EMS Registry Job Aid for Continuing Education Sponsors Submitting Post Class Rosters

1. Log into the EMS Portal. At the top of the screen, hover over Education, move down to Continuing Education, click on View ConEd Courses/Classes.
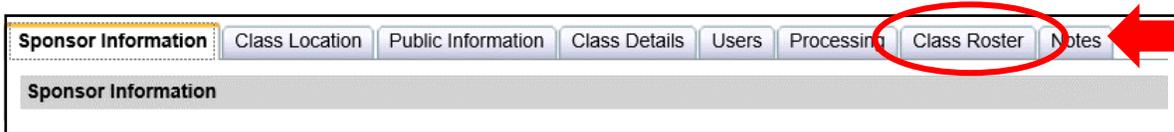

2. Click on 'My Classes'.

3. Your registered continuing education classes will appear in a table. Click 'Manage'.

4. The class application will populate. Click on 'Class Roster'.

5. In the Instructor section, click 'Add Instructor'.

6. An Instructor Search section will appear. Enter the instructor information and click 'Search'.

7. The Instructor Search Results will appear. Choose the appropriate instructor and click 'Select'.

8. If the Instructor is not listed and they are not a certified PA EMS Instructor, click on 'Create New Non Certified'.

Instructor Search Results

Instructor Name	Certification Number	Certification Exp. Date	Certified	Regional Council
No Instructors Found				

Create New Non Certified

9. In the Create New Non-Certified Instructor section, enter the instructor information. The upload of documentation of the instructor's qualifications is optional. Click 'Add New Instructor'.

Create New Non-Certified Instructor

First Name:

Last Name

Qualifications

Upload documentation of the instructor's qualifications here

Browse...   Add

After browsing for your file, you must click add in order for the file to be attached to your record.

Add New Instructor   Cancel

10. An instructor grid will appear in the Instructor section with the instructor listed. Enter the Instruction Hours. If you need to add additional instructors, click 'Add Instructor' and follow the same process. Only PA Certified EMS Instructors will receive Instructor hours toward their instructor certification.

Instructors

Instructor Name	Certification Expiration Date	Instruction Hours	Delete ☐
	10/1/2018	06.0	☐

11. Add students. You can either add a single student or a list of students if you have their certification number. If you click on 'Add a single student to roster', you will need to search for the provider. A table will appear with the provider listed, click 'Add'.

Add Student to Roster

Add a single Student to Roster
Add a List of Students to Roster by certification number

Student Search

Certification Number:

First Name:

Last Name:

Search   Cancel

12. If you click on 'Add a list of students to roster by certification number', you will enter the certification number in the format outlined on the screen. When you are finished, click 'Add'.

Add students to roster by certification number

Enter a list of certification numbers to be added to the class roster. Enter each number on a separate line or separate them with semicolons or commas. Click the Add button to add them to the roster.

NOTE: Do not add a space after the comma when entering multiple certification numbers.

Add   Cancel

13. A table will populate with all the students listed. You need to enter the Class Completion status. If all students completed the class, you can click 'Mark all as Complete'. If you need to mark students as something other than complete, you will need to mark them individually from the drop down menu for each student.

Class Roster					
Mark all as Complete					
Certification Number	Name	Status	Class Completion	
		Scheduled	Scheduled	Remove

14. After you have entered all instructors and students and marked all students complete, page down to the Class Notes section. Enter any class notes as needed. Review the instructor list and class roster. Click 'Finalize'. A message will appear asking if you are sure you want to close the class as this cannot be undone after you click 'yes'. If you realize a student was omitted from the roster, but should have been entered, the sponsor has 2 options. Either register the class again and enter the student on the new class roster or the student can apply for continuing education by endorsement using the certificate of completion you provide to the student.

Class Notes
Entries should include the Name and Time when an EMS Provider Arrives Late or Leaves Early without being present for 75% of the time assigned for the course or participation in the course is not adequate to meet the educational objectives of the course.
This class shall be Finalized 10 days after the course has been presented.
Finalize

04/11/2018