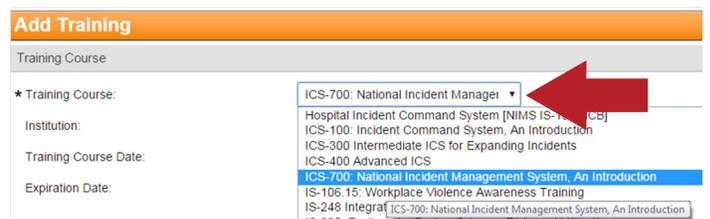
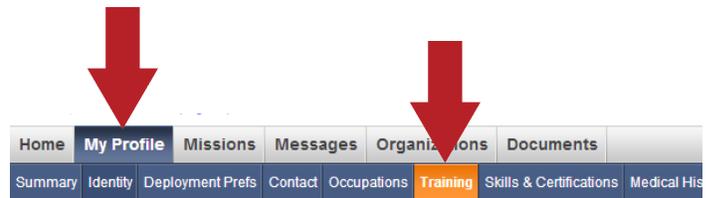




HOW TO UPDATE YOUR TRAINING RECORD

Upon completion of a training course, it is important to add the course to your Responder profile along with your certificate (if applicable) for verification. Follow the directions below to add a course to your Responder profile. For a list of required and recommended training courses, visit: <http://bit.ly/MDRtrex>.

1. Log into your Responder profile at <https://mdresponds.dhmh.maryland.gov/>.
2. Open the **Training** section of your profile by clicking the **My Profile** tab and then the **Training** subtab.
3. Click the **Add Training Course** link.
4. Select the title of the training course to add from the **Training Course** dropdown box.
5. For **Institution**, enter the name of the organization that provided the course (Maryland Responds, FEMA, etc.).
6. For the **Training Course Date**, enter the date you completed the course.
7. For **Expiration Date**, enter the course expiration date, if applicable (e.g., CPR certifications expire after 2 years).
8. To **Upload Certificate**, click the **Choose File** button to upload your training certificate (if applicable). This step is **required** for verification of the Maryland Responds Orientation, IS 100 and IS 700 courses.
9. Click **Save Changes**.



MARYLAND RESPONDS MEDICAL RESERVE CORPS



MARYLAND RESPONDS STATE PROGRAM

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