

NRAI/RSO Online Processing

- After you have completed the process, you may print and/or download your certificate/ID card
- Credentialing period has changed from one year to two-years for all initial and renewal periods
- NRA Credentials Verification

IMPORTANT NOTE: All agencies or organizations, government and non-governmental, trying to verify someone as an NRA Trainer or Range Safety Officer, please use the <https://www.nrainstructors.org/InstructorAdmin/renewLogin.aspx> page for verification, **NOT** the card or certificate (this will not work for NRA Law Enforcement trainers). This is because a trainer or RSO credential could be revoked the next day, but still be walking around with a “valid” card. The website is updated every 24 hours. You will need the NRA or Trainer number and the last name of the individual to be verified.

My NRA TC/CRSOs is: _____

My NRA TC/CRSOs's NRA number is: _____

The class number/date(s) of my class was: _____

NRAI/RSO Online Processing

- NRA Training is fully automated for processing Instructor candidates online
- You are responsible for your own processing
- Once the Training Counselor (TC) or Chief Range Safety Officer (CRSO) submits their online course reports at NRAInstructors.org, Range Safety Officers (RSOs) and Instructor Candidates (ICs) can complete the credentialing process; register, log in, check off the electronic disclaimer, pay the credentialing fee, and then print, download, or email the certificate/ID card
- RSOs and ICs may not perform in the capacity as an NRA RSOs/Trainer until this process is complete

Items Needed Before Starting

1. An NRA number or existing NRA Instructor number.
 - Note: Membership is not required, however, non-members will have to wait for their non-member instructor number to be assigned and sent to them by email. This will happen after the course report is processed at NRA HQ. DO NOT CONTACT NRA HEADQUARTERS FOR THE NUMBER!
 - Membership before the course is most expedient! **[Save \\$10 when you Join, Renew, or Add a Year to an NRA Membership!](#)** (Click the link) After 48 hours, call NRA Membership at 800-672-3888, option 2 and request your new NRA Member number.
 - After receiving your number, you can register and complete your processing JOINING DURING THE COURSE, may present the same delay.
2. Computer or electronic device to access the internet and login at **www.NRAInstructors.org**.
3. A valid email address.
4. Method of printing and/or downloading credentials
5. Credit Card information

New Fees

- Members:
 - New first time Instructors and Range Safety Officers **\$30 for 2 years**
 - Additional ratings; one time **\$10 fee**
 - Renewing Training Counselors, Instructors, Chief Range Safety Officers, and Range Safety Officers; **\$30 for a two year term**, regardless of how many ratings are being renewed
- Non-members:
 - All first time Instructors and Range Safety Officers will pay a flat rate of. **\$50 for 2 years term**
 - Additional ratings; one time **\$20 fee**
 - Renewing Instructors, Chief Range Safety Officers, and Range Safety Officers will pay a flat rate of **\$50 for a two year term**, regardless of how many ratings are being renewed
- If you are NOT a member, you will need to wait until you receive your NRA Instructor ID number to register

NRA Instructor Processing

- It takes 24 hours to update information to online. At that time ICs may register at www.nrainstructors.org and finish the eight step process
 - Non-Member IC processing will take no more than 30 days to complete. Do not call or email to obtain the number. It will only slow the process
- Once this is done, ICs are able to print ID cards and certificate(s)
- If ICs are found in the database, they are merged with the appropriate file and emailed in the same manner. If the non-member IC already has instructor ratings, they use the assigned number. Unnecessary delays can be avoided by ensuring IC's information on the report is correct
- Non-Member Instructor Candidates (IC) fall into a separate file when the online report is submitted. Because there is no number with which to associate the rating, the "Web Errors" file is gone through by hand daily to search for the individual in the database
- If IC is not found, NRA Training will create a new Non-Member number. Once this is done, an email is sent to the address provided when the IC signs up containing the Non-Member NRA Instructor ID number