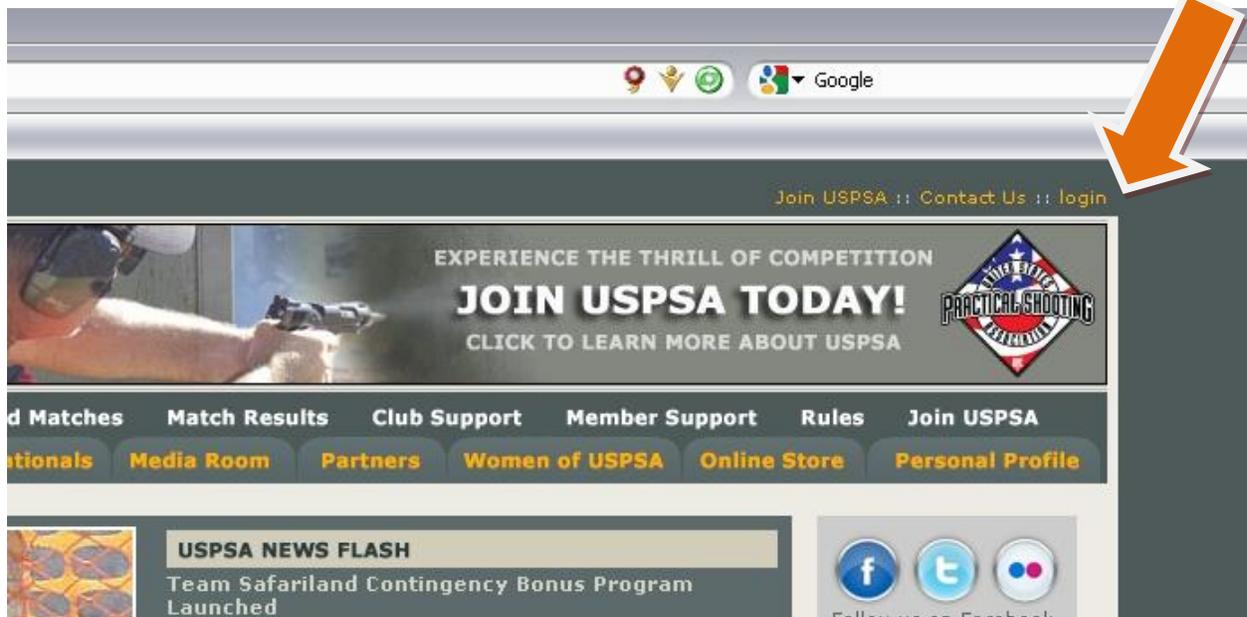## How to maintain your certification with NROI

Go to www.uspsa.org and click on "Log in" in the upper right hand corner:

When the log-in screen pops up, enter your member number and personal password. If you have not yet set up a personal password, enter your PIN. Your PIN is a 7 digit number tied to your specific membership and can be found on the mailing label of your Front Sight Magazine. If you can't find it please contact us via email at nroi@uspsa.org and request it. We'll need your full name and member number to retrieve it for you. Once you've entered those details, click "Login."

Once you're logged in, it will take you back to the main screen and you should now see your name at the top right of the screen. From there, click on the tab that reads, "Personal Profile":
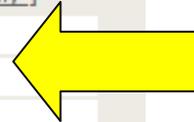

That will bring you to a page that will look similar to this:

This is your personal profile. From here you can manage various aspects of your membership such as your email address, password, NROI certification and classification records. Spend some time getting acquainted with this screen and consider setting a personal password if you are still using your PIN to log in. A personal password is easier to remember and will not change until you change it, whereas your PIN will change from time to time. Also consider registering your email address so we may keep in touch with you regarding important details of your membership. We will not sell, barter or trade your email address under any circumstances. It will be used **strictly** for membership services within USPSA.

In order to renew your certification with NROI, you'll want to focus on this section of your profile in the upper right:

Click the link that reads, "Take RO Exam" – keep in mind this link will only be available on your profile 30 days prior to your expiration date. If you don't see it there make sure you are within the 30 day window and make sure your membership is current. The exam will remain on your profile for 180 days. After that, the exam link will fall off and you will need to take the long version of the exam to retain certification. If it has been more than one full year you will be required to take the course again. See the policies for certification here.

After clicking on the exam link, you will be taken to the exam page:

The top of the page will detail when the exam was added to your profile, how long it will be available and how many attempts you've made to pass.

IMPORTANT:

- Enter the rule number without any spaces or letters, but be sure to include the decimal point in the rule (if the rule is 5.2, enter 5.2, not 52, for your answer). If more than one rule provides the answer, please enter only one rule number (you will get full credit for any of the valid answers). If the rule is in an appendix, list only the appendix number (A1, etc.). Do not include any decimal points or additional information in answers which refers to an appendix.
- You can save your work and continue later. You will get immediate feedback as soon as you submit your exam. If you have passed you will be alerted of this and we will issue your recertification documentation and mail it out to you within the next week after successful completion.
- If you did not pass the exam will reset and you will have two more chances.
- You will only need to answer the questions you failed on subsequent attempts. It is not necessary to take the entire exam again.
- If you are unable to pass after three attempts there are still options available. Contact us at nroi@uspsa.org for those options.
- Your profile will not be updated immediately. When USPSA HQ runs the next classification on or around the 10th of the month your NROI certification information will update at that point. Until that time, use the new certification card we mail for proof of current certification.

Please contact us if you have difficulties with any of the instructions contained herein. Good luck and thank you for your service!