



# HOW TO APPROVE A REQUEST TO AFFILIATE WITH AN AGENCY?

The Training Officer is the only administrative role within the agency that can approve or deny affiliation requests, including those submitted by additional Training Officers and Medical Directors. Training Officers are also responsible for approving the Continuing Education and Skills Competency for EMR and EMT providers and Continuing Education for AEMT and Paramedics who are maintaining their National Registry of EMTs Certification. The agency's Medical Director approves the Skills Competency of AEMT and Paramedic providers.

## To Approve an Affiliation Request:

1. Login with your username and password.
2. Under MY ROLES, click on Training Officer to access the Training Officer dashboard.
3. On the Training Officer Dashboard, look for the section titled PENDING ACTIONS & REQUESTS.
4. Click on the View button in the Affiliation Requests line, and the Pending Affiliation Requests screen will appear.
5. Read the instructions box at the top of the screen.
6. Click in the Approve or Deny box for the individual(s) you want to approve or deny.
7. Click Save Changes.

**Note:** Providers will be added to your Agency Roster, and the administrative roles of Training Officer and Medical Director will be added to the Agency Edit Agency screen. You will find the Edit Agency tab on your Training Officer role in the Agency tab.