

### **Instructions for completion and documentation of NPS training:**

1. Go to TSAR's website [tsar.org](http://tsar.org)
2. Click "Training Requirements and Opportunities"
3. Click the link "NPS SAR Training Website"

You do not need to download the training materials, however you may find some useful for future reference.

Click on the module you wish to take. Click the forward and back buttons at the bottom of the screen to proceed through the module.

When you complete all modules, click "Basic SAR Training, Quiz"

Remember to click "submit" not "forward" after each question. Your answers will not be saved if you click forward!

When the screen appears "Congratulations, you passed" **STOP! Do not click on anything** until you have used a "snip tool" or other software to save an image of the screen. This image serves as your certificate of completion.

Save this **until your application to become a member of TSAR has been accepted**, then email it to [tsar\\_aar@tsar.org](mailto:tsar_aar@tsar.org)

### **Instructions for completion and documentation of NIMS training:**

1. Go to TSAR's website [tsar.org](http://tsar.org)
2. Click "Training Requirements and Opportunities"
3. For NIMS classes, click the link for the course you would like to take.

Register for a FEMA SID (Federal Emergency Management Agency Student Identification Number) by clicking the link.

Navigate back to the class webpage (steps 1-3 above)

Click on "Interactive Web Based Course"

When done with the course, take the final exam online. If you pass you will receive a pdf of your certificate of completion. (This will be done for each of the NIMS courses). Save this **until your application to become a member of TSAR has been accepted**, then email your certificates as you earn them to [tsar\\_aar@tsar.org](mailto:tsar_aar@tsar.org)