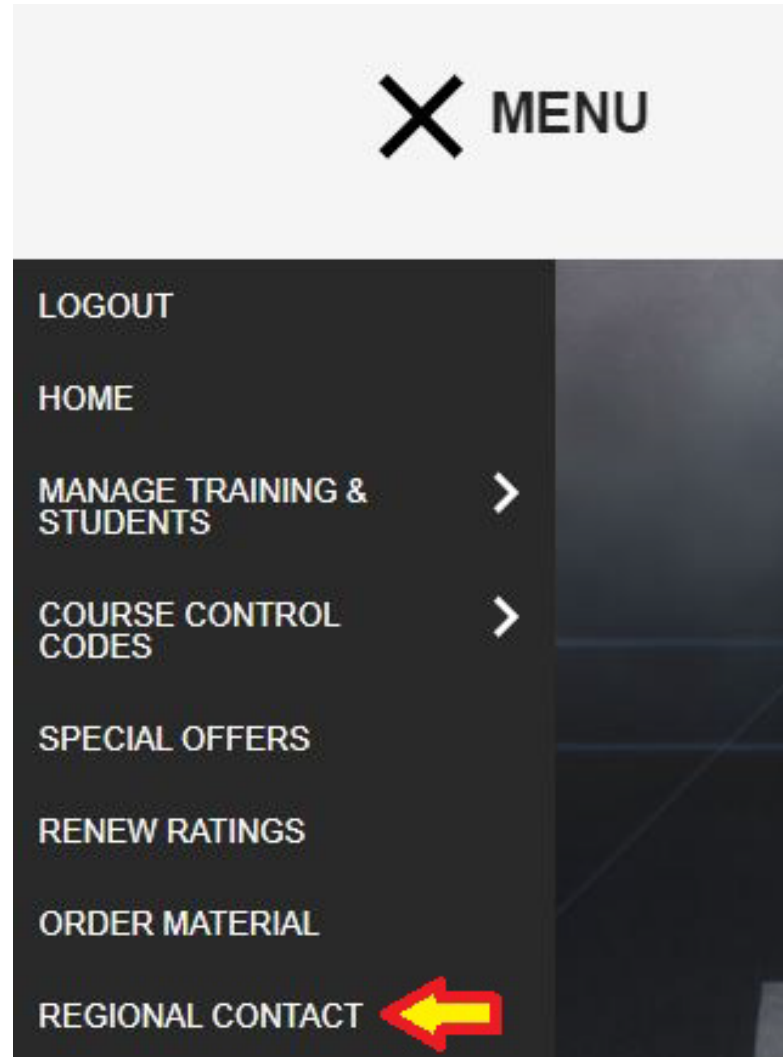
Note: "Signup for Another Cours... se(s). Student(s) will still remain in this course.

**“TRANSER” – takes the complete student record *from* one course to another.**

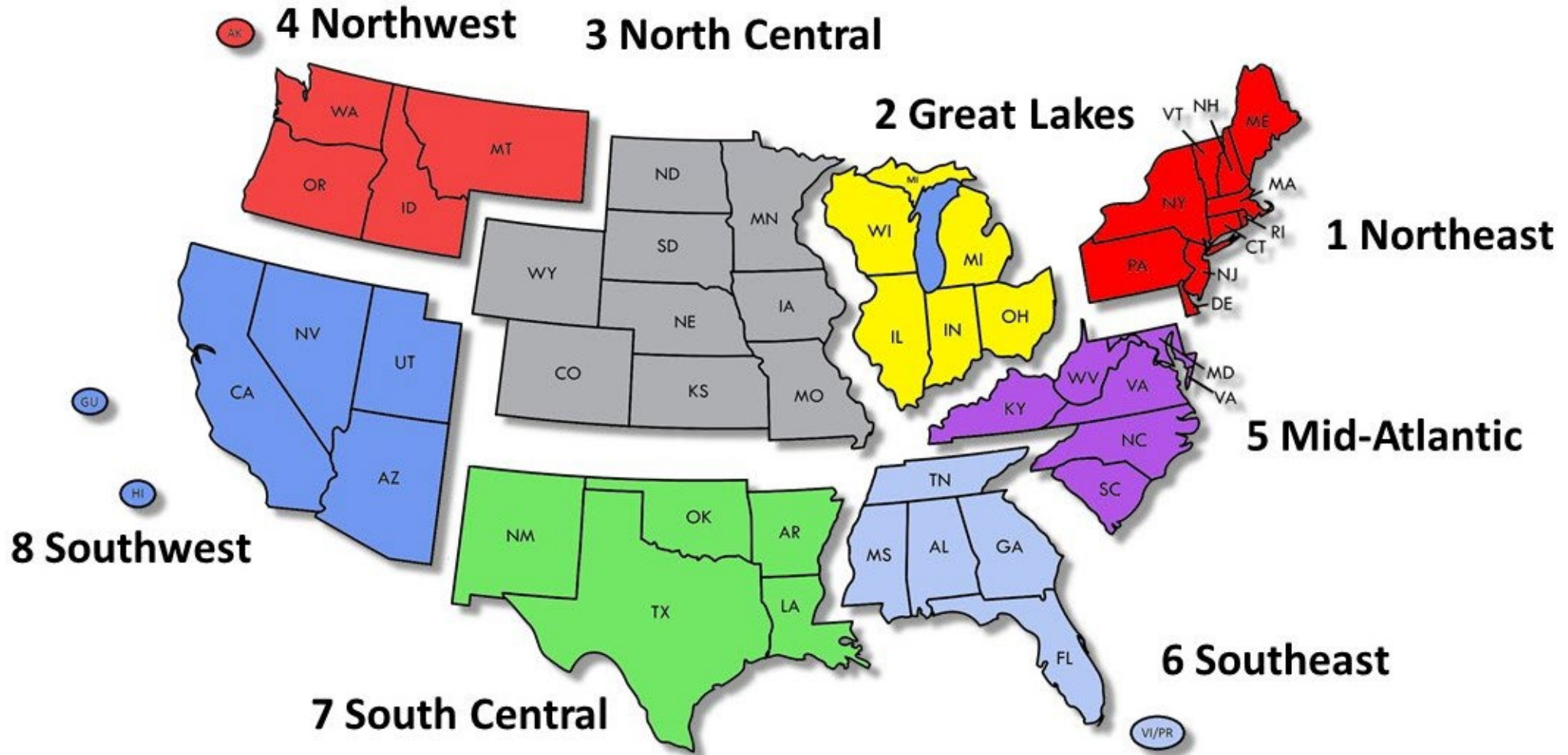
**“SIGNUP” – keeps the student on the 1<sup>st</sup> course, and *duplicates* their info in another.**

# Any further questions?

**Please first  
contact your  
own Training  
Counselor,  
or your State  
or Regional  
TC Liaison.**



# Regional TC Liaisons



# Region 1 – Northeast

## REGION 1 - NORTHEAST



**CONTACT NAME**

**James Grammenos**

**CONTACT EMAIL**

[RTC\\_NE1@nrahq.org](mailto:RTC_NE1@nrahq.org)

# Region 2 – Great Lakes

## REGION 2 - GREAT LAKES



**CONTACT NAME**

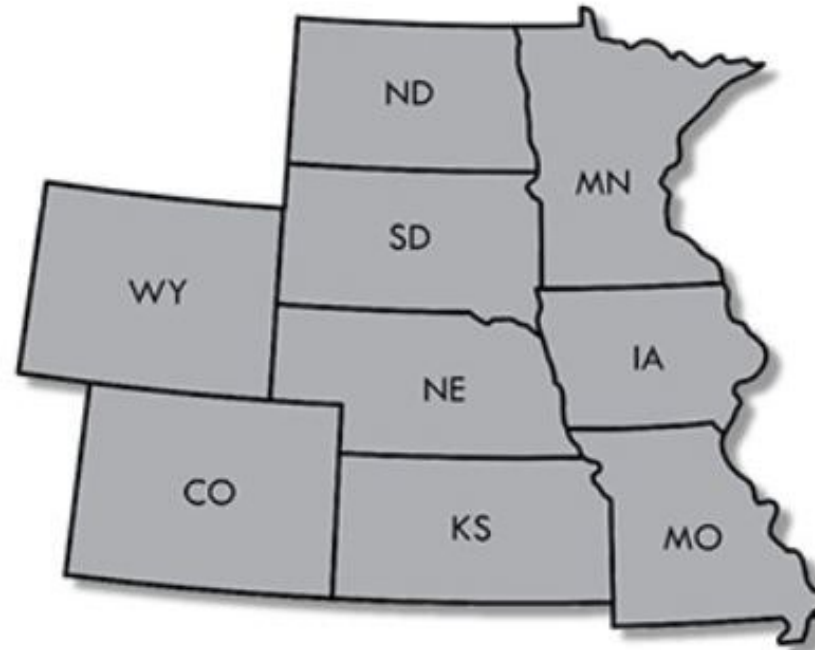
**Brian Kapnick**

**CONTACT EMAIL**

[RTC\\_GL2@nrahq.org](mailto:RTC_GL2@nrahq.org)

# Region 3 – North Central

## REGION 3 - NORTH CENTRAL



**CONTACT NAME**

**Darin Van Ryswyk**

**CONTACT EMAIL**

[RTC\\_NC3@nrahq.org](mailto:RTC_NC3@nrahq.org)

# Region 4 – Northwest

## REGION 4 - NORTHWEST



**CONTACT NAME**

**Shaun Curtain**

**CONTACT EMAIL**

[RTC\\_NW4@nrahq.org](mailto:RTC_NW4@nrahq.org)

# Region 5 – Mid-Atlantic

## REGION 5 - MID-ATLANTIC



**CONTACT NAME**

**James Sheckels**

**CONTACT EMAIL**

[RTC\\_MA5@nrahq.org](mailto:RTC_MA5@nrahq.org)

# Region 6 – Southeast

## REGION 6 - SOUTHEAST



**CONTACT NAME**

**Dennis Doll**

**CONTACT EMAIL**

**[RTC\\_SE6@nrahq.org](mailto:RTC_SE6@nrahq.org)**

# Region 7 – South Central

## REGION 7 - SOUTH CENTRAL



CONTACT NAME

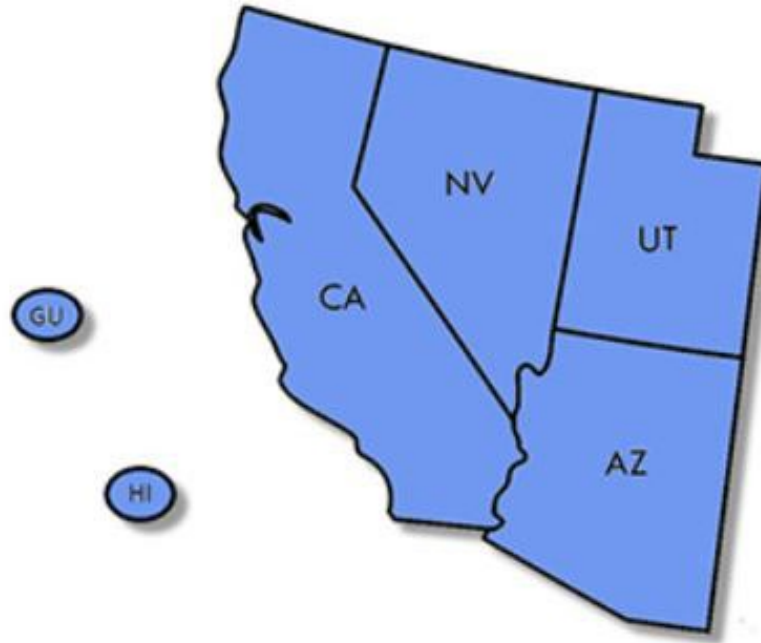
**Heidi Rao**

CONTACT EMAIL

[RTC\\_SC7@nrahq.org](mailto:RTC_SC7@nrahq.org)

# Region 8 – Southwest

## REGION 8 - SOUTHWEST



CONTACT NAME

**Richard Marshall**

CONTACT EMAIL

[RTC\\_SW8@nrahq.org](mailto:RTC_SW8@nrahq.org)

# Unable to reach a local TC?

**If this is the case:**

- Instructors and RSOs contact NRA at:  
[NRAinstructors@nrahq.org](mailto:NRAinstructors@nrahq.org)
- Training Counselors contact NRA at:  
[trainingcounselor@nrahq.org](mailto:trainingcounselor@nrahq.org)