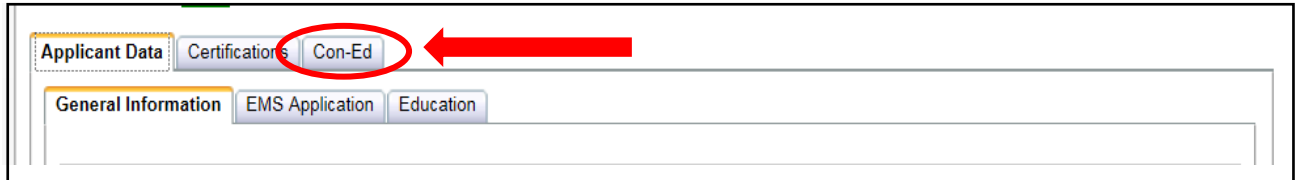


EMS Registry Job Aid for Applying for Continuing Education by Endorsement

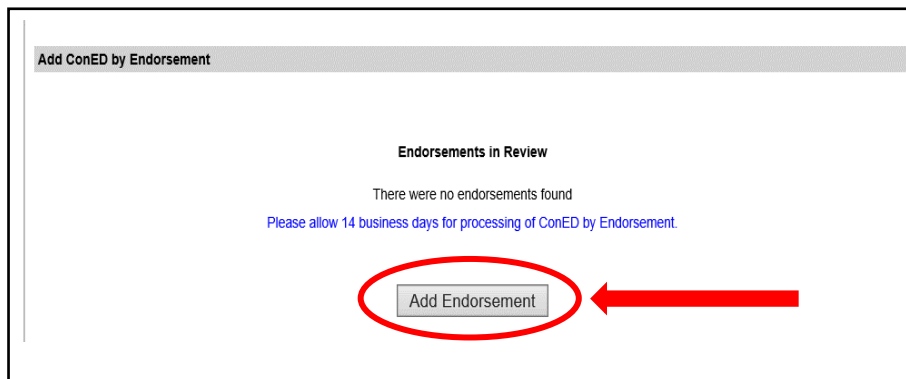
*****You are required to upload supporting documents and verification of course completion. You will not be able to submit the application without uploading the appropriate documents.*****

1. Providers will now apply for Continuing Education by Endorsement through their own provider record. Click on the Con-Ed Tab.



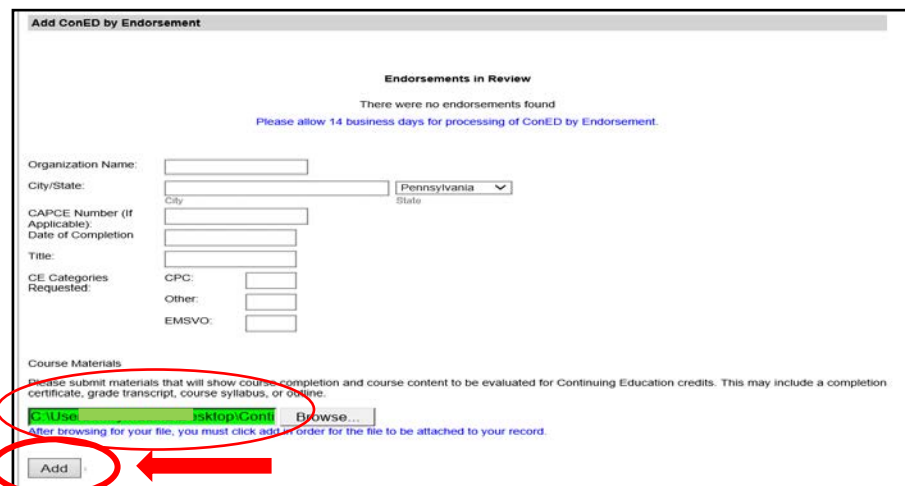
The screenshot shows a web application interface with a top navigation bar containing three tabs: 'Applicant Data', 'Certifications', and 'Con-Ed'. The 'Con-Ed' tab is highlighted with a red circle and a red arrow pointing to it from the right. Below this bar is another set of tabs: 'General Information', 'EMS Application', and 'Education'. The 'General Information' tab is currently selected.

2. At the bottom of that page, you will see the “Add ConEd by Endorsement” section. Click Add Endorsement.



The screenshot displays the 'Add ConED by Endorsement' section of the application. At the top, there is a header 'Add ConED by Endorsement'. Below it, the text reads 'Endorsements in Review' followed by 'There were no endorsements found' and a blue link: 'Please allow 14 business days for processing of ConED by Endorsement.' At the bottom center, there is a button labeled 'Add Endorsement', which is circled in red with a red arrow pointing to it from the right.

3. Scroll to the bottom of that page – the ConEd by Endorsement application will appear. Complete all fields. Upload appropriate documents as outlined on the application. Browse your computer for the file and upload the documents. The documents will import into the field in a green color. Click the “Add” box and a grid will generate with your Endorsement documents.



The screenshot shows the 'Add ConED by Endorsement' application form. The form includes the following fields and sections:

- Organization Name:** Text input field.
- City/State:** Text input field for City and a dropdown menu for State (currently set to Pennsylvania).
- CAPCE Number (if Applicable):** Text input field.
- Date of Completion:** Text input field.
- Title:** Text input field.
- CE Categories Requested:** Three checkboxes labeled 'CPC:', 'Other:', and 'EMSVO:'.
- Course Materials:** A section with a blue link: 'Please submit materials that will show course completion and course content to be evaluated for Continuing Education credits. This may include a completion certificate, grade transcript, course syllabus, or outline.' Below this is a green box containing the text 'Click here to upload your file' and a 'Browse...' button.
- Add:** A button at the bottom left of the form, circled in red with a red arrow pointing to it from the right.

Course Materials

Please submit materials that will show course completion and course content to be evaluated for Continuing Education credits. This may include a completion certificate, grade transcript, course syllabus, or outline.

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

File	Upload Date		
C:\Users\... \Desktop\Continuing Education by Endorsement.docx		Delete	Download

4. Add Notes if needed. Click "Submit Endorsement".

Notes: 1000 characters remaining

5. An "Endorsement in Review" grid will populate. Your Regional Council will review the application and the results of this review will be uploaded into your record within 14 business days. Please check your record before calling the Regional Office.

Add ConED by Endorsement

Endorsements in Review

Title	Completion Date	CPC Hours	Other Hours	EMSVO Hours
test	1/14/2018	0.00	0.00	0.00
1				

Please allow 14 business days for processing of ConED by Endorsement.