



User Manual

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Tutorials

- Please view our tutorials by clicking the following two links.
- How to Create Your Free Personal Profile: <https://youtu.be/Tmwp2vEWLk0>
- How to Take a Course Using Your Recert Subscription: <https://youtu.be/kyGuiTztoZl>

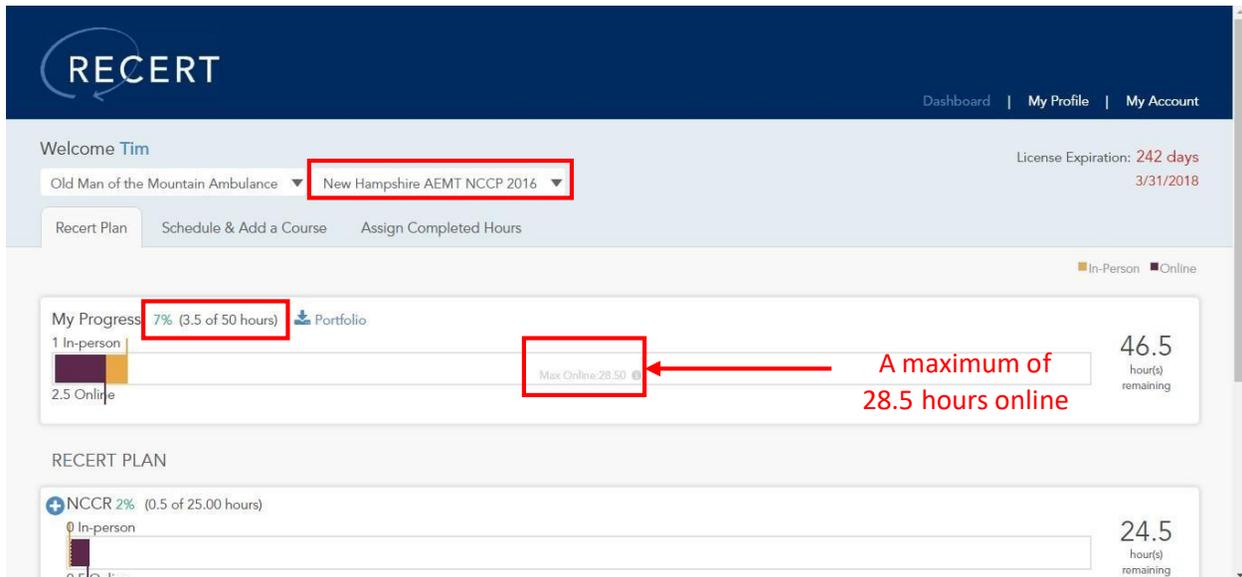
Viewing Your Recert Dashboard

1. After you log in via psglearning.com or jblearning.com, click the **RECERT** tab on the My Account page.

The screenshot shows the Jones & Bartlett Learning website interface. At the top, there is a navigation bar with links for Technical Support, Contact Us, My Account, Redeem Code, and Shopping Cart. Below this is a search bar with the placeholder text "Enter Keyword, Title, Author, or ISBN" and a "Search Catalog" button. The main navigation menu includes "Browse Subjects", "eLearning", "Custom Solutions", "Brands & Partners", "About Us", and "Booksellers". The user is logged in as "Tim" and has a "Log Out" option. The "PRODUCTS" tab is selected, and the "RECERT" tab is highlighted with a red box and a red arrow. The "ACCOUNT" tab is also visible. Below the navigation, there are tabs for "ACTIVE" and "EXPIRED", and buttons for "Show/Hide Products" and "Redeem Access Code". A table of active recertification products is displayed, with columns for "HIDE", "PRODUCT", "NICKNAME", "COURSE ID", and "ALERT". The table contains four rows of product information.

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	Recert: Ventilation (EMT Edition)			
	Recert: Immunologic Emergencies: Allergic Reaction and Anaphylaxis (BLS Edition)			
	Recert: Physiology of Life and Death (BLS Edition)			
	Recert: Shock in Pediatric Patients (BLS Edition)			

This will take you to the **Recert** Dashboard, which displays your progress towards recertification.



In the example above, “Tim” has completed 7% of his required hours, or 3.5 out of 50 hours required for his New Hampshire AEMT recertification. Note that hours can be fulfilled either online or in-person, although there is a limit to how many hours you can receive from online training. For example, 28.50 of Tim’s 50 recertification hours can be completed online.

Note: It is up to you to complete the training necessary to meet your individual recertification requirements, as they often vary by state, region, and agency.

Both in-person and online Courses are available via the Jones & Bartlett Learning Public Safety Group’s **Recert** course library. All in-person courses are CAPCE F5 certified and are offered in the VILT (Virtual Instructor Led Training) format. All online courses are CAPCE F3 certified and can be taken as self-paced online modules. You can also use the built-in tracking tool to track your progress for Non-Recert courses. A Non-Recert course is any course or activity that helps to fulfill your recertification requirements for instance seminars offered by your agency etc.

Adding a Certification

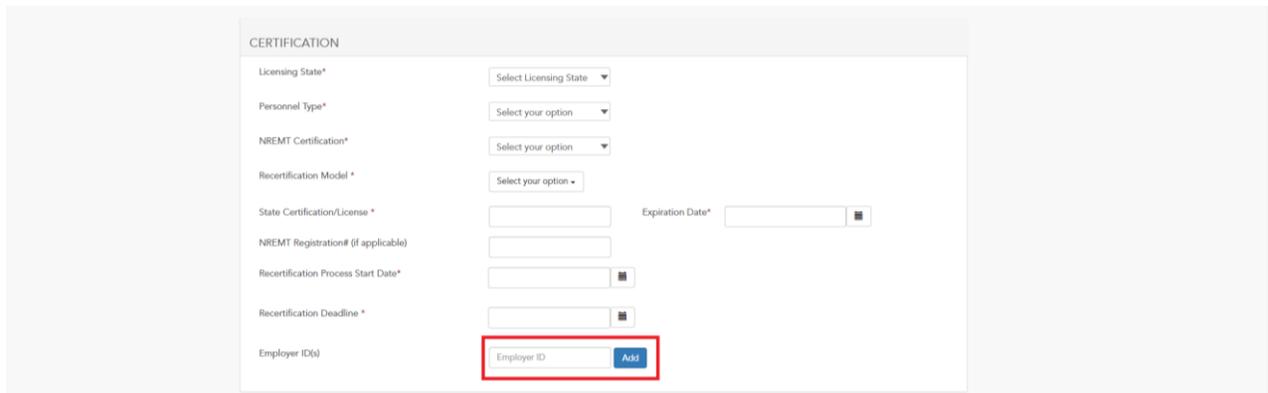
When you first set up your account, you must indicate on the My Profile screen what certifications you hold so that **Recert** can keep track of your progress based on the recertification model you select.

1. On the My Account page, click the RECERT tab and then click **My Profile**.
2. Under CERTIFICATION(S), click **Add New Certification**. A CERTIFICATION form appears at the bottom of the screen.
3. Enter the following information. Note: that fields marked with an asterisk (*) are required:
 - **Licensing State:** This is the state where you practice or hold a license/certificate. If you are stationed outside of the country, you may select Outside U.S. at the bottom of the list. Note that you can practice in multiple states, and if you do, you have to add a new certification for each of your states.
 - **Personnel Type:** Select EMT, AEMT, or Paramedic.
 - **NREMT Certification:** Select Yes if you have an NREMT Registry #.
 - **Recertification Model:** Select the appropriate model.
 - **State Certification/License:** Enter your state or national license number.
 - **Expiration Date:** Enter your state or national license expiration date.
 - **NREMT Registration# (if applicable):** Enter your NREMT Registration number.
 - **Expiration Date:** Enter your NREMT Registration's expiration date.
 - **Recertification Cycle Start Date:** This is the date for which Recert will begin to track your progress.
 - **Recertification Deadline:** This is the date by which you must complete your recertification.
 - **Employer ID(s)** A sales rep should have set up an employer ID for your employer. You must enter this number so that your employer can view your progress towards recertification. If you work for multiple employers, add their employer IDs by clicking Add.
4. When you have finished filling out the CERTIFICATION section, click **Save Certification**. If you have an additional certification, click **Add New Certification** and repeat steps 3 and 4.

Associating Your Account with an Employer ID

When you set up your certification, you have the option to associate your certification with an Employer ID.

1. Under CERTIFICATION(S), click **Add New Certification**. A CERTIFICATION form appears at the bottom of the screen.
2. Add the number your employer gave you to the “Employer ID” field.



The image shows a screenshot of a web form titled "CERTIFICATION". The form contains several fields with labels and input types:

- Licensing State*: Select Licensing State (dropdown)
- Personnel Type*: Select your option (dropdown)
- NREMT Certification*: Select your option (dropdown)
- Recertification Model*: Select your option (dropdown)
- State Certification/License*: [text input]
- Expiration Date*: [calendar icon]
- NREMT Registration# (if applicable): [text input]
- Recertification Process Start Date*: [calendar icon]
- Recertification Deadline*: [calendar icon]
- Employer ID(s): [text input] with an "Add" button next to it. This field and button are highlighted with a red rectangular box.

2. See **Adding a Certification** for more.

Individuals: Using Recert to Track Your Recertification Progress

Prehospital recertification requirements are constantly evolving and can be difficult to track. **Recert** is an online continuing education service designed to make meeting prehospital recertification requirements more efficient. **Recert** offers engaging courseware mapped to a personalized recertification roadmap. User-friendly dashboards help you manage your professional portfolio, while keeping you focused on what's important—your training.

Acquiring a Recert Course

1. From the **Recert** Dashboard, click the **Schedule & Add a Course** tab.
2. Under SUGGESTED RECERT COURSES, click the **Category** dropdown to select a different value.

The screenshot displays the 'Schedule & Add a Course' interface. On the left, the 'SCHEDULE' section shows a list of courses. The first course is 'VILT Ventilation' (In-Person, 0.50 hours), with a 'View' button and a note that 'Additional fees apply'. Below the course name is a table with columns 'Topic', 'Hours Fulfilled', and 'Category', containing the text 'Individual Topic', '0.5', and 'Individual Category'. A second, identical course entry is shown below it. At the bottom of the schedule, there is a 'Deadline 12/01/19' and 'Assigned By Employer' label. On the right, the 'SUGGESTED RECERT COURSES' section has a filter dropdown set to 'Airway/Respiration/Ventilation'. It shows two courses: 'VILT Cardiac Refresher' (In-Person, 0.50 hours) and 'Ventilation (NRP Edition)' (Online, 0.50 hours). Both have 'View' buttons and 'Additional fees apply' notices. Below each course is a table with columns 'Topic', 'Hours Fulfilled', and 'Category', containing 'Individual Topic', '0.5', and 'Individual Category'. 'ADD TO SCHEDULE' buttons are located below each course card.

For example, if you select Airway/Respiration/Ventilation, you will see a list of Online and In-person courses offered in this category.

Note: You may need to scroll down to see all the courses in the selected category.

We are constantly reviewing our content to ensure it is current and meets the needs of our users. This process results in adding new courses and retiring outdated ones. You will see a message next to the course name when a course has been marked to retire. If you have already started the course, you can complete the course as normal and earn your CAPCE credit.

Acquiring an In-person Course

In-person courses can be purchased individually or as part of a package, where applicable.

1. Click **View** next to the course name. An information page for the **Recert** course opens in a new tab. The page displays course's description, ISBN, and cost.
2. Click **Add to Cart**.
3. Click **Checkout**.
4. Fill out the fields on the Checkout - Customer Information screen.
5. Click **Continue**.
6. Choose a payment method. Note: that you can use credit card or a purchase order.

7. Enter the information, and then click **Use this payment method**.
 8. Review the Order Summary screen, and then click **Complete checkout**.
- The course should now appear in the PRODUCTS tab of the My Account screen.

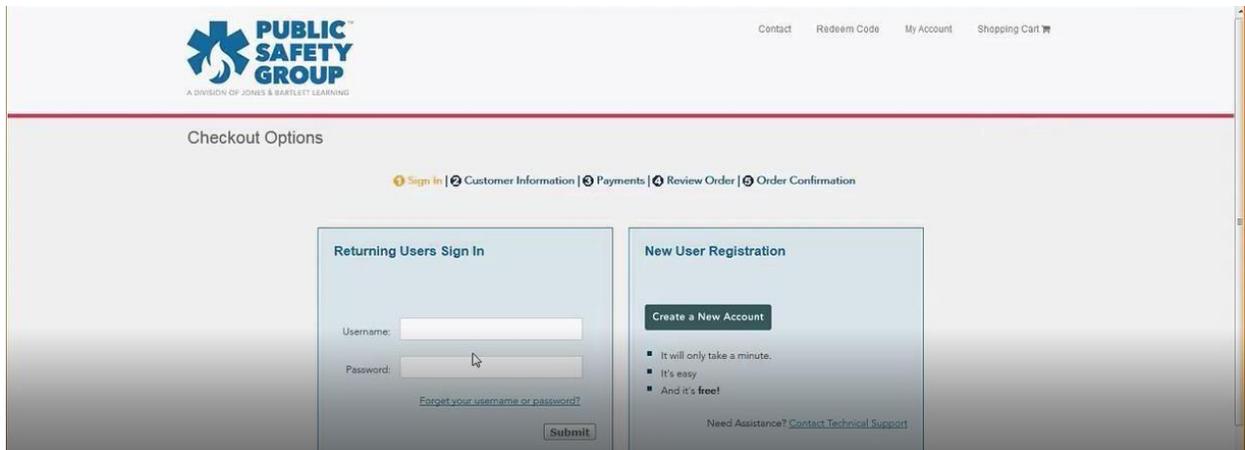
Acquiring an Online Course with a Recert Subscription

If you have a **Recert** subscription, follow these steps:

1. Click the **View** button. An information page for the **Recert** course opens in a new browser tab. The page displays course's description, ISBN, and cost.

Note: As a **Recert** subscriber, you will not be charged for any **Recert** courses that you add to your account.

2. Click **Add to Cart**.
3. Click **Checkout**.



4. Enter your login information (username and password) on the Checkout Options screen.
5. Click **Submit**.
6. The Checkout - Customer Information screen displays a message indicating that you are a **Recert** subscriber. Click the checkbox to the left of the course(s) that you want to add to your account.
7. Click **Add to My Account**.

The course should now appear in the PRODUCTS tab of the My Account screen.

Acquiring an Online Course without a Recert Subscription

If you don't have a **Recert** subscription and plan to purchase individual **Recert** courses, follow these steps:

1. Click **View** next to the course name. A product page for the **Recert** course opens in a new tab. The page displays course's description, ISBN, and cost.
2. Click **Add to Cart**.
3. Click **Checkout**.

4. Fill out the fields on the Checkout - Customer Information screen.
 5. Click **Continue**.
 6. Choose a payment method. Note: that you can use credit card or a purchase order.
 7. Enter the information, and then click **Use this payment method**.
 8. Review the Order Summary screen, and then click **Complete checkout**.
- The course should now appear in the PRODUCTS tab of the My Account screen.

Taking a Recert Course

Taking a **Recert** course involves successfully completing the following three steps:

1. Complete the CE (Continuing Education) Activity.
2. Submit the Posttest.
3. Submit the CAPCE Survey.

The screenshot shows the NAVIGATE 2 interface. At the top left is the logo for JONES & BARTLETT LEARNING NAVIGATE 2. On the top right are navigation links: Help, My Profile, My Account, and a chat icon. Below these is a 'My Courses' link. A dark blue banner at the top of the main content area displays the course title: 'Ambulance Safety [RaviTesting] copy 1 copy 1'. Below the banner, a breadcrumb trail shows 'Home > Ambulance Safety_1_1'. On the right side, there is a 'Your progress' indicator with a help icon. The main content area lists three steps:

- 1 CE Activity: Ambulance Safety**
Status: Not Started Launch

- 2 Post-Test**
Status: Not available unless: The activity **CE Activity: Ambulance Safety** is marked complete Launch

- 3 CAPCE Survey**
Status: Not available unless:
You achieve a required score in Post-Test
The activity **CE Activity: Ambulance Safety** is marked complete Launch

At the bottom of the page, there is a 'Log out' button.

1. To start the course, click the course name on the PRODUCTS tab of the My Account screen, and then click the **LAUNCH** button.
2. Click **Launch** to launch the CE Activity.
 - a For Online courses, Click **Launch Module**. When you have finished the CE activity, you'll see a Module Completed screen. Click **Close Module**, and then click **OK** to confirm that you want to close the module. A green checkmark appears next to the CE Activity. You can't launch the Posttest until you've completed the CE Activity.
 - b For In-person courses, you will need to select one of the available timeslots to register for the virtual session. You will receive an email confirmation once you register. Prior to the start of the virtual session, you will receive email notifications to remind you of the upcoming session. Upon successful completion of the virtual session, your instructor will provide you with a password that you will need to unlock the next step of the course i.e. the Posttest.



VILT Test 1

[Home](#) > [VILT Test 1](#) > [CE Activity:VILT Test 1](#)

CE Activity:VILT Test 1



Please register for 'Cardiac Arrest Part I (VILT BLS Edition)'

This is a test. [Contact Organizer](#)

Jan

14

Tue

This training is offered several times. Select the date and time that works best for you.

Tue, Jan 14, 2020 2:00 PM - 3:00 PM EST
↓

[Change time zone](#)

* First Name

* Last Name

* Email Address

By clicking this button you submit your information to the training organizer, who will use it to communicate with you regarding this event and their other services.

REGISTER

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Safeguarding your email address and training registration information is taken seriously at GoToTraining. GoToTraining will not sell or rent this information.

3. To launch the Posttest, click **Launch**.
4. Click **Attempt Assessment Now**. Note for In-person courses, you will be prompted to enter the password provided by your instructor during the virtual session.
5. Answer the questions, clicking **Next** to move through the test.
6. Click **Submit all and finish**.
 - a If your attempt has been unsuccessful, you will have the option to view the items you answered correctly and incorrectly.
 - b Once you have successfully passed the posttest, a green checkmark appears to the right of the Posttest.

Note: You can't launch the CAPCE Survey until you've done the Posttest.

7. Click **Launch** to the right of the CAPCE Survey.
8. Click **Answer the questions**.
9. Respond to the questions in the Survey.
10. Click **Continue** to return to the Dashboard and assign your hours.

Note: Course hours will not display in your dashboard until you complete all three steps. If the **Recert** course satisfies a topic with a skills component, skills verification must be uploaded as well. The course hours for In-person Recert courses are currently not shown in the Recert Plan tab – this is a forthcoming feature. You can however, see the course completions in your Schedule & Completed Courses tabs.

Adding a Non-Recert Course

1. To add a non-Recert course, from the **Recert** Dashboard, click the **Schedule & Add a Course** tab.

The screenshot shows the Recert dashboard interface. At the top, there is a dark blue header with the 'RECERT' logo on the left and navigation links for 'Dashboard', 'My Profile', and 'My Account' on the right. Below the header, a light blue banner displays 'Welcome Tim' on the left and 'License Expiration: 242 days 3/31/2018' on the right. A dropdown menu shows 'Old Man of the Mountain Ambulance' and 'New Hampshire AEMT NCCP 2016'. Below this, three tabs are visible: 'Recert Plan', 'Schedule & Add a Course' (highlighted with a red box), and 'Assign Completed Hours'. The main content area is split into two columns. The left column, titled 'SCHEDULE', has a 'Show Details' checkbox checked and a calendar view for May 17. A course card for 'Cultural Empathy' is shown with 'MARK AS COMPLETE' and 'Edit / Remove' buttons. Below the card is a table with columns 'Topic', 'Hours Fulfilled', and 'Category'. The table contains one row: 'Individual', '1', and 'ICCR Category'. The right column, titled 'SUGGESTED RECERT COURSES', has a 'Category' dropdown menu set to 'Airway/Ventilation' and a 'Show Details' checkbox.

2. To the right of SCHEDULE, click the **ADD A NON-RECERT COURSE** button. A dialog box opens, where you can enter details about the course.
3. In the Add a Non-Recert Course section, fill in the following fields. Note: that fields marked with an asterisk (*) are required.
 - Course Name*
 - Duration*
 - Start Date*
 - Start Time
 - End Time
 - Instructor
4. In the Address Details section, provide the course's location (if desired) and any additional document pertaining to the course.
5. In the Course Details section, click the **Category** list arrow and select a category—for example, Cardiovascular.

Note: The **Recert** interface is contextual, which means the categories and topics that display will vary based on the state and certification information in your profile. In the example shown below, the category and the topic lists are based on recertification requirements for a New Hampshire AEMT NCCP 2016 recertification.



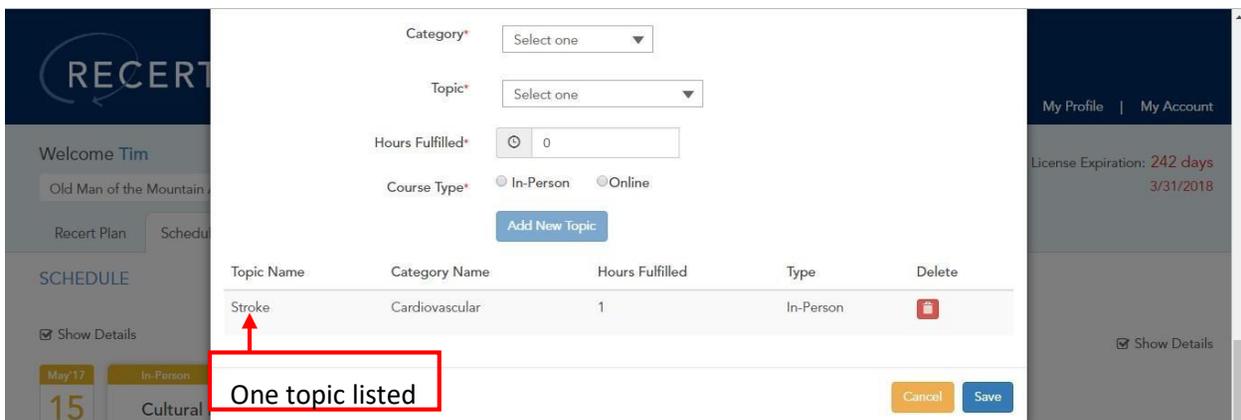
- Click the **Topic** list arrow and then select a topic. Once you select a Topic, **Recert** displays the following message: **Recertification requirements may vary by state, region, or agency. You are responsible for confirming that specific continuing education courses and activities satisfy your requirements.**

Note: It's your responsibility to confirm which continuing education courses meet your individual recertification requirements, as they may vary by state, region, or agency.

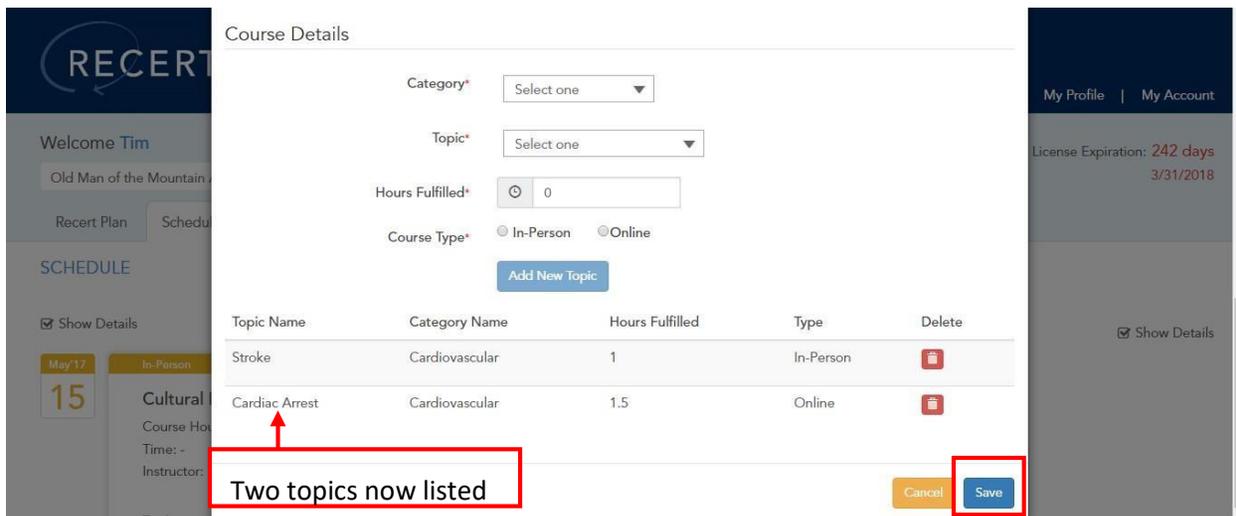
- Enter the Hours Fulfilled, which is the number of continuing education hours you would like to designate for the selected topic.

Warning If you type a number greater than the maximum required fulfilled hours for a topic, **Recert** displays a warning message.

- Select the Course Type: either **In-Person** or **Online**.
- Click the **Add New Topic** button. The entered topic appears at the bottom of the dialog box.



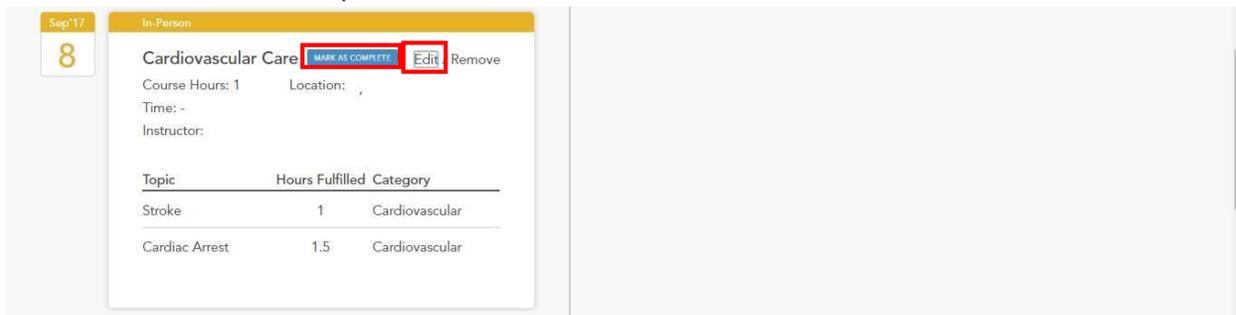
- To add another topic to the course, repeat steps 5 through 9, above.



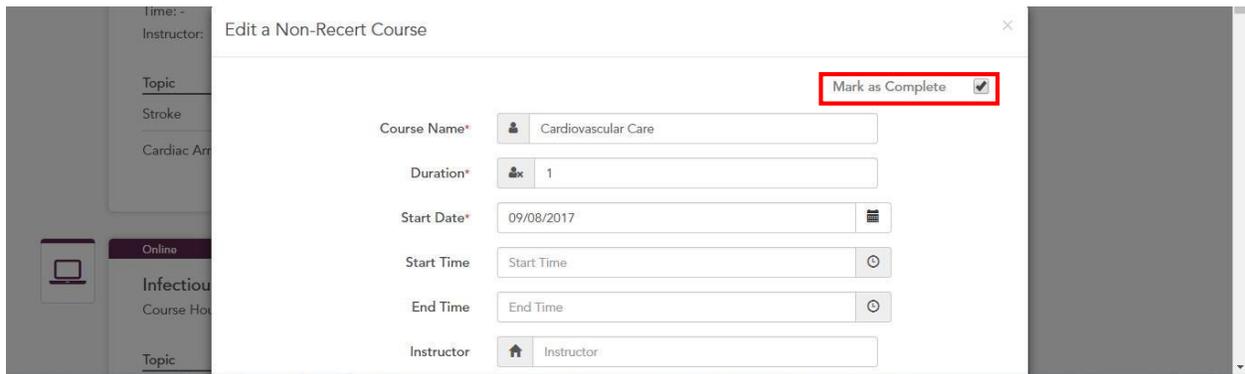
11. Repeat until you have entered all of the desired course details (categories and topics).
12. Click the **Save** button.

Note: that at this point, you have only scheduled the course. You have not indicated that you have completed the course.

13. To mark a course as complete, click the **MARK AS COMPLETE** button.

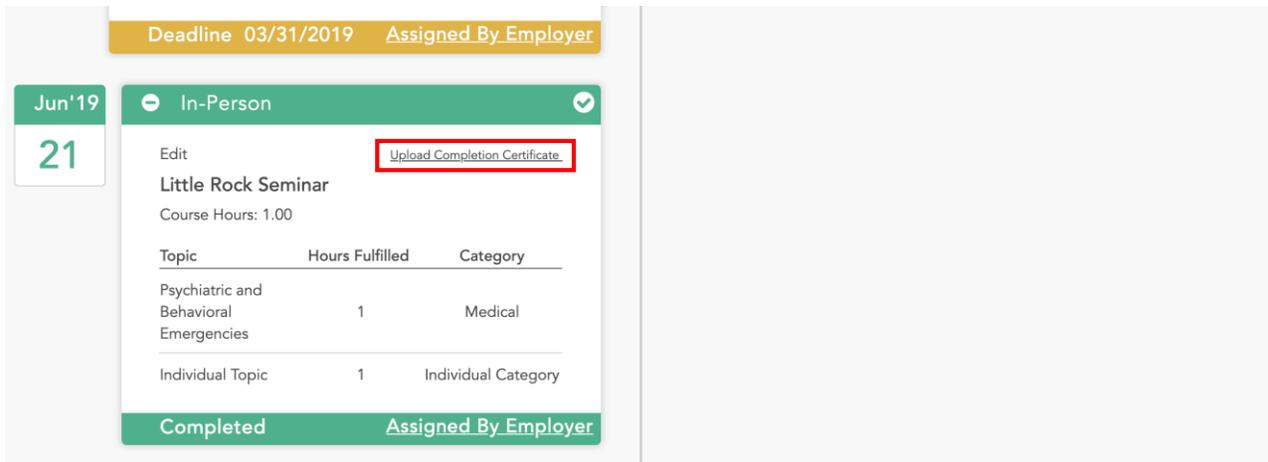


14. You can alternatively mark a course as complete within the Edit a Non-Recert Course screen. Click **Edit** on the top right corner of the course.
15. In the Edit a Non-Recert Course screen, click the **Mark as Complete** check box.



16. At the bottom of the dialog box, click the **Save** button.

17. Once you mark an employer assigned course as complete, you may add a completion certificate. If your employer has added a completion certificate on your behalf, you may view it.

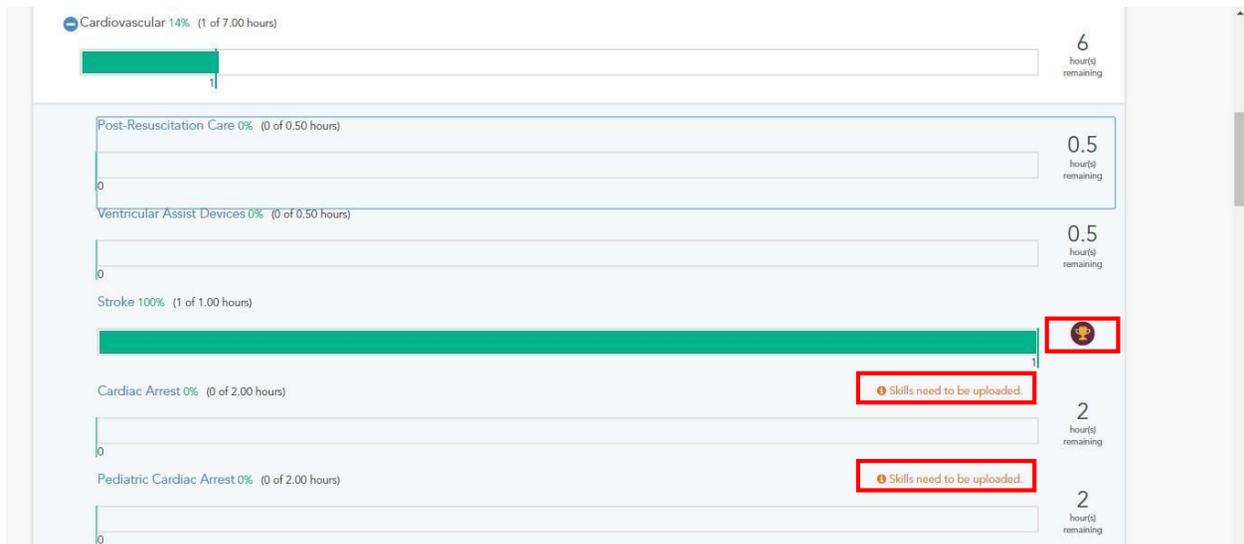


Note: Some recertification requirements require verification of skills competency. For these topics (with a skills component), you need to [upload proof](#) that you have demonstrated competency in the related skill before the course hours will display in your **Recert** dashboard. If a non-Recert course is used to fulfill a topic with a skills component, marking the non-Recert course as complete is not sufficient. You must also upload a skills verification sheet.

Uploading Skills Verification

For topics with a skills component, you will need to upload proof of skills competency before the completed course hours will display in your **Recert** dashboard. This applies to hours from both non-Recert as well as **Recert** courses.

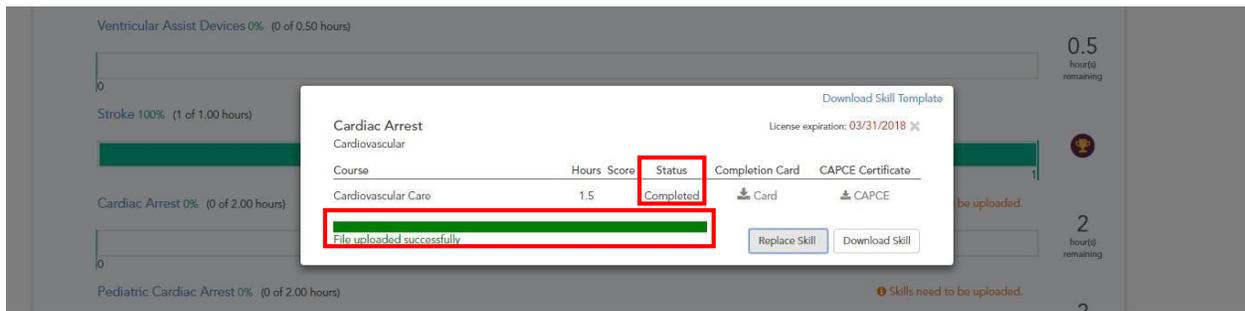
1. From the Dashboard, click the Recert Plan tab to display your recertification progress.
2. Expand the category and topic for the course you just added by clicking the plus sign to the left of each level until the topics are displayed. Topics for which you have not yet provided proof of skills competency are flagged with the words “Skills need to be uploaded.” In the example below, Cardiac Arrest and Pediatric Cardiac Arrest still need proof of completion. Topics that have been completed are flagged with a trophy icon. In the example below, the Stroke topic is 100% complete.



3. Click the topic name for any topic that has a Skills need to be uploaded message.

Recert displays a dialog box that allows you to upload proof that you have demonstrated competency in the skill. If you have the necessary digital file, skip to step 6.

4. Click **Download Skill Template** to download a PDF file that you can print and have signed by your training officer or medical director.
5. Scan or take a picture of the proof of skills competency and store it on your computer.
6. Click the **Upload Skill** button.
7. In the Open dialog box, select the file and then click **Open**. **Recert** displays a message indicating that the file has been uploaded successfully and changes the Course status to Completed.



Obtaining Proof of Course Completion

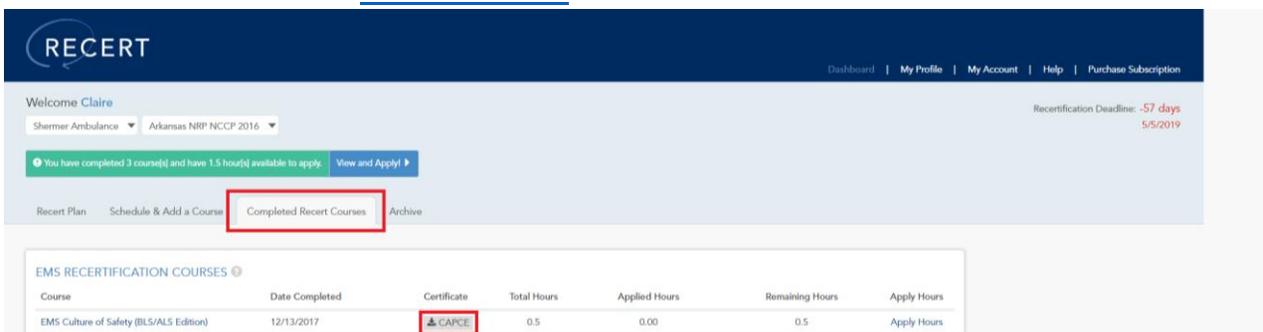
Recert provides two types of course completion proof: a CAPCE certificate if the course is a CAPCE-approved course, and a completion card for all courses. You may obtain proof of course completion in the following ways.

Obtaining a CAPCE Certificate

Once you have completed a course and uploaded skills verification (if required), you can obtain a certificate indicating that the requirements for that topic have been completed.

You can download and print a CAPCE certificate by doing the following:

1. Navigate to the “Completed Recert Courses” tab.
2. Click  to download a [CAPCE Certificate](#).



Obtaining a Completion Card

You can download and print a completion card by doing the following:

1. Navigate to the “Completed Recert Courses” tab.
2. Click  to download a Completion Card.

Welcome Claire

Shermer Ambulance | Arkansas NRP NCCP 2016

Recertification Deadline: -57 days
5/5/2019

You have completed 3 course(s) and have 1.5 hour(s) available to apply. [View and Apply!](#)

[Recert Plan](#) | [Schedule & Add a Course](#) | [Completed Recert Courses](#) | [Archive](#)

EMS RECERTIFICATION COURSES

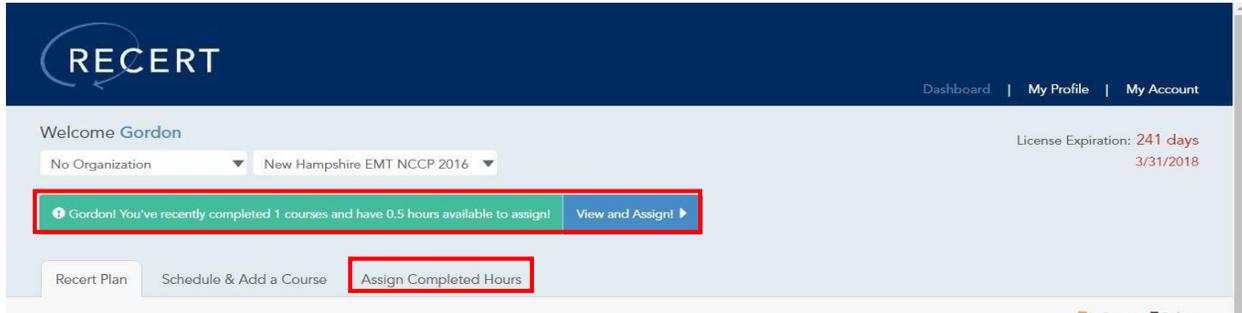
Course	Date Completed	Certificate	Total Hours	Applied Hours	Remaining Hours	Apply Hours
EMS Culture of Safety (BLS/ALS Edition)	12/13/2017	CAPCE	0.5	0.00	0.5	Apply Hours
Hemorrhage Control (BLS Edition)	08/16/2017	CAPCE	0.5	0.00	0.5	Apply Hours
Infectious Disease (BLS Edition)	03/02/2018	CAPCE	0.5	0.00	0.5	Apply Hours

OTHER COURSES

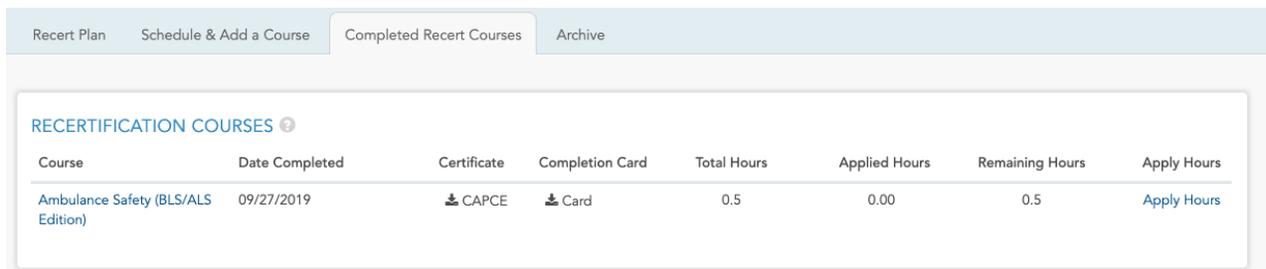
Course	Date Completed	Certificate	Grade
Fire Fighter Safety (NFPA 1001)	01/25/2019	Card	100.00

Applying Hours

After you have completed a **Recert** course, **Recert** displays a notification about applying hours.

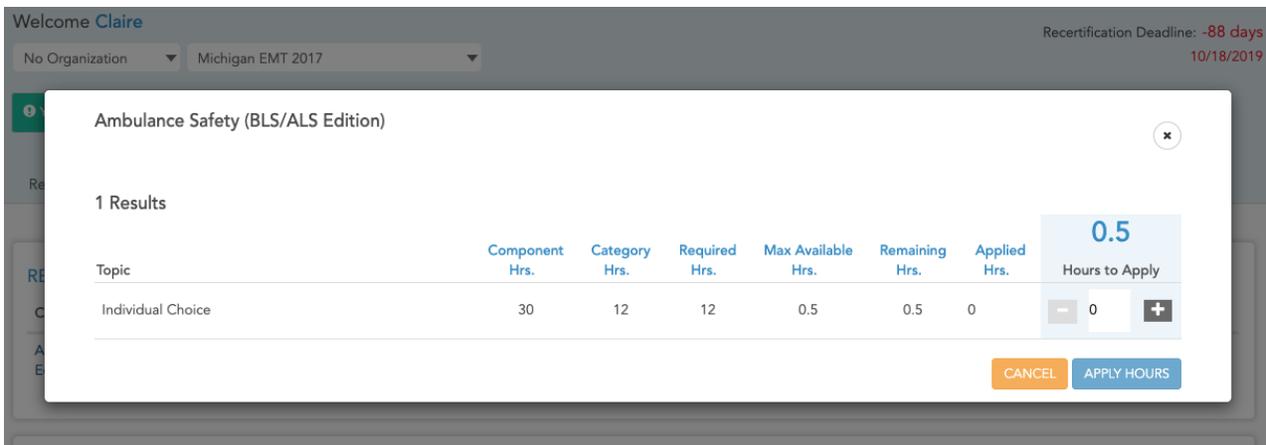


1. Go to the Completed Recert Courses tab.
2. Click **Apply Hours** next to the course.



3. The Dashboard displays a grid of Topics that you can choose from to assign the hours based on your recertification model.

Note currently hours for In-person Recert courses cannot be applied – this is a forthcoming feature.



4. Click the plus sign(s) to adjust the hours in half-hour increments to the topic(s) of your choice. Then click **APPLY HOURS**.

Recert may display a message that explains that **recertification requirements may vary by state, region, or agency**. It's your responsibility to determine what specific courses and activities will satisfy your requirements. **Recert** may also display a message that explains that you will need to upload a valid skill verification form that has been reviewed by your training officer or medical director to receive actual credit for topic with a skills component.

Note: that although you've assigned hours, you may not yet see them listed on this screen. If the topic has a skills component, you must upload a skill verification form in order for any assigned hours to be counted and to display on this screen.

CAPCE Data Reporting

As of 1/10/19 **Recert** started reporting all CAPCE accredited course completions to CAPCE's Accreditation Management System (AMS) in real-time. The AMS system then sends this information to the National Registry of EMT's (NREMT). This allows you to access the course completion information in your NREMT account within a few hours. This was previously a quarterly process.

Employers: Using Recert to Track Your Employees

As an employer, you can use **Recert** to track your own recertification as well as the recertification progress of your employees.

1. Log in to your account and click the **RECERT** tab.
2. Click the arrow to the right of “View as” and then click **Employer**, if necessary.
To see your employees in various certification models, select the Type and Certificate ID. A list of employees corresponding to the selected certification will be displayed.
3. If you have a large number of employees in the selected certification model, you can use the Search to look for the employee by name.

Note the course hours for In-person Recert courses are currently not shown in the Recert Plan – this is a forthcoming feature. You can however, see these completed courses in the Assigned Courses and Apply Employee Hours tabs.

4. The **Portfolio** link next to the employee name allows you to download a PDF document that provides a comprehensive record of that employee’s course completions including In-person and Online courses.

The screenshot displays the RECERT web application interface. At the top, the 'View as' dropdown is set to 'Employer'. Below this, a search filter for 'Type' is set to 'EMT' and 'Certificate ID' is set to 'Arkansas EMT NCCP 2016'. A dropdown menu shows other options like 'New Hampshire EMT NCCP 2016' and 'Texas EMT NCCP 2016'. The main content area shows a list of employees with their progress bars and details:

Employee Name	Progress	License Expiration	Hours Remaining
Andrew Clark	20% (8 of 40.00 hours) 8.00 In-person 0.00 Online	03/30/2018	32.00 hour(s) remaining
Allison Reynolds	6% (2.5 of 40.00 hours) 2.50 In-person 0.00 Online	03/31/2018	37.50 hour(s) remaining
Gary Wallace	48% (19 of 40.00 hours) 3.00 In-person 16.00 Online	03/31/2018	21.00 hour(s) remaining

5. Click the plus sign (+) to the left of an employee’s name to see the details of his or her progress.

Note: Click the minus sign (-) to hide the details.

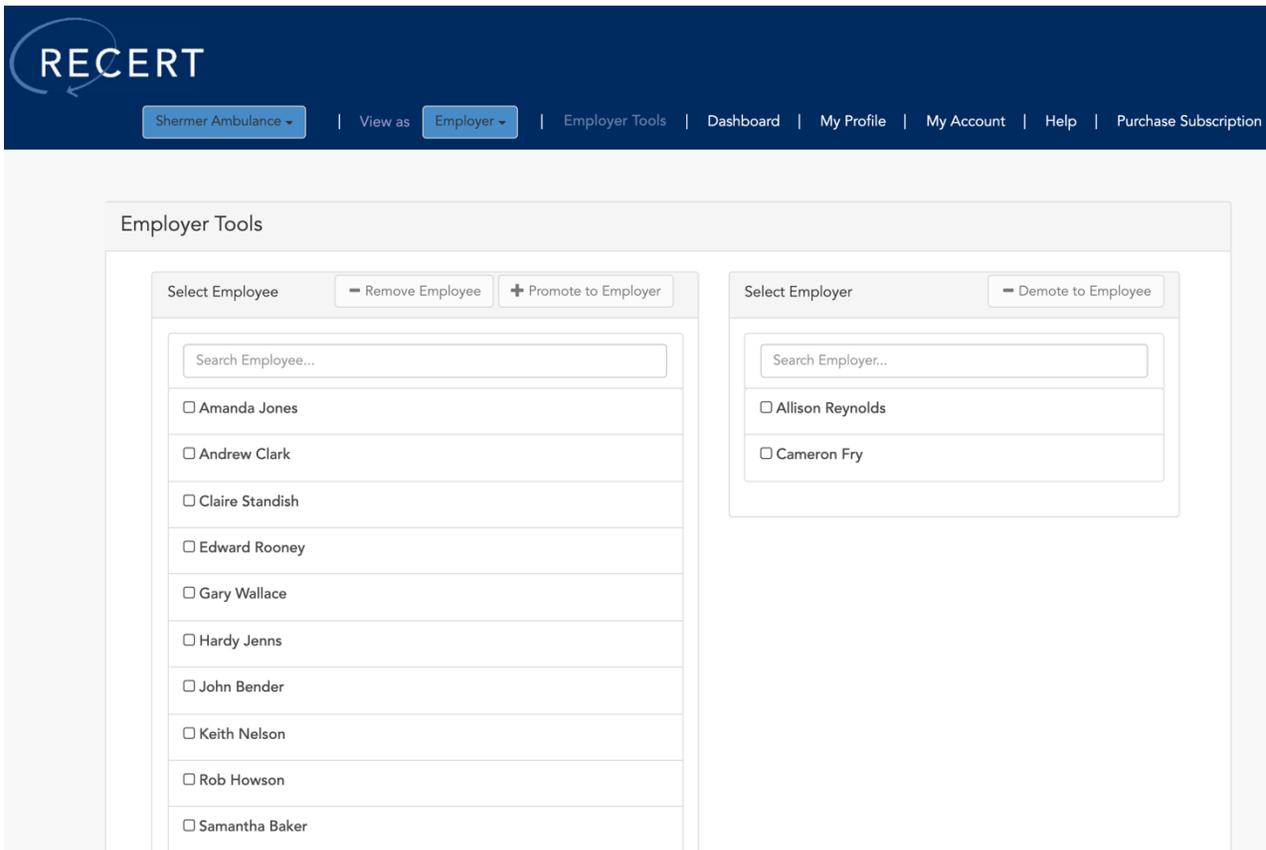
The screenshot shows the RECERT dashboard for the state of New Hampshire. The header includes the RECERT logo, the organization name 'Old Man of the Mountain Ambulance', and navigation links for 'View as Employer', 'Assign Employer', 'Dashboard', 'My Profile', and 'My Account'. A search bar is highlighted with a red box. The main content area displays 'RESULTS:' for 'New Hampshire AEMT NCCP 2016'. It features three expandable cards for different courses: 'Tim Raines 16% (8 of 50.00 hours)', 'NCCR 12% (3 of 25.00 hours)', and 'ICCR 32% (4 of 12.50 hours)'. Each card shows a progress bar with 'In-person' (orange) and 'Online' (purple) segments, and the remaining hours. A legend indicates 'In-person' and 'Online' status. The license expiration date is 03/31/2018.

Course	Progress	Remaining Hours
Tim Raines 16% (8 of 50.00 hours)	4 In-person, 4 Online	42
NCCR 12% (3 of 25.00 hours)	1 In-person, 2 Online	22
ICCR 32% (4 of 12.50 hours)	3 In-person, 1 Online	8.5

Assigning Employer Status to an Employee

You can make an Employee an Employer by granting that employee Employer permissions.

1. Go to Employer Tools, to the left of the Dashboard.

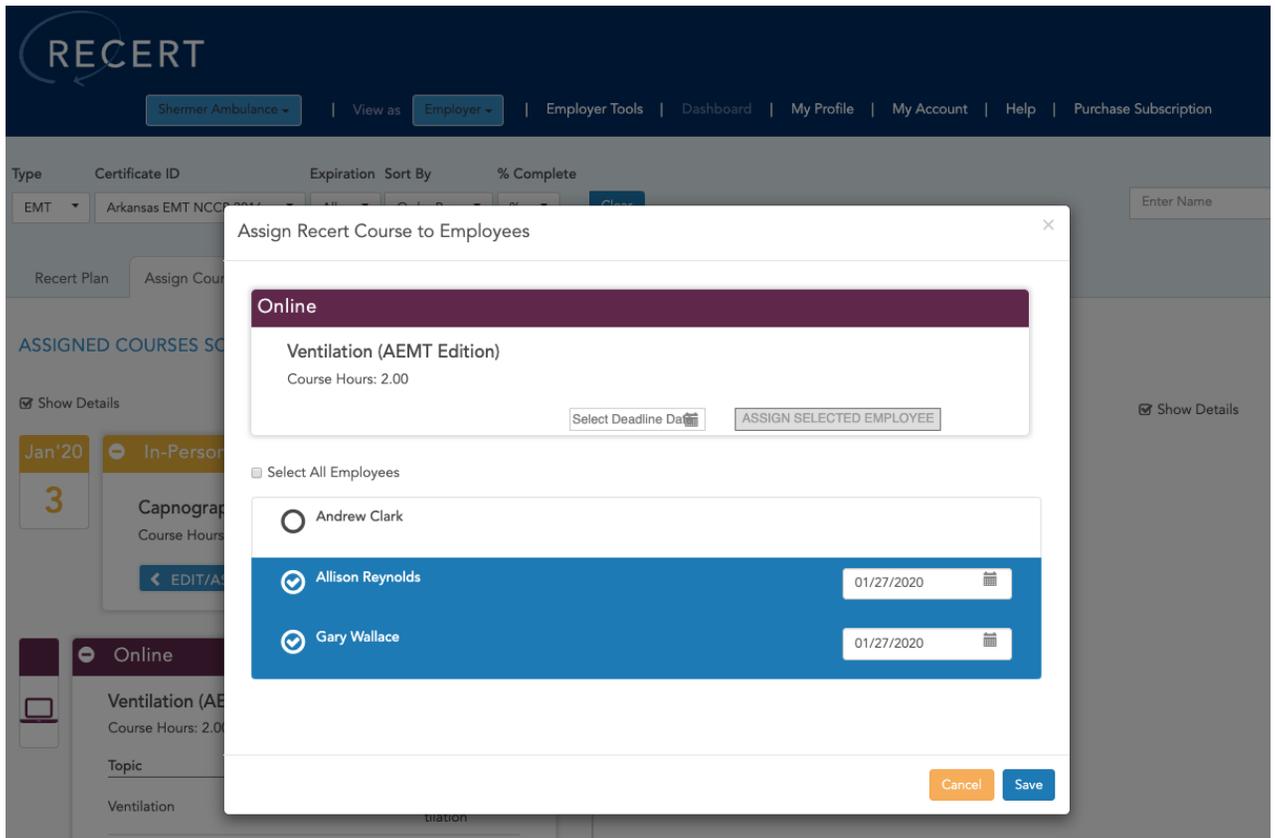


2. Select the employee(s)
3. Click the **Promote to Employer** button.

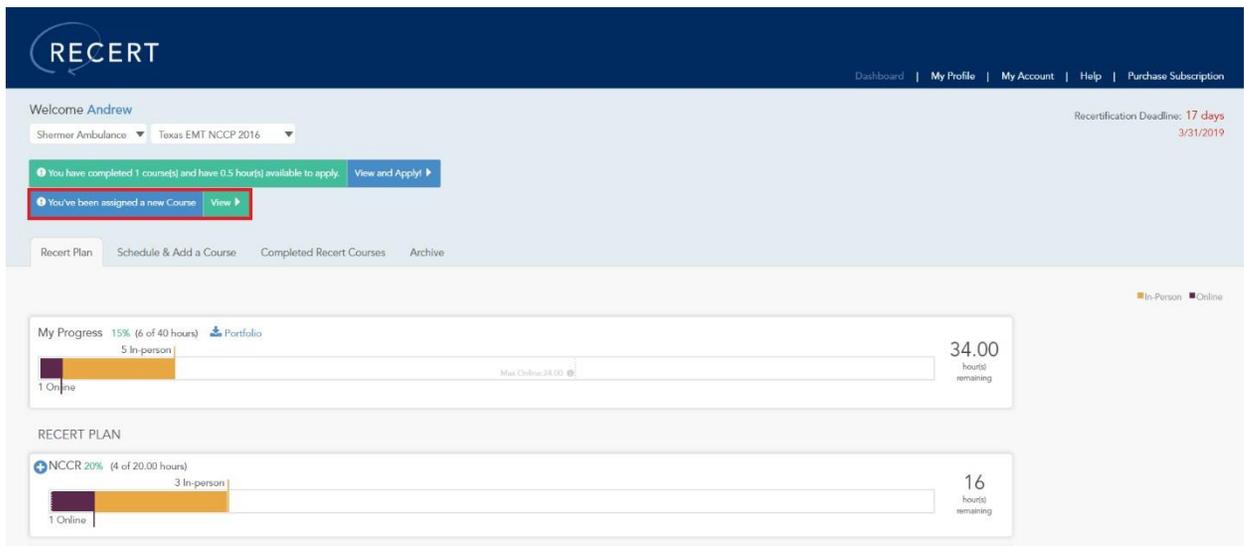
To remove the Employer status for an employee, select the employee and click the **Demote to Employee** button.

Assigning a Course to Employees

1. When logged into **Recert** as an employer, click **Assign Courses** in the middle tab.
2. On the left-hand side, choose the course you want to assign.
3. Click **Assign Course**.
4. Select the deadline date and the employee(s) you want to take the course or Select All Employees.
 - a. If all employees have the same deadline, click Save.
 - b. If a subset of the employee(s) have a different deadline, click Save and then click Edit/Assign course button to set additional dates.



- The assigned employees receive an email and see a notification at the top of their **Recert** Dashboards, the next time they login.



We are constantly reviewing our content to ensure it is current and meets the needs of our users. This process results in adding new courses and retiring outdated ones. You will see a message next to the course name, when a course has been marked to retire. Please note any employee that has started the course will still be able to complete the course and earn their CAPCE credit.

Edit Course Details & Assignments

For Non-Recert courses you may edit the course details,

1. Navigate to the “Assign Courses” tab.
2. Click the “Edit” button associated with the course you want to edit.

To edit the employee assignment,

1. Navigate to the “Assign Courses” tab.
2. Click the “Edit/Assign Course” button associated with the course you want to edit.

The screenshot displays the 'Assign Courses' interface. At the top, there are three tabs: 'Recert Plan', 'Assign Courses' (highlighted with a red box), and 'Apply Employee Hours'. Below the tabs, there are two main sections: 'ASSIGNED COURSES SCHEDULE' and 'SUGGESTED RECERT COURSES'.

ASSIGNED COURSES SCHEDULE: This section includes a 'Show Details' checkbox and a '4' in a box indicating the number of courses. A course card for 'Prehospital Trauma Life Support (PHTLS)' is shown, categorized as 'In-Person'. The card details include course hours (8.00), time (9:00 a.m. - 5:00 p.m.), instructor (Rick Bell), and location (8 Main Street, Springfield, WA 01234). A red box highlights the 'EDIT/ASSIGN COURSE' button, which contains an 'Edit' sub-button.

SUGGESTED RECERT COURSES: This section includes a 'Show Details' checkbox and a 'Category' dropdown menu set to 'Individual Category'. A course card for 'Immunologic Emergencies: Allergic Reaction and Anaphylaxis (ALS Edition)' is shown, categorized as 'Online'. The card details include course hours (0.50) and a table of topics:

Topic	Hours Fulfilled	Category
Immunological Emergencies	0.5	Medical
Individual Topic	0.5	Individual Category

A red box highlights the 'ASSIGN COURSE' button.

Upload Completion Certificate

For Non-Recert courses you may add a completion certificate on behalf of the employee.

1. Navigate to the “Assign Courses” tab.
2. Click the “Edit/Assign Course” button then select “Upload Completion Certificate”. **Note** as an employer you can remove or replace any completion certificates uploaded by your employees. Employees have read-only access to the certificates added by you.

The screenshot displays the RECERT web application interface. At the top, the navigation bar includes the RECERT logo, a user selection dropdown (Shermer Ambulance), and a 'View as' dropdown (Employer). The main content area shows a table of assigned courses with columns for Type, Certificate ID, Expiration, Sort By, and % Complete. A modal window is open for the 'Capnography Seminar' course, which is 2.00 hours long and marked as 'IN-PERSON'. The modal is divided into two steps: 'Step 1: Select Employees' and 'Step 2: Assign Courses'. In Step 1, three employees are listed: Andrew Clark (Completed), Allison Reynolds (01/03/2020), and Gary Wallace (01/03/2020). Each employee has a checkmark icon and a link to 'Upload Completion Certificate'. The modal also features 'Cancel' and 'Save' buttons at the bottom right.

Step 1: Select Employees <input checked="" type="checkbox"/> Select All			
<input checked="" type="checkbox"/>	Andrew Clark	Completed	Upload Completion Certificate
<input checked="" type="checkbox"/>	Allison Reynolds	01/03/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Gary Wallace	01/03/2020	<input type="checkbox"/>

Step 2: Assign Courses

Remove Course Assignments

To remove an assigned course,

1. Navigate to the “Assign Courses” tab.
2. Click the “X” to the right of the course title you want to remove. Removing a course will unassign it from the employees and unapply the corresponding hours from the employee’s model. **Note** the remove option is only available for Non-Recert courses and for those Recert courses that have not been completed by an assigned employee.

The screenshot displays the 'Assign Courses' interface. At the top, there are three tabs: 'Recert Plan', 'Assign Courses' (highlighted with a red box), and 'Apply Employee Hours'. Below the tabs, there are two main sections: 'ASSIGNED COURSES SCHEDULE' and 'SUGGESTED RECERT COURSES'.

ASSIGNED COURSES SCHEDULE: This section includes a 'Show Details' checkbox and an 'ADD A NON-RECERT COURSE' button. A calendar view shows 'Jul'19' with a '4' in a box. The selected date shows an 'In-Person' course titled 'Prehospital Trauma Life Support (PHTLS)'. The course details include: 'Try to carpool, as the parking is limited.', 'Course Hours: 8.00', 'Time: 9:00 a.m. - 5:00 p.m.', 'Instructor: Rick Bell', and 'Location: 8 Main Street, Springfield, WA 01234'. A YouTube link is provided: <https://www.youtube.com/watch?v=x78O9zy0HC0>. There is a PDF icon with the filename '156138797840Course_Pre-reading.pdf'. At the bottom, there is an 'EDIT/ASSIGN COURSE' button and an 'Edit' link. A red 'X' icon is visible in the top right corner of the course card.

SUGGESTED RECERT COURSES: This section includes a 'Show Details' checkbox and a 'Category' dropdown menu set to 'Individual Category'. The first suggested course is 'Online' titled 'Immunologic Emergencies: Allergic Reaction and Anaphylaxis (ALS Edition)'. It has 'Course Hours: 0.50'. Below this is a table:

Topic	Hours Fulfilled	Category
Immunological Emergencies	0.5	Medical
Individual Topic	0.5	Individual Category

Below the table is an 'ASSIGN COURSE' button. The second suggested course is also 'Online'.

Add Employer Content to Non-Recert Courses

Employers can add their own content to Non-**Recert** courses. The following information can be added when creating or editing a non-Recert course.

1. Click the course in the “Assign Courses” tab.
2. In the Additional Details section, you may add:
 - a. **Link:** A hyperlink to the course content, such as a YouTube video or a Google Doc.
 - b. **Notes:** More information and instructions about the course.
 - c. **Attachments:** Various attachments pertaining to the course. Attachments may include documents, slides, spreadsheets, calendar files (e.g. iCal), images, videos etc. The total size of all attachments for the course should not exceed 100 MB and each individual attachment should be less than 20 MB.

The screenshot shows the 'Add a Non-Recert Course' form. The form is divided into several sections:

- Course Name:** Course name
- Duration:** Course Duration
- Start Date:** Start Date
- Start Time:** Start Time
- End Time:** End Time
- Instructor:** Instructor
- Course Type:** In-Person Online
- Address Details:** (Collapsed)
- Additional Details:** (Highlighted with a red box)
 - Link:** www.example.com
 - Notes:** 250 characters limit
 - Course Attachments:** Upload. Maximum file size per attachment is 20MB, upto a total of 100MB

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

CAPCE Data Reporting

As of 1/10/19 **Recert** started reporting all CAPCE accredited course completions to CAPCE's Accreditation Management System (AMS) in real-time. The AMS system then sends this information to the National Registry of EMT's (NREMT). This allows your employees to access the course completion information in their NREMT account within a few hours. This was previously a quarterly process.