**Firearms Re-Certification Online Course**

You MUST complete the online Firearms Re-Certification course at least 24 hours before coming to the range and you must bring proof that the course has been successfully completed.

**HOW TO ACCESS THE COURSE:**

The Firearms Re-Certification course can be found on the EOPSS E-Learning and Classroom Management Site (ELIS).

<http://eopsselearning.com/>. You must be uploaded as a user to access ELIS. You will not be automatically registered as a user because you hold a firearms certification.

**Logging in:**

* If you have logged into ELIS before, your **User Name** is your driver’s license number (for state employees use your state ID number).
* Your **password** is whatever you set your password to be. Passwords do not change. If you forgot your password click on “[Forgotten your username or password?](https://eopsselearning.com/login/forgot_password.php)” and follow the instructions.

**Can’t log in:**

* For Municipal only: please contact your department Training Director and or Chief. Your department will contact MPTC to get you access.
* For other officers: please send an email to mptc-elearning@mass.gov.

**HOW TO GET INTO THE COURSE ONCE YOU HAVE LOGGED IN:**

1. Click on[All MPTC Courses](http://eopsselearning.com/course/index.php?categoryid=3)
2. Click on[Specialized Training](http://eopsselearning.com/course/index.php?categoryid=21)
3. Click on the course [MPTC-UOF-16-FA-IN-REC405 MPTC-UOF-405-Firearms Instructor Re-certification: 2016](http://eopsselearning.com/course/view.php?id=321)-2019

**HOW TO PRINT A USER REPORT: (Course Completion Record)**

To prove that you have completed the online course successfully, you must print a user report.

Begin in the ELIS Management Block on the left side of your screen

1. Click Reports – there is a list of various categories of reports
2. Click on User Reports
3. Click on Individual User Report
4. This will open a new page where you will see your name and user ID number with two options to click. Click on Show Report
5. You will see your completion report, you can print this page or save it as PDF/excel and print it to take with you to the range.

**QUESTIONS:**

For questions regarding access to the training or course functionality, please email mptc-elearning@mass.gov.

For questions regarding the content of this training program, please contact Lt. William Leanos, MPTC Statewide Firearms Training Coordinator at wleanosfac@yahoo.com or at 978-375-6958 or the [Regional Firearms Committee Representative](http://www.mass.gov/eopss/law-enforce-and-cj/law-enforce/mptc/statewide-program-coord/firearms/mptc-statewide-firearms-representatives.html) for your area.