NRP Learning Platform

Creating an Instructor-Led Event Instructions

After an Instructor Mentor has logged into the platform, they will click on the "events" tab where they can filter existing events by name, organization, date range or status.

They can also select "Add New Event" and fill in a series of tabs, beginning with "Basic Details". This tab includes Event Name, Organization Name, Type (including Essentials, Advanced, Essentials and Advanced, or RQI for NRP Prep), Event Visibility, and when the event will occur.

The next tab is registration, where the user will enter the minimum and maximum number of registrants, and registration access. If the Instructor-Led event is self-register, the instructor has the ability to close registration by a certain date or to leave the registration open.

If the event is closed to outside learners and the roster will be handled by the Instructor, the instructor would select the admin option and select next.

The next tab is Location and Contact Details where the instructor will enter the location name, address, and contact information.

The next tab is instructor details, where the instructor can add additional instructors based on the AAP recommendation student-instructor ratios. To add an instructor, click the add instructor button, search by name, select, and add.

The next tab is Additional Details where the instructor can add a note to the learners about the event, as well as a message to other instructors.

The final tab is Review and Confirm where the instructor can confirm the accuracy of the information entered.

The instructor can click on exit and save, or they can publish the event.

Once the event has been published, the learners can search for the course, or the instructor can add learners to the event. Here, they will be able to add instructor candidates or students to the event.