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## **Education Task Force**

### **How to Utilize the OCMCA Digital CE Sponsorship Program**

### **(How To Guide)**

*Version: 6-8-2018*

The purpose of this document is to assist life support agencies (LSAs) and hospital facilities with details regarding how to utilize the OCMCA CE Sponsorship. Please note that the OCMCA CE Sponsorship has transitioned to an all-digital format as of May 2018. All ACES Representatives, Instructor Coordinators (I/C) and Subject Matter Experts (SME) must be familiar with the OCMCA CE Sponsorship Policy that was updated to reflect the new all-digital system.

#### **Registration Step 1: ACES Representative Registration and submitting a new ACES Agreement**

In order for an LSA or a facility to utilize the new all-digital CE Sponsorship, the ACES Representative must create a profile and submit a new ACES Agreement to the OCMCA. All agency ACES Reps **MUST** have an I/C license; however, hospitals are **NOT** required to have a licensed I/C as an ACES Representative. Please have your Curriculum Vitae (CV) and state licensure available for upload to complete the registration process.

1. The ACES Representative must contact the OCMCA by email at [EMS@OCMCA.org](mailto:EMS@OCMCA.org) to obtain a link to create an LSA/Facility account.
2. After the link is received, click on it and complete the rest of the registration process (steps 3-6, below).
3. Once on the site, the ACES Representative must create a new account by filling in the requested information (name, phone number, email and create a password). The ACES Representative should use his/her email address for this account. Then, click "next".
4. Then, you will be taken to a screen that allows you to continue the registration process. This page requires the ACES Representative to:
  - a. Enter details regarding their LSA or facility.
  - b. Enter specific information regarding their EMS and IC license, as well as upload a copy of their CV and EMS/IC license.
    - i. **NOTE:** All agency ACES Reps **MUST** have an I/C license, however hospitals are **NOT** required to have a licensed I/C as an ACES Representative.
  - c. Review and complete the "ACES Agreement Compliance" section.
  - d. After all information is entered, click "Register"
5. You will then be taken to a page that allows you to download and print a copy of your ACES Agreement. Then, follow the instructions below:
  - a. Download and print a copy of your ACES Agreement.
  - b. The ACES Representative, as well as the Chief or CEO of your LSA / facility must review and sign the agreement.
  - c. Go to <http://ce.ocmca.org/ce/Account/Login> and log back in. Or, if still logged in, click on OCMCA CE Sponsorship at the top left to upload and submit a copy of your signed ACES Agreement.
6. **After you've completed the steps above, the agency ACES Agreement is automatically sent to the OCMCA for approval through the automated system. When the approval process has been completed, the agency ACES Rep will receive email notification. Instructors and students cannot set up accounts until an agency account has been approved.**



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## **Registration Step 2: Registration Process for all ICs, SMEs, and students**

### **Instructor/Coordinators (I/C)**

**Follow the steps below if you meet the following criteria:**

- You have a State of Michigan I/C license
- You are, or would like to, instruct courses under the OCMCA CE Sponsorship

**NOTE:** Please have your Curriculum Vitae (CV) and State I/C license available for upload to complete the registration process.

1. Go to <http://ce.ocmca.org/ce/Account/Login>.
2. Click "Register as a new user"
3. Select "Instructor/Coordinator (I/C)". The student account box will auto select to set up a student account, as well.
4. Complete all of the information found on the rest of the page. All information requested on this page must be completed. **NOTE:** You MUST upload a copy of your current CV (resume), and State I/C license.
5. Then, click "Register" after all information has been entered.
6. **After you've completed the steps above, your information is automatically sent to your ACES Representative for approval. Your ACES Representative will log in and approve you as one of their OCMCA CE Sponsorship LSA / facility I/Cs. The OCMCA will receive an automatic notification each time they approve an I/C. The ACES Representative will receive email notification from the OCMCA when the approval process has been completed.**  
**NOTE: The approval process requires approval from the agency ACES Representative, OCMCA and MDHHS and can take up to 30 days for all new I/Cs.**

### **SME with an EMS license**

**Follow the steps below if you meet the following criteria:**

- You have an State of Michigan EMS license, but NOT an I/C license
- You are, or would like to, instruct courses under the OCMCA CE Sponsorship

**NOTE:** Please have your Curriculum Vitae (CV) and State EMS license available for upload to complete the registration process.

1. Go to <http://ce.ocmca.org/ce/Account/Login>
2. Click "Register as a new user"
3. Select "Subject Matter Expert (SME) with EMS License". The student account box will auto select to set up a student account, as well.
4. Complete all of the information found on the rest of the page. All information requested on this page must be completed. **NOTE:** You MUST upload a copy of your current CV (resume), and EMS license.
5. Then, click "Register" after all information has been entered.
6. **After you've completed the steps above, your information is automatically sent to your ACES Representative for approval. Your ACES Representative will log in and approve you as one of their OCMCA CE Sponsorship LSA / facility SMEs. The OCMCA will receive an automatic notification each time they approve an SME. The ACES Representative will receive email notification from the OCMCA when the approval process has been completed.**  
**NOTE: The approval process requires approval from the agency ACES Representative, OCMCA and MDHHS and can take up to 30 days for all new SMEs.**



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## **Registration Step 2: Registration Process for all ICs, SMEs, and students (continued)**

### **SME WITHOUT EMS license**

**Follow the steps below if you meet the following criteria:**

- You do NOT have an EMS License
- You are, or would like to, instruct courses under the OCMCA CE Sponsorship

**NOTE:** Please have your Curriculum Vitae (CV) available for upload to complete the registration process.

1. Go to <http://ce.ocmca.org/ce/Account/Login>
2. Click "Register as a new user"
3. Select "Subject Matter Expert (SME) without EMS License".
4. Complete all of the information found on the rest of the page. All information requested on this page must be completed. **NOTE:** You MUST upload a copy of your current CV (resume).
5. Then, click "Register" after all information has been entered.
6. **After you've completed the steps above, your information is automatically sent to your ACES Representative for approval. Your ACES Representative will log in and approve you as one of their OCMCA CE Sponsorship LSA / facility SMEs. The OCMCA will receive an automatic notification each time they approve an SME. The ACES Representative will receive email notification from the OCMCA when the approval process has been completed.**  
**NOTE: The approval process requires approval from the agency ACES Representative, OCMCA and MDHHS and can take up to 30 days for all new SMEs.**

### **Students (non instructional EMS providers)**

**Follow the steps below if you meet the following criteria:**

- You have an EMS license
- You do not want to instruct courses under the OCMCA CE Sponsorship
- Students that meet the criteria, listed above, may have an I/C license, but they are not interested in instructing courses under the OCMCA CE Sponsorship.

1. Go to <http://ce.ocmca.org/ce/Account/Login>
2. Click "Register as a new user"
3. Select "Student"
4. Complete all of the information found on the rest of the page. All information requested on this page must be completed.
5. Your profile is now complete.
6. Your ACES Representative, I/C or SME will provide you with instructions to sign into CE courses, as needed.



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### **Registration Step 3: ACES Representative Approval and Management of Agency ICs and SMEs**

The ACES Representative can elect to have additional instructors utilize the OCMCA CE Sponsorship under the agency ACES Agreement. **NOTE:** It is the ACES Representative responsibility to assure that all their agency instructors conduct CE sessions in accordance with the OCMCA CE Sponsorship Program policy.

1. Go to <http://ce.ocmca.org/ce/Account/Login> and login to your account.
2. The "Instructors and Subject Matter Experts Pending Approval" screen will appear if there are instructor approvals pending approval.
3. Select the Approve/Deny box for each individual instructor.
4. You will be directed to an "Instructor/SME Approval" box to approve or deny the instructor request.  
Course Notification: The ACES Representative can elect to allow or NOT allow instructors to submit course notifications.
5. After you've completed the steps above, the Instructor/SME request for approval will automatically be sent to the OCMCA for approval through the automated system. When the approval process has been completed, the agency ACES Representative will receive email notification.  
**NOTE:** The approval process requires approval from the agency ACES Representative, OCMCA and MDHHS, and can take up to 30 days for all new instructors.
6. To manage or check the status of Instructor/SME accounts, select "Agency CE Tools" in the menu bar.
7. In the drop down menu select "Maintain Instructors".



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## Utilizing the OCMCA CE Sponsorship Program

### How to access the OCMCA CE Sponsorship digital library

1. Go to <http://ce.ocmca.org/ce/Account/Login>
2. Click on "Agency CE Tools" and a dropdown menu will appear. Then, click on "CE Course Library" to access the library.

### How to filter and search the OCMCA CE Sponsorship digital library

1. Once you've accessed the CE Course Library page you will see a list of all approved courses in the OCMCA CE Sponsorship. On this page, you'll initially find a list of every course in the entire Sponsorship that you can scroll through.
  - a. **To filter by category:** Click on the dropdown box next to "Category" at the near the top left of the page. Here, you can select the specific category that you'd like to view.
  - b. **To a specific topic (the actual course title):** Enter the specific topic in the text box next to where it states, "Search on a specific topic in the text box".

### How to review a course lesson plan and instructor resources (if available available)

1. Click "Select", which is in bold in the far left column of the course list on the CE Course Library page.
  - a. After you click "Select", you'll find that the course lesson plan and instructor resources (if available) will be available for you to download.
    - i. **Lesson plan:** The course lesson plan will be appear in a box below the course list on the CE Course Library page titled, "Lesson Plans".
    - ii. **Instructor Resources (if available):** Not every course will have instructor resources available. If a course does have applicable instructor resources, they will appear in the box titled, "Instructor Resources"
2. Download and review the lesson plan and instructor resources, as needed. NOTE: The course lesson plan and instructor resources (if available) will be available for download on the CE Course Notification



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### **How to Submit a CE Course Notification**

Only ACES Representatives and approved instructors may submit a CE course notification form. Each ACES Representative has the option to allow any of their I/Cs or SMEs to submit notification forms. See Registration Process "Step 3: ACES Representative Approval and Management of Agency ICs and SMEs for further details regarding this option" on page 4.

1. Go to <http://ce.ocmca.org/ce/Account/Login> and log in.
2. Click on "Agency CE Tools" in the menu bar located at the top of the page.
  - a. A dropdown menu will appear. Click on "Submit a Notification"
3. Then, you will be taken directly to the "Submit a CE Notification" page. This page is self-explanatory. Complete the information entirely.
4. Once you've entered in the entire necessary information click on the "Submit Notification" button at the bottom of the page.
5. Now, you will see your "OCMCA CE Sponsorship Notification Confirmation" page.
6. **NOTE:**
  - a. It is recommended to print or save this document.
  - b. You will find the "Unique Course Code" that students will require to sign into the class.
  - c. You will find the course lesson plan that can be downloaded from this page.
  - d. You may find additional instructor resources such as instructor guides, PowerPoints, and practical skill guides for some, but not all, CE Courses in the OCMCA CE Sponsorship.
7. After the notification form is submitted, teach the CE session, per the lesson plan. All CE's must be taught to meet the minimum approved standards identified and listed on the approved Lesson Plan by an approved I/C or SME. See OCMCA CE Sponsorship Program Policy for details.

### **How to Cancel a Course Notification**

All instructors are required to provide notification of cancelled courses to avoid automated overdue roster notification. A new notification form is required for all courses that are still occurring, but require a time or date change.

1. Go to <http://ce.ocmca.org/ce/Account/Login> and log in.
2. Click "View Active Rosters" in the menu bar located at the top of the page.
3. Select, "Cancel Class" in the row of the course that you'd like to cancel.
4. Then a box will appear that requests you to input the "Reason for canceling class". The information you provide will remain a part of your record to assist in data tracking.
5. Finally, click, "Cancel Class" and the process is complete.



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### **Student Sign-in: CE Roster**

Within the last 10 - 15 minutes of class, provide students with the unique, case sensitive, 6-digit course code to sign the digital attendance roster. This code can be found on your Notification Confirmation.

Students must follow the steps below to sign into a CE course:

1. Go to <http://ce.ocmca.org/ce/Account/Login> and log in.
2. Click "Sign a Roster", which is located on the upper left hand side of the page.
3. Then, enter in the 6-digit course code. **NOTE:** The code is case sensitive.
4. Next, you'll be required to complete the course survey in order to submit your name onto the CE course roster. Complete the survey and then, click "Submit". A "Roster Signature Confirmation" page will then appear.

### **CE Roster Submission and Approval Process**

ACES Representative and Instructors must approve all course roster submissions within 72 hours. See the OCMCA CE Sponsorship Policy regarding non-compliance for additional details. FIRST, the Instructor must approve their OCMCA CE Sponsorship course rosters. Once the Instructor approval process has been completed, the ACES Representative will be notified through an automated email requesting their roster approval. CHIT sheets will become available when the approval process has been completed. Please see the instructions below for the ACES Representative/Instructor approval process.

#### **Step 1. Instructor CE Roster Approval Process**

1. Go to <http://ce.ocmca.org/ce/Account/Login> and log in.
2. Select "Agency CE Tools" located on the menu bar at the top of the page.
3. Select "View Active Rosters" in the dropdown menu.
4. Search for the course using the unique course code and click the "Select Roster" box.
5. Verify course information and attendees.
6. Select "Verify Roster" to complete the instructor approval process.
7. The roster will now be directed to the ACES Representative for final approval.

#### **Step 2. ACES Representative CE Roster Approval Process**

1. Go to <http://ce.ocmca.org/ce/Account/Login> and log in.
2. Select "Agency CE Tools" located on the menu bar at the top of the page.
3. Select "View Active Rosters" in the dropdown menu.
4. Search for the course using the unique course code and click the "Select Roster" box.
5. Verify course information, attendees and instructor course approval.
6. Select "Approve Roster" to complete the ACES Rep approval process.  
**NOTE:** CHIT sheets are now available to all students by logging into their account.