

# JOINING THE NSP and ENROLLING IN A COURSE

## AS AN ASSOCIATE (3 steps)

Rev 8/20/16

If a person wants to enroll in a NSP course but has not been registered on a patrol roster by their Patrol Representative/Patrol Director/Patrol Leader, there is a three step process to get an NSP number, become an associate member, and then enroll in the OEC class. Here are the details of each step:

1. Create an Account
  - Log onto the NSP.org website.
  - Click on the "Create Account" button at the top right of the page.
  - Complete all the required fields
  - Click on "Submit". The "non-member" will be emailed their new 6-digit NSP number.
2. Become an Associate
  - Click on the "Become an Associate member" box.
  - Click on "Update cart."
  - Click on "View cart." If items are correct, complete "Payment Details."
  - Click on "Submit Order." The Associate member will receive a receipt for dues via email.
3. Enroll in a Course
  - Under the "Member Resources" tab at the top, click on "Course Schedule."
  - Click on a course title to enroll.
  - Check if the Course Title, When, and Where are correct, and then click on "Register Myself."
  - Check on "Proceed to Check-out."
  - If items in the Shopping Cart are correct, complete "Payment Details" and click on "Submit Order."
  - An Order Confirmation will appear with course title and amount paid. An email confirmation will also be sent to the student's email on file and the course will appear in the student's "Email Log" on the NSP Profile.

## AS A CANDIDATE (3 steps)

If a person wants to take an OEC class and has been verbally accepted as a potential member of that patrol, there is a different three step process than listed above: get an NSP number, have your Patrol Representative/Patrol Director/Patrol Leader add the Candidate to the patrol roster, and then enroll in the OEC class. Here are the details of each step:

1. Create an Account
  - Potential Candidate logs onto the NSP.org website.
  - Click on the "Create Account" button at the top right of the page.
  - Complete all the required fields
  - Click on "Submit". The Potential Candidate is now a "non-member" with a 6-digit NSP number.
2. Join the Patrol
  - Potential Candidate informs Patrol Representative/Patrol Director that he/she has created an account with NSP and has a 6-digit ID number.
  - The Patrol Rep/Director adds the Potential Candidate via the "Add a Patroller" on the NSP website.
  - **The Patrol Rep/Director sends the email link below to the Potential Candidate. The only way a potential candidate can pay their \$55 dues is via the link below.**  
[https://www.nsp.org/NSPMember/Candidate\\_Online\\_Join/NSPMember/CandidateOnlineJoin/CandidateJoinNow.aspx](https://www.nsp.org/NSPMember/Candidate_Online_Join/NSPMember/CandidateOnlineJoin/CandidateJoinNow.aspx)
  - The potential candidate selects the above link, logs in with their 6-digit number, and pays their dues by following the online instructions.
3. Enroll in a Course
  - Under the "Member Resources" tab at the top, click on "Course Schedule."
  - Click on a course title to enroll.
  - Check if the Course Title, When, and Where are correct, and then click on "Register Myself."
  - Check on "Proceed to Check-out."
  - If items in the Shopping Cart are correct, complete "Payment Details" and click on "Submit Order."
  - An Order Confirmation will appear with course title and amount paid. An email confirmation will also be sent to the student's email on file and the course will appear in the student's "Email Log" on the NSP Profile.