Your first course in the MTN Instructor Hub

You plan, advertise and teach. MTN centralizes student registration, testing records, materials orders and earned digital certifications. You retain responsibility for safe instruction, accurate attendance, observed individual skills and remediation.

Use your individual MTN account and approved teaching scope. Standard packet orders proceed directly to secure payment with shipping of $30 per group of up to 30 packets and applicable tax. MTN Admin receives paid orders for fulfillment; no individual price approval is required.

1. Create your account, sign in and change your password

Instructor Hub · your own account

Open instructors.mountaintrainingnetwork.com/mtn and choose “Create an account and get started.” Choose “Create account or sign in,” then “Sign up” on the MTN account screen. Use your individual email and create your own password. Signing in automatically opens your own limited Instructor Hub; no invitation is needed to begin. Each instructor uses a separate account.

In your Hub, review and sign your personal agreement. In basic details, select your current business (KFO, Outerlands or MTN), or choose “My business isn’t listed” and enter its name. New or independent instructors can enter their business as well. MTN Admin verifies any claimed affiliation before granting private access. Existing connected instructors keep their recorded pathway, waiver and approved teaching scope.

To change or recover your website password, sign out and use the password-reset option on the MTN website’s sign-in screen. Follow the reset email and choose your own new password. Google sign-in users manage their password through Google. The separate Hub email/password form uses the setup supplied by MTN; contact MTN if that access needs recovery.

2. Initial and sign your annual agreement

Annual agreement · before private instructor resources

Read every section, check its acknowledgment and enter your initials. Enter your legal name, business and signing capacity, confirm your intent to sign electronically, then select “Sign agreement.” Download the exact signed agreement and receipt. Each instructor signs personally. After completion, hold tight - MTN Admin will be in touch soon. Your basic Hub, FAQs, signed copy and account preparation remain available. The Backpack, private book and teaching guides, calendar management, materials ordering and instructor collaboration unlock only after the agreement is complete and MTN Admin manually approves your access.

The first agreement renewal is October 1, 2027, then each October 1; renewal opens 30 days beforehand. New or independent network instructors pay immediately: $300 per annual business license including the first instructor, plus $50 per additional instructor under that same MTN-verified license. Current network instructors with a recorded waiver remain waived through September 30, 2027 and begin this schedule October 1, 2027. A current instructor’s waiver does not extend to newly added staff. One instructor $300, two $350, three $400. Materials, shipping and applicable taxes are separate. Signing does not authorize automatic billing.

3. Confirm your individual teaching approval

My account > Profile, Documents and Orientation

Upload and personally confirm current medical and wilderness qualifications, CPR/BLS, résumé and teaching and patient-care evidence. Complete your orientation and submit for MTN review. Save each answer and any required reflection, then check the result. Correct, saved lessons collapse automatically; reopen them to review the marked answer. Agreement completion plus manual MTN Admin approval opens private instructor resources; final teaching approval identifies the courses and responsibilities you may undertake.

New leads need current W-EMT as a minimum. Equivalent or higher certifications or licenses are acceptable, with wilderness preparation and teaching readiness reviewed. Current WFR instructors are grandfathered within their individually approved scope and preferably serve as assistants. This gives new leads a consistent clinical foundation for assessment, treatment reasoning and evacuation decisions while retaining WFR instructors' valuable field and teaching experience.

4. Prepare, list and advertise your course

Backpack · Courses · Calendar listings

Backpack contains lesson plans, cases, reference guidelines and the private MTN book reader. Check the assigned released teaching edition before every course; a working copy marked clinical review pending is for review.

In Courses, create and save the approved course type, dates, hours, location and time zone. Every course must also be listed on the MTN website: use Calendar listings to submit the public listing for MTN review and keep its booking details current. A private draft does not meet the listing requirement.

Every course advertisement must show the MTN logo at the same size and prominence as any other logo shown. You may instead use the relevant MTN WFA or WFR sticker logo. Use Backpack's Course advertising & logo downloads and the example ad; preserve the supplied proportions. Teach every course to MTN standards and quality requirements.

5. Order all materials through the portal

Materials & credits > Request packets > Your orders

1. Request packets. Choose WFA, WFR or WFR-R, enter the number of students and shipping address, add any needed-by notes, then choose 'Continue to payment.' Each student receives one book, one wilderness pocket guide, one matching sticker and one patch. MTN separately provides testing access and eligible digital certifications.

2. Review your complete total. Shipping is $30 per group of up to 30 packets (1-30: $30; 31-60: $60; 61-90: $90). Checkout calculates applicable tax for your delivery address. Standard orders need no individual MTN Admin price approval. Your orders is below the form for payment status and tracking.

3. Pay and track delivery. Review the displayed packets, shipping, tax and total, then choose 'Pay' and finish secure payment through Wix. If asked to sign in, use the same MTN account. The Pay button accepts the displayed total; opening checkout alone does not charge your card. Confirmed payment adds packet credits automatically, and shipping progress appears in Your orders. Allow up to three weeks after payment and confirmation, with extra time before class. Licensing waivers do not waive student packets or shipping unless separately recorded.

6. Register every student and reconcile the roster

Courses > Before the course

Share the course enrollment link for student self-registration, or upload your spreadsheet as CSV under Courses > Before the course > Upload student information. Include Name and Email (or First Name, Last Name and Email), and optionally Recertifying WFR with Yes or No. You can also add one student manually. Review the details and choose Save student roster. Existing assessment records are preserved.

Under Activate student accounts, choose Generate link and Copy link, Send activation email for one student, or Email unregistered students for the class. Each private link fills in the correct course, name and email. Students choose their own password or sign in, verify their email if prompted, and personally complete the student agreement. Their Student Center profile is built from those registration details. Links last 30 days; the portal records email attempts and registration status.

Provider booking and tuition remain separate from MTN registration, which does not add another tuition charge. Confirm each booking arrangement, reconcile student registrations with the roster, and choose Assign credits to all students. Mark WFR renewal students and submit prior certificates for eligibility review. A roster upload or activation invitation does not replace a student signature or establish attendance, a passing result or an earned certification.

7. Teach and record individual practical evidence

Courses > During the course

Record each learner’s attendance, hours, observed skills, retained assessment reference and remediation. Select ‘Save skills & attendance’ before switching courses. Personally observe each required skill; group participation and a written pass cannot replace individual practical evidence.

8. Finish teaching and start course closeout

Courses > After the course

Open ‘Finish teaching & send tests,’ confirm that teaching ended and every student is included in the saved roster, then choose ‘Finish teaching and queue tests.’ This locks the roster, queues test invitations and opens the approved assessment for 30 days. An already-open assessment keeps its original version and window.

This is the start of closeout, not an automatic passing result. Submit complete records within seven days and resolve outstanding requirements. Use ‘Review or correct practical assessment’ and ‘Save practical assessment’ for later corrections or remediation. Contact MTN for roster corrections after teaching ends.

9. Help students complete testing

Student portal · each student’s own account

Students follow their course test link, choose ‘Sign in with MTN,’ ‘Open my assessment,’ and ‘Begin assessment.’ They can save progress, review their answers, confirm readiness and select ‘Submit for grading.’ Results show a written pass or a need for further study/remediation. WFR permits two total attempts: the initial test and one retake.

For an approved paper test, the registered student first begins their permitted assessment to reserve the same attempt. Use the assigned approved paper version. In After the course > Completed paper tests, select that verified attempt and upload every completed page in one PDF, JPG or PNG up to 5 MB before the testing window ends. MTN transcribes and grades the actual answers against the assigned bank. Upload alone grants no pass; online and paper attempts share the same limit.

10. Let MTN issue earned digital certifications

Courses > After the course > Certificates

MTN processes certifications after teaching, registration/eligibility, funded packets, written results, attendance, skills, remediation and issuing requirements are complete. Instructors check ‘Refresh certificate status’ and download available PDFs or the certificate ZIP. Students use ‘Check my completion status,’ then ‘Prepare certificate download’; the PDF download link lasts 60 seconds.

MTN issues digital certifications only and delivers them through email and the student portal. You may provide an optional physical card that accurately reflects an earned digital award. Do not create or alter MTN certifications. Extra CPR, epinephrine or CE awards require their own authority and completed requirements.

11. Collaborate and recommend curriculum updates

Community · Improve the curriculum

Use Community, the instructor exchange, for teaching questions and collaboration. Keep patient information, rosters and private test results out of discussions. Under Improve the curriculum, choose a correction, de-identified case or evidence update; provide the book edition/lesson reference, proposed change and source, then submit for MTN review. MTN reviews and releases curriculum changes; a discussion post does not change the teaching standard.

What MTN handles for you

Less administration for you: one central registration and consent record; saved course rosters and materials orders; automatic test invitations and digital grading; tracked completion requirements; centrally prepared and delivered digital certificates; student access to their own records. You focus on teaching and address only the learners or orders that need attention.

Help: mtntrainingnetwork@gmail.com. Include the course or order reference. Use private portal uploads for credentials and student test records.

NOLS: wilderness medicine training

National Registry: EMT education pathway