Add and Update Attendee Status for each student in an EMS Initial Education program

Go to **Trainings** ➔ **Manage Courses**
How do students get on my roster?

- You can add them manually OR
- When you request the course, you can indicate that you want students to be able to register themselves

In the Course

Set for all at same time

Or Individually
Keep Roster up-to-date at ALL Times

Attendee Statuses

- Initial Roster due within 10 days of start
- Final Roster due within 30 days of end

IE: Current Student
IE: Completed/Graduated - Eligible for NREMT
IE: Attrition-Academic - Dismissed due to grades
IE: Attrition-Academic - Withdraw due to grades
IE: Attrition-Academic - Other Academic
IE: Attrition-Non-Academic - Financial
IE: Attrition-Non-Academic - Medical/Personal
IE: Attrition-Non-Academic - Other/Unknown
IE: Student Withdrawn within 10 Calendar Days of Start (Not Attrition)
IE: Passed NREMT CBT 1st Attempt
IE: Passed NREMT CBT Within 2 or 3 Attempts
IE: Passed NREMT CBT Within 4, 5 or 6 Attempts
IE: Attempted CBT but Did Not Pass NREMT within 2 Years or 6 Attempts
IE: Attempted NREMT CBT - Unsuccessful (1, 2, 3, 4, or 5 attempts)