

Here is the link to the new Training Center Manager webpage and a picture of the main page.

<https://trainingcentertechnologies.com/LVH/Default.aspx>

or

www.emiclass.com

The screenshot shows the Lehigh Valley Health Network website. At the top is the logo with the tagline "A PASSION FOR BETTER MEDICINE". Below the logo is a navigation bar with links for Home, Students, Instructors, and Contact Us, and a user greeting "Welcome kdempsey | Logout". The main content area is titled "About Lehigh Valley Health Network" and includes a "Profile" section with a paragraph of text. Below this are four service buttons: "Instructor Login" (with a laptop icon), "Course Enrollment" (with a laptop icon), "Student Login" (with a person icon), and "Client Portal" (with a laptop icon). Each button has a "Login Now" or "Enroll Now" link and a brief description of the service. At the bottom, there is contact information for the George E. Moerkirk Emergency Medicine Institute, including the address, phone, fax, and website.

As a BLS Instructor that is teaching CPR Classes outside of EMI – you will be able to submit all necessary paperwork and payment via this website – if you have a scanner. If not – you can enter all the data and mail the paperwork to EMI or drop it off.

If you are not able to pay online. The entire roster with payment should just be mailed and the roster fee will then be \$10 plus \$5.00/card.

If you are mailing the roster and still entering everything online, your roster fee will be \$5 per card – but cards will not be sent until ALL paperwork is received in our office.

As a BLS Instructor you will also be able to see your teaching history and future teaching assignments here at EMI.

As a student you will be able to sign up for class being held at EMI as well as see when your class will be held and a history of courses completed at EMI.

BLS Instructors that wish to submit rosters should login to the “Instructor Login page”.

Your LOGIN name is your e-mail address.

Your password is your first name in all lowercase letters.

You will then see this page:

The screenshot shows a web browser window with the URL <https://trainingcentertechologies.com/LVH/Instructors/SubmitRoster.aspx>. The page header includes the Lehigh Valley Health Network logo and the text "A PASSION FOR BETTER MEDICINE". Below the header is a navigation bar with "Instructor Portal" and a "Logout" button. The main content area is titled "Enter Course Information for Processing:" and contains several sections: "COURSE INFORMATION" with fields for Course Group, Course Location, Course Type, Course Date, Start Time, and Comments; "INSTRUCTORS ASSIGNED" with an "Add Instructor" button and fields for Instructor 1's First Name, Last Name, and Email; "STUDENT INFORMATION" with an "Add Student" button and fields for Student 1's First Name, Last Name, Email, License Number, Phone Number, Address, City, State, Zip, Test Score, Status, and Misc; and a "Payment Summary" section showing a Current Total of \$0.00. On the right side of the page, there is an advertisement for "Mask Mouthpieces" with an image of a mouthpiece and text: "Mask Mouthpieces - Individually Wrapped - Fits most CPR masks - More sanitary than open products. As low as \$0.25 each! CLICK HERE TO ORDER".

To begin you have to enter the Course information:

This is a close-up screenshot of the "Enter Course Information for Processing:" form. It shows the "COURSE INFORMATION" section with the following fields: "Course Group" (text input), "Course Location" (text input), "Course Type" (dropdown menu), "Course Date" (calendar icon), "Start Time" (clock icon), and "Comments" (text input). Below this section is the "INSTRUCTORS ASSIGNED" section, which is currently empty.

*****The “Course Group” is always going to be Your Full name – First Name and Last name.*****

The Course location is where you held the class (i.e.: the ambulance name, your home, a church name). Please try to be consistent with the wording of your locations should you teach at the same facility more than once.

The Course Type is a drop down with all the course types listed. PLEASE BE SURE TO SELECT THE CORRECT ONE. The course materials you use (i.e. the skills checklist) should match your course type!

Next, you should list **ALL of the instructors – including yourself if you taught.**

Course Date : [] Start time : [] Comments : []

INSTRUCTORS ASSIGNED

Add Instructor Remove Instructor

Instructor 1

First Name : [] Last Name : []

Email : []

STUDENT INFORMATION

Student 1

Add the students:

Email : []

STUDENT INFORMATION

Student 1

First Name : [] Last Name : []

Email : [] License Number : []

Phone Number : []

Address : []

City : [] State : [] Zip : []

Test Score : [] Status : Pass Misc : []

Add Student Remove Student

Please be sure to spell the names correctly. Remember to use proper case when typing names.

Instead of: george jones or GEORGE JONES

Write: George Jones

HOWEVER YOU write it – is how it will appear on their card!!

REPLACEMENT CARDS FOR MISSPELLINGS OR LOST CARDS COST \$10

When you finish entering each of the student names, you should enter your payment information. Your total is automatically calculated for you.

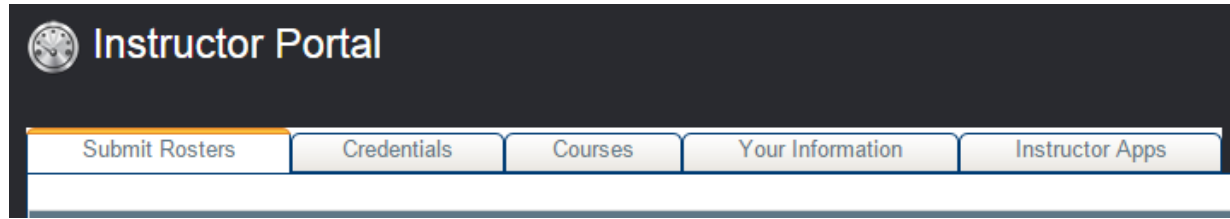
HOWEVER: If your roster is late, you must figure out how much you owe for a late fee AND INCLUDE IT WITH THE PAYMENT. **You will be able to process your roster fee online, but you will have to call EMI to pay the late fee over the phone.**

Late fees are to be paid when you pay roster submissions. Cards will not be processed until all fees are paid.

After you hit the submit button, you will be given the option to upload your paperwork. It can be scanned in as one or as multiple files – but should be formatted as PDF.

Then you are FINISHED!!

Continue reading for additional instructor information...



Credentials:

This tab will list the Instructor Certifications you hold. Please review for accuracy and notify us of any necessary updates.

Courses:

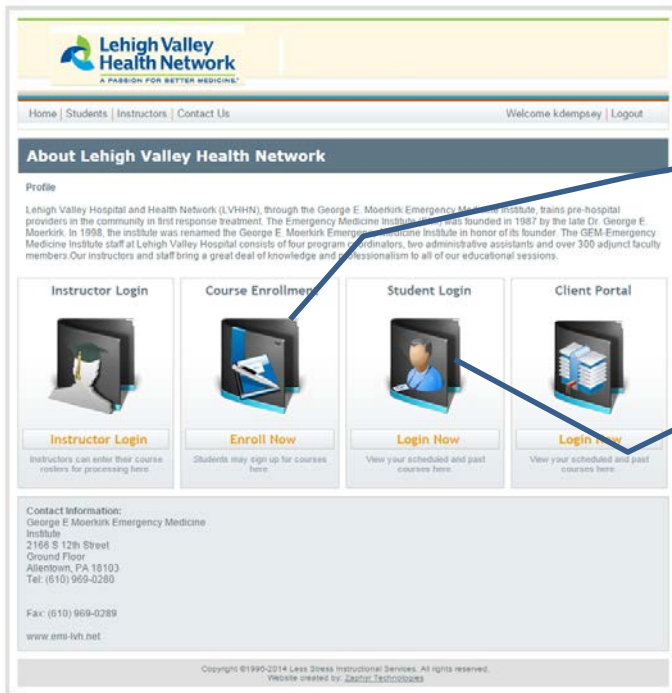
This tab will list all the courses you have taught, or are scheduled to teach through EMI. You can come here to see when you signed up to teach, how many classes you've taught, etc.

Your Information:

This is you demographics page. At the very least your First and Last name and e-mail address should be visible. Please review this information for completeness and accuracy. You can update your name, address, e-mail, and phone number here.

Instructor Apps

There is currently no information on this page.



Course Enrollment

Go here to sign up for a class as a student.

Student Login

You will find courses in which you have been enrolled. You will also find a record of courses you attended