



NRA RANGE SAFETY  
OFFICER (RSO) COURSE

# RSO CERTIFICATION PROCESS

## *ACCOUNT REGISTRATION*



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[WWW.NRAINSTRUCTORS.ORG](http://WWW.NRAINSTRUCTORS.ORG)



Write this down now!!



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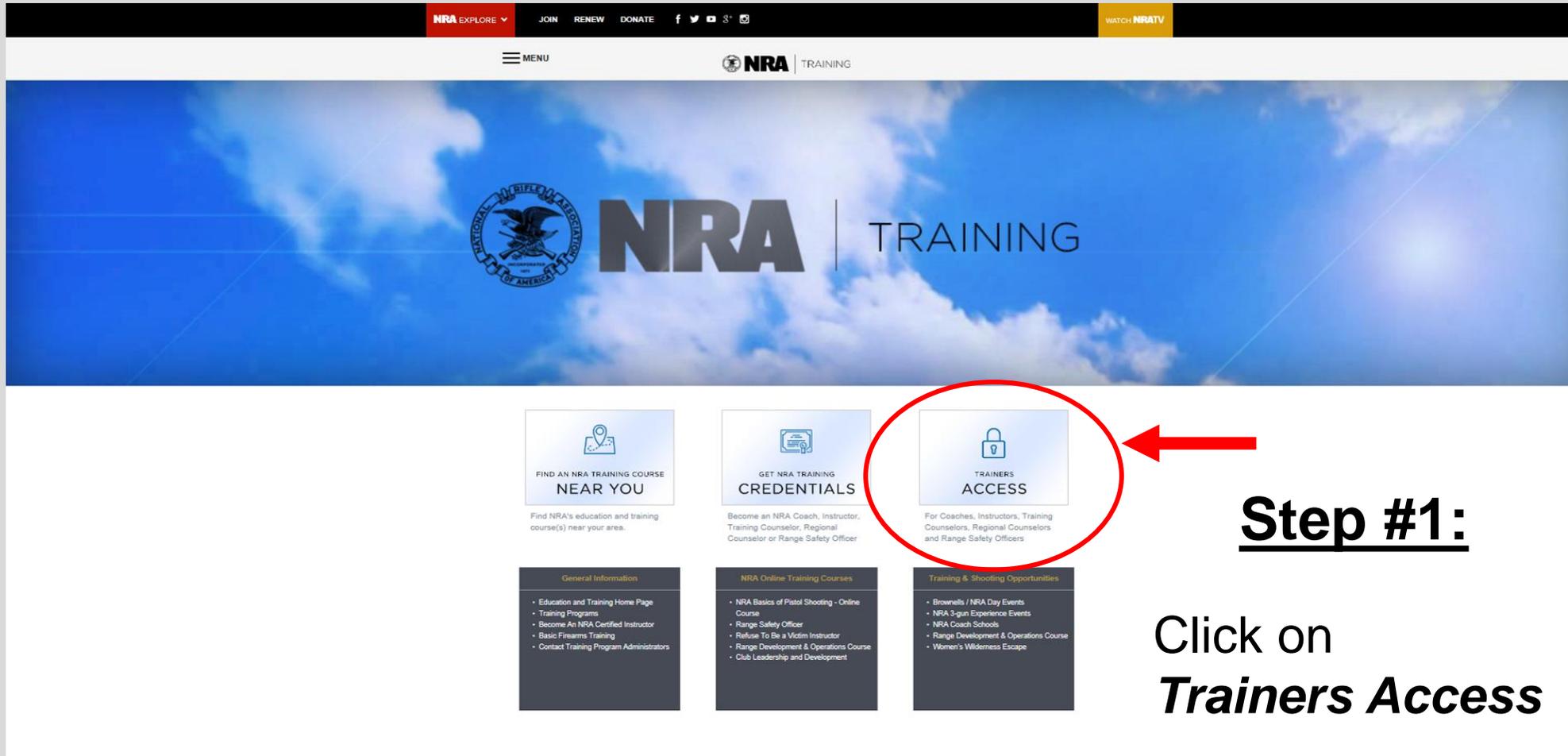
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The screenshot shows the NRA Training website interface. At the top, there is a navigation bar with 'NRA EXPLORE', 'JOIN', 'RENEW', 'DONATE', and social media icons. Below this is a 'MENU' button and the 'NRA TRAINING' logo. The main banner features the NRA logo and the word 'TRAINING' against a blue sky background. Below the banner are three main content boxes: 'FIND AN NRA TRAINING COURSE NEAR YOU', 'GET NRA TRAINING CREDENTIALS', and 'TRAINERS ACCESS'. The 'TRAINERS ACCESS' box is circled in red, and a red arrow points to it from the right. Below these boxes are three columns of links: 'General Information', 'NRA Online Training Courses', and 'Training & Shooting Opportunities'.

**Step #1:**

Click on  
***Trainers Access***





# NRA

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NRA EXPLORE ▾

JOIN

RENEW

DONATE



☰ 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.

## Step #2:

Click on  
***Click here  
to register***





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**Step #3:** Enter your Info  
& Click “**NEXT**”.

**NOTE:**

Your Training Counselor/CRSO has up to 10 days to complete and submit the Course Report for this instructor course. Once completed, there may be an additional short period of time for you to receive your Non-Member ID via email. **NRA Members will not have this extra waiting period.**

### 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

12345678

Last Name

Smith

Country

USA

Zip Code

22030

NEXT



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## Step #4

Create a Login ID, *this may be the same as your RSO/Member ID number.* If so, it will help you remember what it is when calling in to HQ. Next, enter an email address where you will be getting email updates from HQ. Finally, create a simple password for you to remember.

### Complete Registration

Welcome, John Doe

Your Instructor ID is: 12345678

Create 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.)





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# *REGISTRATION COMPLETE!*

You have registered successfully..

Your Login ID is **1911Shooter**

Please remember this Login ID. Preferably note it down somewhere safe. You must have this Login ID to use this site.

[Click here to Login.](#)



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# RSO CERTIFICATION PROCESS

## *ACCOUNT ACTIVATION*



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# *Activating Your Credentials*



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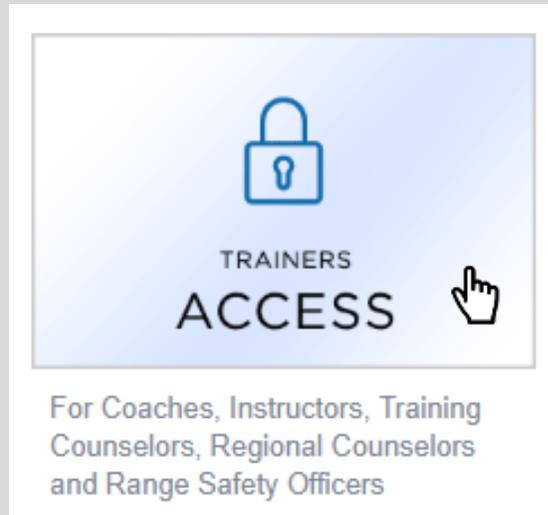
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## Signing In For The First Time

WWW.NRAINSTRUCTORS.ORG



LOGIN

Login ID

Password

**LOGIN**

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

### Step #1:

Click on  
**Trainers Access**

### Step #2:

Enter your:  
**Login ID & Password**





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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 Range Safety Officer (RSO)

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](#)





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## Paying for Certifications Disclaimer

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.

I agree to the Disclaimer

Continue



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## Step #2: Select a Payment Method

Renew Your Ratings

Address

NRA ID#: 1234567  
Address: 11250 WAPLES MILL RD  
FAIRFAX, VA 22030  
USA  
(703) 267-1500

RATINGS	ORIGINATION DATE	EXPIRATION
Certified Pistol	5/12/2003	6/30/2019
Personal Protection In The Home	5/12/2003	6/30/2019

Payment Information

Term 2 Year(s)  
Amount \$30.00

Payment Type  Credit Card  PayPal

**SUBMIT PAYMENT**





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**Step #3:** Fill in the fields appropriately & click on ***SUBMIT PAYMENT*** One Time.

Payment Type  Credit Card  PayPal

Credit Card Information

Card Number(no spaces or dashes)  Name on Card

Card Type  Card Expiration  /





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## *RENEWING YOUR RATING*



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# *Renewing Your Credentials*

## *(Every 2 Years)*



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## *RENEWING YOUR RATING*



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Once Logged in...

**Step #1:** Scroll to bottom  
of page, Click on  
**Renew Ratings**

### NRA Trainers Account Management

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



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## RENEWING YOUR RATING



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## Step #2:

### Select a Payment Method

Renew Your Ratings

Address

NRA ID#: 1234567  
Address: 11250 WAPLES MILL RD  
FAIRFAX, VA 22030  
USA  
(703) 267-1500

RATINGS	ORIGINATION DATE	EXPIRATION
Certified Pistol	5/12/2003	6/30/2019
Personal Protection In The Home	5/12/2003	6/30/2019

Payment Information

Term 2 Year(s)  
Amount \$30.00

Payment Type  Credit Card  PayPal

**SUBMIT PAYMENT**

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## *RENEWING YOUR RATING*



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**Step #3:** Fill in the fields appropriately & click on ***SUBMIT PAYMENT*** One Time.

Payment Type  Credit Card  PayPal

Credit Card Information

Card Number(no spaces or dashes)

Name on Card

Card Type

Card Expiration  /

**SUBMIT PAYMENT**



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# RSO CERTIFICATION PROCESS

## *PRINTING CERTIFICATE / ID CARD*



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**Step #1:** Login to your NRAI account

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**Step #2:** Scroll to bottom of the page

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**Step #3:** Select the function you wish to do

### Lesson VI

### Lesson VII

#### NRA Trainers Account Management

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





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# ASSISTANCE



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*Need help or have a question?*

**Step #1:** - Contact Your Training Counselor/CRSO First

**Step #2:** - Contact NRA Education & Training

NRA Training Department.

(They will refer you to the Step #1, if you haven't done so.)

**Education & Training Division**

703-267-1500

Training@nrahq.org

