

ONLINE BADGE RENEWAL TRAINING GUIDE

*Renewals can be completed 60 days in advance of badge expiration,
and up to 30 days after badge expiration.*

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.
- All completed certificates are valid for 30 days. Certificates must be provided to the Badging Office, along with all other renewal items, within the renewal period to be accepted.

4) Schedule Badge Renewal Appointment

• Visit <https://434501.waitwell.us/>

- All courses must be completed prior to the appointment time.

5) Travel to the Badging Office to present renewal documents

- The badge holder must bring the below items to the Renewal Appointment to be processed:
 - a. Completed Renewal Application verified and signed by an Authorized Signatory
 - b. Two TSA-approved IDs
 - c. Current SIDA badge
 - d. \$40 payment (card or check if company is not approved for invoicing. Cash is not accepted).
 - e. Completion Certificates
- A Generalist will verify renewal application, TSA-approved IDs, process payment, confirm completion certificates, and print renewed badge.



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BNA