

NRA CERTIFICATION RENEWAL

All NRA Certified Shotgun Coaches are required to maintain an account at www.nrainstructors.org
Coach Certification renewal notices will be sent by e-mail and will no longer be mailed.

Instructions to Create an NRA Account, Renewals and Print Credentials:

(If you have already created an account and simply wish to renew skip to Step 5)

1. Access www.nrainstructors.org on the Internet
2. On the screen that appears, select the right hand box, "Trainers Access"
3. Create a personal NRAI account by selecting "Register" and then enter your NRA ID number, Last Name and Zip Code. Your NRA ID number can be found on your Coach Credential Card or your NRA Membership card.
4. Click "Next". You will need to create an NRAI Log In ID and Password.
5. After you have successfully created your NRAI account, log into www.nrainstructors.org again.
6. Select the "Trainer's Access" box and log in using your NRAI Log In ID and Password. Your current NRA trainer ratings are listed under "My Ratings" in the left column.
7. To renew your ratings, please click on "Renew Ratings" on the top blue bar. On the page that appears, enter your credit card information and click the submit button. On the receipt page, click the "Print" button. Once you have clicked the print button you will be taken to the next page to print your credentials.
8. To the right of your listed ratings, select either "Print Your Trainer's ID card" or "Print your Certificate(s)".