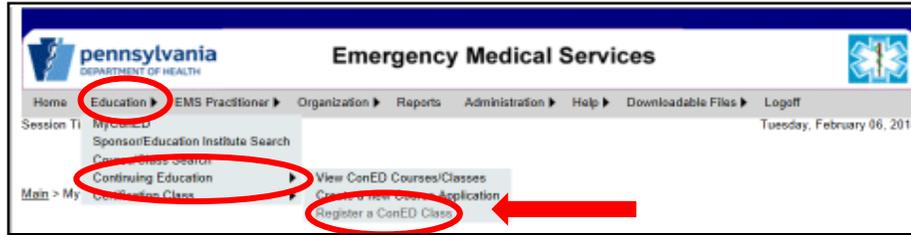
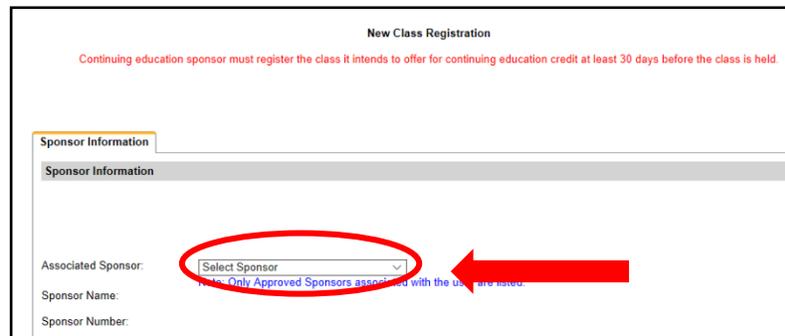


# EMS Registry Job Aid for Continuing Education Sponsors For Registering a Continuing Education Class

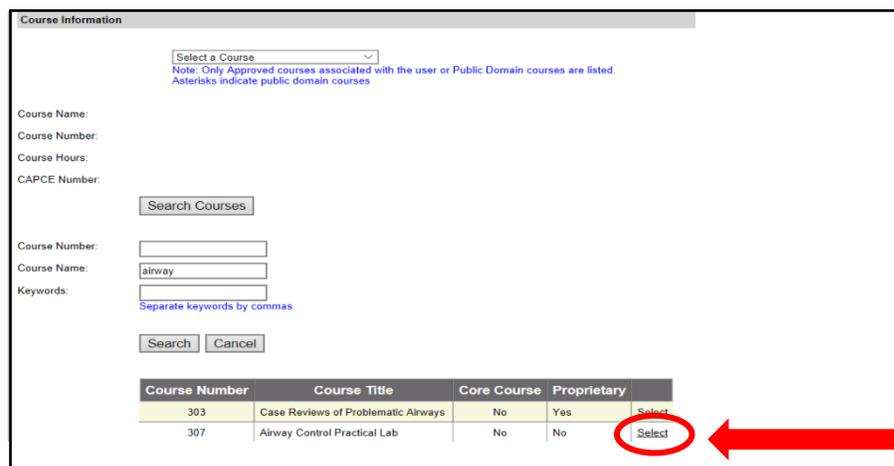
1. Go to Education; then Continuing Education; then click on Register ConEd Class.



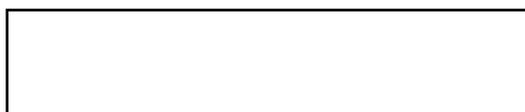
2. You will be directed to the New Class Registration page. Click on your Continuing Education Sponsor from the drop down box. Your Sponsor Name and Number will populate on the screen.



3. Course Information – Courses that you own as a sponsor will be listed in the drop down box. You can choose one of your own, or search for a course. All sponsors are able to register Non-Proprietary Courses. For Proprietary Courses, if you previously were permitted to register a specific proprietary course, you still have that permission and are able to register it. If you wish to register a Proprietary Course of which you previously did not have permission, you have the ability to register it, but will be required to upload permission documentation further in the application. When you locate the class you wish to register, click Select.

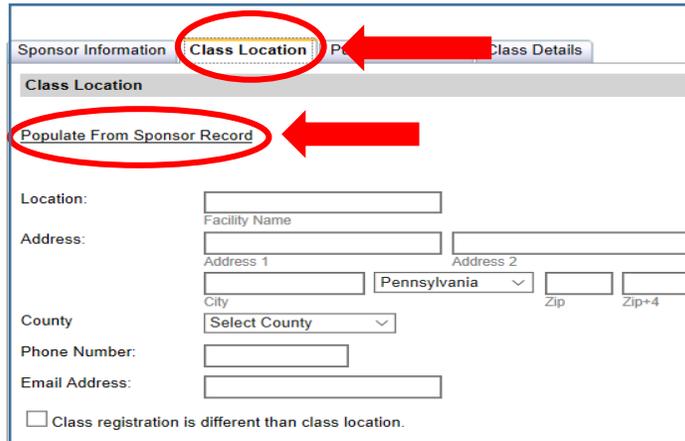


4. After you select a course, additional tabs will appear.

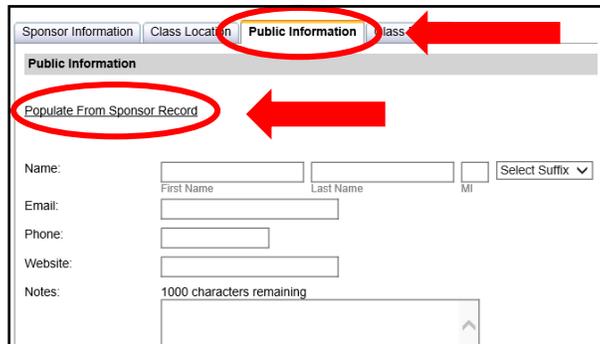




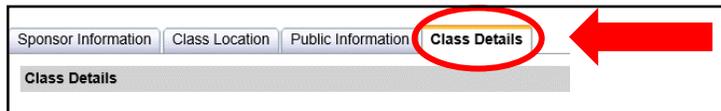
5. Click on the "Class Location" tab. You can click on "Populate from Sponsor Record" and the system will auto populate all the fields. If the class registration is different than the class location, click that box. The page will refresh and another section will appear for you to complete with the class registration information.



6. Click on the "Public Information" Tab. You can click "Populate from Sponsor Record" and the system will auto populate all the fields, except Notes. Enter notes if needed.



7. Click on the "Class Details" Tab. Complete all fields.

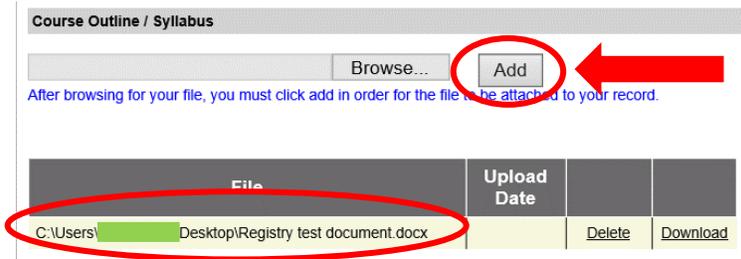


8. If you have a Course Outline/Syllabus to upload, browse for the file on your computer and upload it into the field. Wait for the field to turn the color green to indicate the upload has finished.



9. Click "Add" for the file to be added to the application. If a grid does not populate, the file was not uploaded.

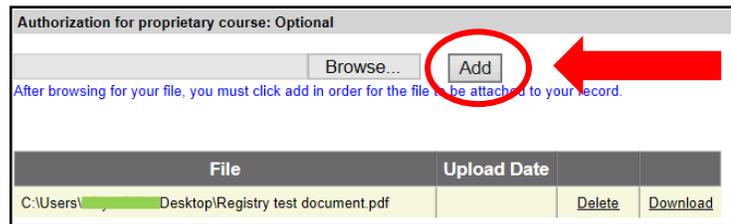




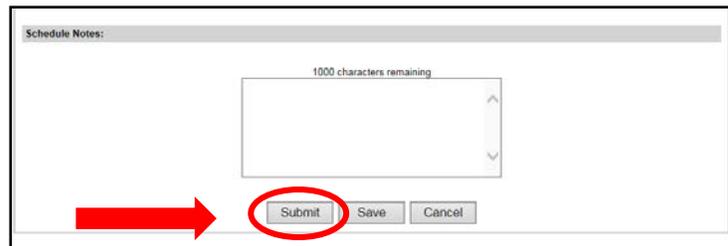
10. If you need to upload permission to register a proprietary course, you will add it here. Click browse to find the file on your computer and upload it into the field. Wait for the field to turn the color green to indicate the upload has finished.



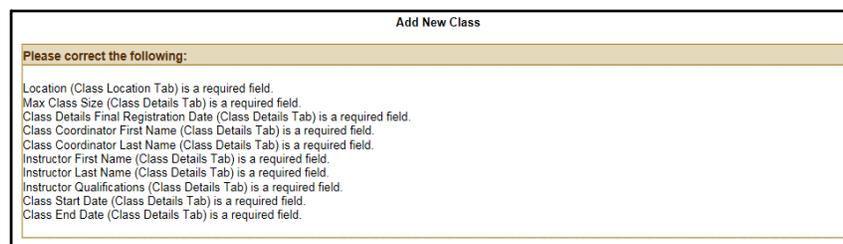
11. Click "Add" for the file to be added to the application. If a grid does not populate, the file was not uploaded.



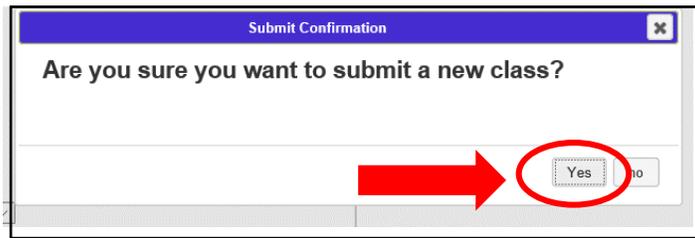
12. If you need to enter Notes, add them here. When finished, click Submit.



13. If you did not complete any fields that are required, a box will appear at the top of the screen with the errors listed along with the Tabs where the fields can be found. These fields will also be highlighted in pink. Correct all fields listed. Click the Class Details Tab again, scroll to the bottom and click Submit again.



14. When all required fields are complete, the screen will turn gray in color and a box will appear asking if you are sure you want to submit a new class? Click "yes."



15. Another box will appear stating the application is "In Progress". When finished processing, you will be directed back to your Home screen.



16. You will receive an email stating your application was received and will be reviewed and processed by the Regional EMS Council where the class is being held.
17. If the class registration is approved, you will receive another approval email. If the class registration is not approved, it will be routed back to you and you will need to check the application for the reason for denial. To find your class registration application, go to Education, Continuing Education, View ConED Courses/Classes. Click on "My Classes."

02/07/2018