MSF RiderCoach On-Line Recertification Instructions

1) Log into www.retsorg.org. If you are a first-time user of RETSORG, enter your MSF ID number in **BOTH** spaces provided. You will then be prompted to change your password for security purposes. When the password change screen appears, enter your MSF ID as your "current password" and select a new password that you can easily remember. Select the "home" link to enter site.

2) Click "Profile" link and make sure MSF has your most current contact information including email. **Note: you will not receive a confirmation email if you do not supply your current email address.**

3) Check the box of any other state you teach for (other than the state you reside in) on your Profile page.

4) Go to the "Member Finder" link, under "Search Type" select the Street Sponsors then select your state then click Search to locate your sponsor's contact information. Write down your Sponsor ID number and contact information, you will be entering this in your "Self Report." If your Sponsor's information is not complete or correct, please contact them if possible and let them know.

5) Go to "Self Report" from the "Profile" link. Please gather all the requested information before beginning to fill out the form. After you submit the form, you will receive a confirmation email with a pdf attachment of your Recertification Survey. If you do not receive an email confirmation, your survey most likely did not get submitted properly. If you have additional questions please contact: llongville@msf-usa.org. You may also print a copy of your complete Recertification Survey by revisiting the Self Report page after your survey has been submitted.

6) A copy of the Recertification Survey confirmation is automatically forwarded to your State Coordinator.

7) Please provide a copy of your completed survey to your sponsor for their records. After you submit your recertification survey, it may be held in a queue for 2 weeks pending review from your Sponsor or State Coordinator prior to MSF processing.