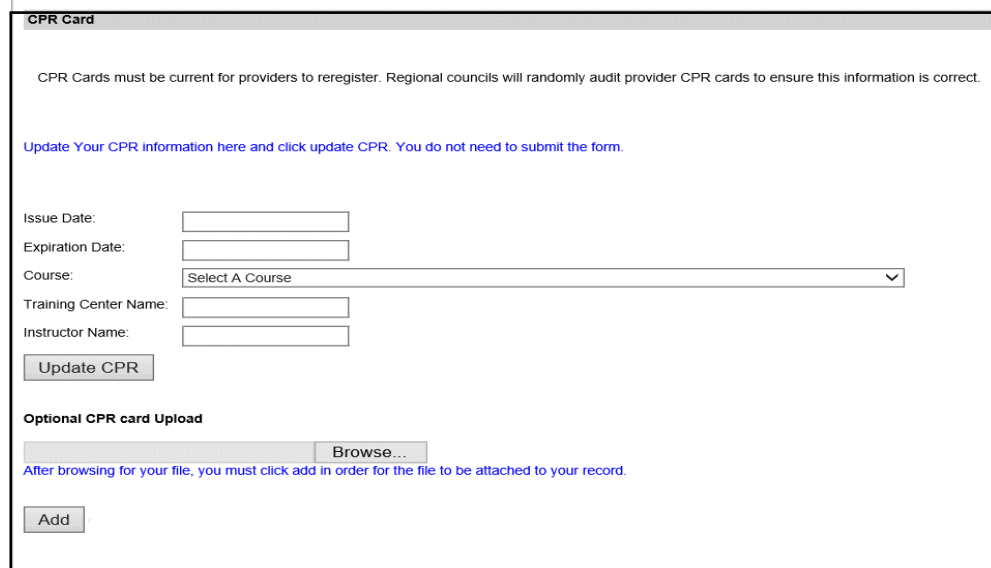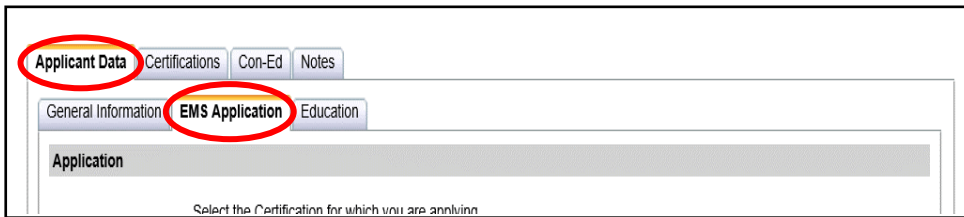# EMS Registry Job Aid for Entering CPR

1. Providers are now responsible for entering their own CPR information. Regional Councils will no longer be collecting copies of cards. Providers will be subject to audit by Regional Councils.

2. Click on the Applicant Data Tab. Within that tab, click on the EMS Application Tab.

3. In the CPR Card section, complete all fields. From the Course drop-down menu, select the CPR organization and course you have listed on your CPR card. This is the PA Approved CPR Course List. If you have a CPR card that is not listed, you do not have the appropriate CPR for pre-hospital providers.
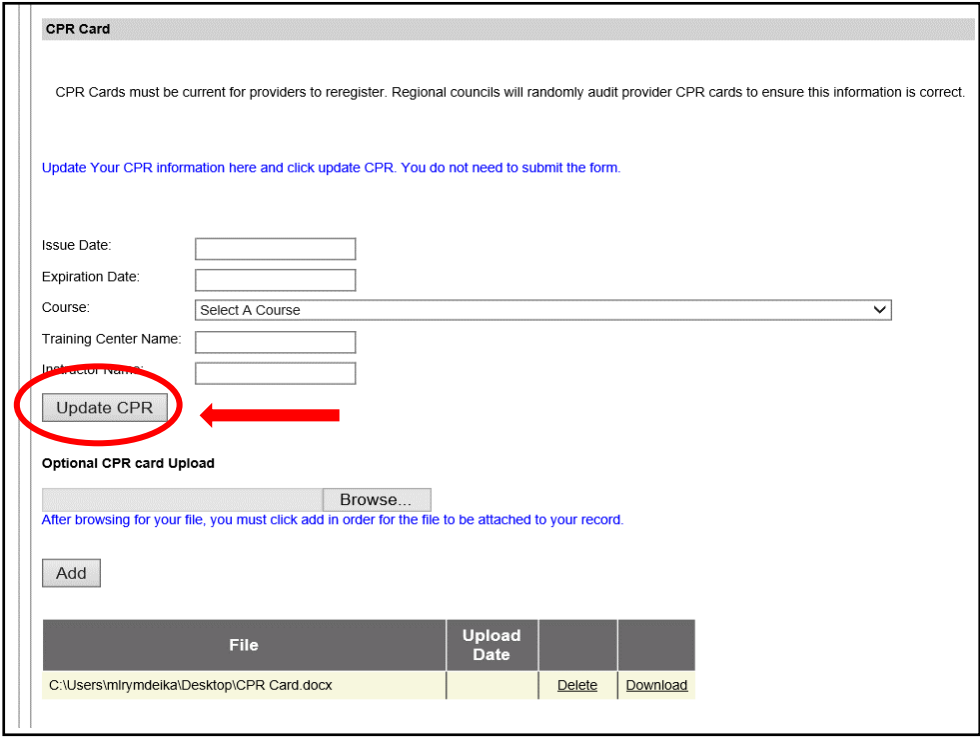

4. Uploading your CPR card is optional, however, if audited, you will be required to upload/submit a copy of your CPR card. If you choose to upload your CPR card, browse for the file on your computer; click on it to highlight it and then click Open or double-click on it. This will import the file into the field in a green color. Click the "Add" box and a grid will generate with your CPR card. You need to click "Add" to successfully upload the CPR.
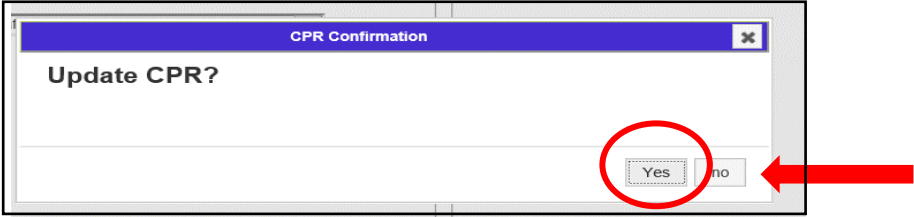
Optional CPR card Upload

Browse...

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

Add

File	Upload Date		
C:\Users\mlrymdeika\Desktop\CPR Card.docx		Delete	Download
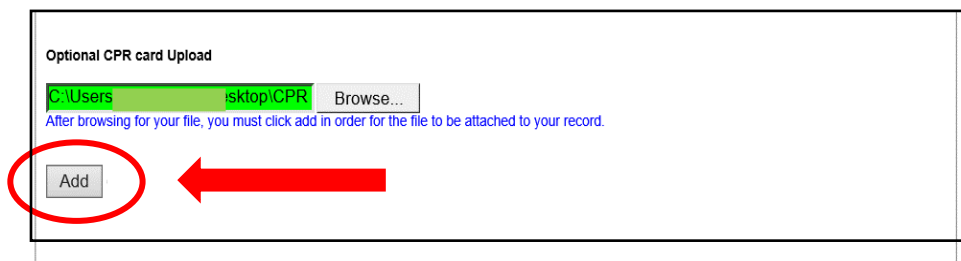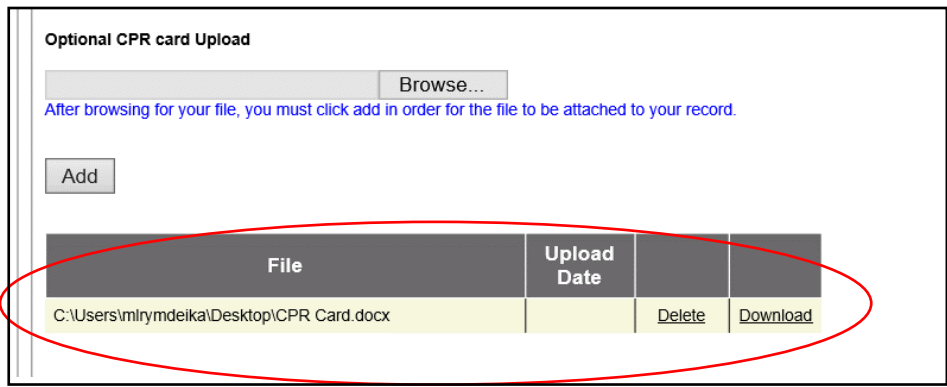
5. After completing this section, click Update CPR. A box will pop-up indicating the CPR information has been successfully updated, click ok.

CPR Card

CPR Cards must be current for providers to reregister. Regional councils will randomly audit provider CPR cards to ensure this information is correct.

Update Your CPR information here and click update CPR. You do not need to submit the form.

Issue Date:

Expiration Date:

Course: Select A Course

Training Center Name:

Instructor Name:

Update CPR

Optional CPR card Upload

Browse...

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

Add

File	Upload Date		
C:\Users\mlrymdeika\Desktop\CPR Card.docx		Delete	Download

6. A box will pop-up asking if you want to Update CPR? Click Yes.

CPR Confirmation ✖

Update CPR?

Yes   no

7. Another box will pop-up indicating the CPR has been successfully updated.

CPR Confirmation

The CPR information has been successfully Updated

OK

01/19/2018