

ONLINE BADGE TRAINING GUIDE

Call or email the Badging Office to check status and approval date.

1) Login to the IET Training Website at <https://bna.iet-ls.com/>

- Input your legal first and last name.
- Input the last four digits of your SSN.

2) Complete all required training courses

- Security SIDA & BNA Safety Management System (SMS) training is mandatory for **ALL** badge holders.
- There may be additional role-specific training courses that need to be completed:

Contact your authorized signatory to confirm courses needed.

a. Non-Movement Driver Training

Required for badge holders with the RAMP designation.

b. Passenger Boarding Training

Required for badge holders that control jet bridges.

c. Fuel Handling Training

Required for badge holders that are fuel handlers.

d. Movement Area Driver Training

Required for SIDA badges that include AOA, ACTAXI, or TWY designations. The completion of Non-Movement Driver Training is also required.

e. Security Guard Training

Required for badge holders that provide Security Guard services.

f. Authorized Signatory Training

Required for badge holders that are authorized signatories.

Reminder: *Breach of Rules Violation Training must be completed in person at the Badging Office.*

3) Print Certificate of Completion

- The Badging Office can print certificates in extenuating circumstances.
- Badge holders have the ability to take the training modules twice within 24 hours. Failure to pass the module after the second attempt will result in the badge holder being locked out of the online training system for 24 hours.
- After the third attempt, if the badge holder is not able to pass the SIDA training module, they will be ineligible to hold a SIDA badge for six months. Failure to pass any of the other training modules after three attempts will result in the badge holder being ineligible for access to those areas.

Reminder: *New applicants must complete all training and pickup their badge at the Badging Office within 30 days of clearance approval. All completed certificates are valid for 30 days.*

4) Schedule New Badge Appointment

- Visit <https://434501.waitwell.us/>
- All courses must be completed prior to the appointment time.

5) Travel to the Badging Office

- Check in at the front desk with a photo ID for badge pickup.



615-275-2387



bnabadgingoffice@flynashville.com

BNA