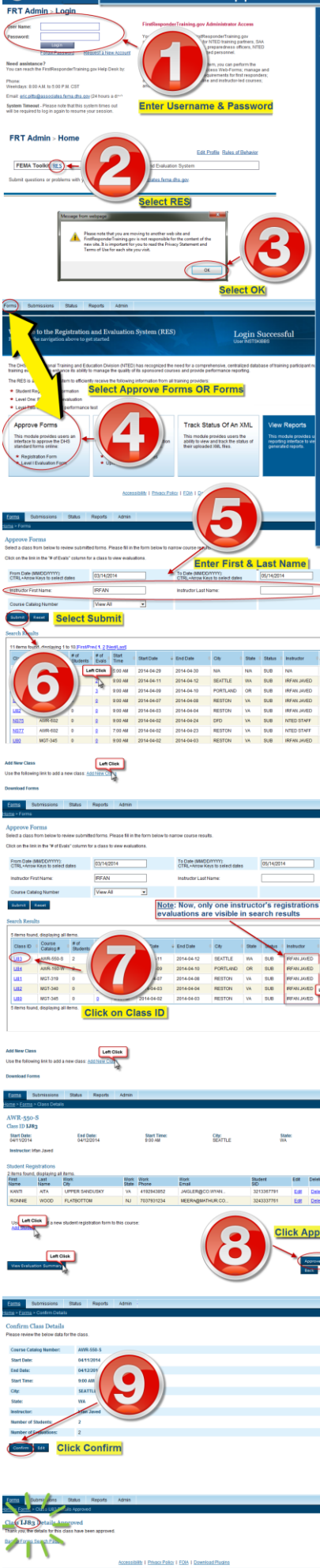
RES Instructor Approval Quick Guide



Top Frequently Asked Questions

Q1. *Why can I see registration data for classes other than my own?*
Instructors can see all classes assigned to them in the RES system. This is helpful in the event that a secondary instructor needs to approve forms.

Q2. *When do I need to approve course registrations?*
Ideally, course registrations are approved quickly by both instructors and training providers.

Q3. *What should I do if the number of course registrations or student evaluations doesn't match the number of students in my class?*
In the event that the number of registration forms are lower than the class size, instructors will simply ask students who did not register on the first day to register the next day. If a student doesn't fill out the registration form, then the instructor can add it at any time.

In the event that the number of registration forms are greater than class size, instructors can delete duplicate or wrong entries when going through the approval process.

Lastly, if there are too few (or too many) evaluation forms with respect to class size, the instructor and the training provider will not be able to do anything because they can neither add nor delete evaluation forms.

Q4. *Who should I contact if I have additional questions?*
For additional help, please call 1-866-476-4827 or email firstrespondertraining@dhs.fema.gov