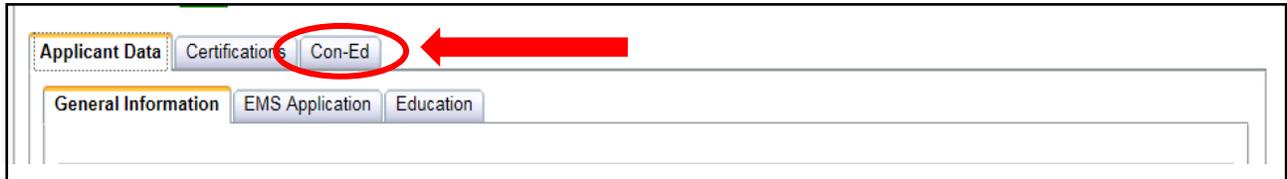
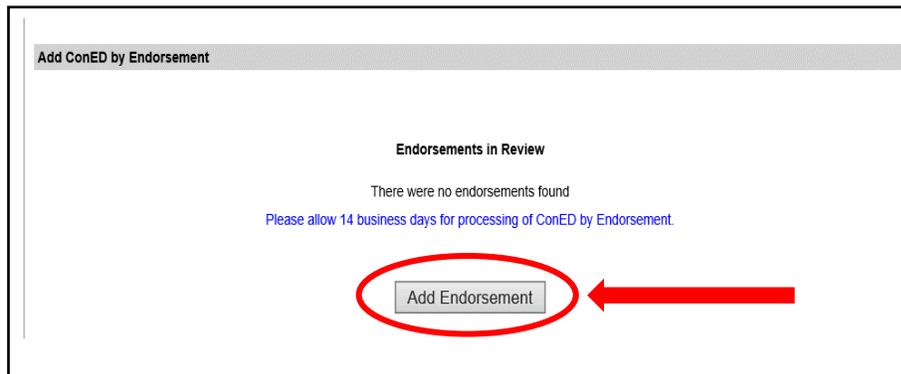


EMS Registry Job Aid for Applying for Continuing Education by Endorsement

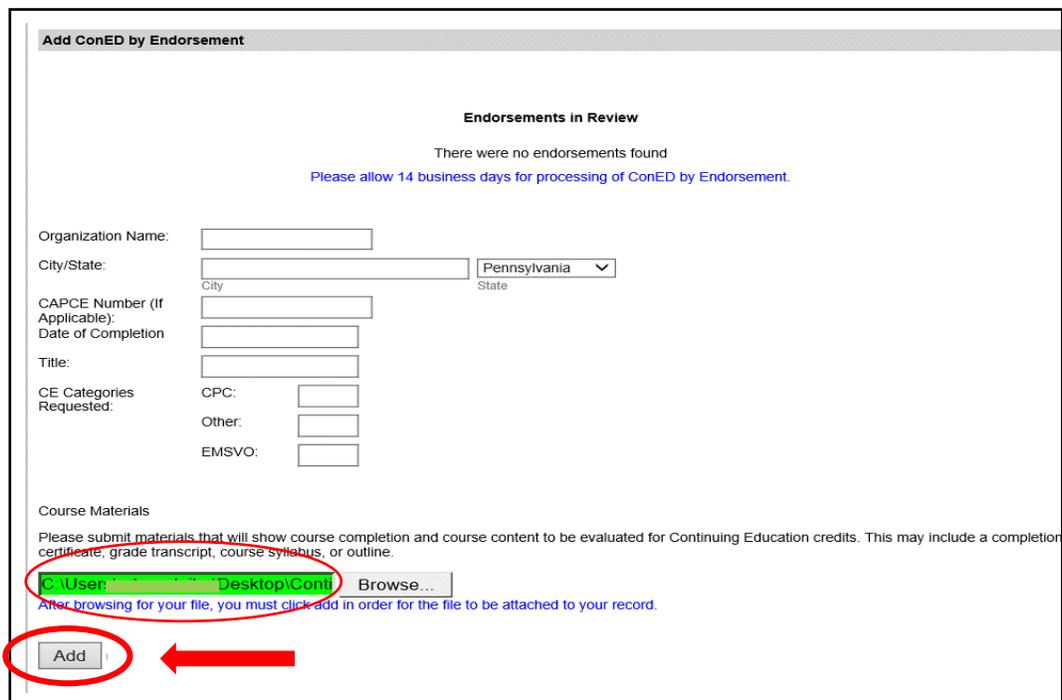
1. Providers will now apply for Continuing Education by Endorsement through their own provider record. Click on the Con-Ed Tab.



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



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.



A screenshot of the 'Add ConED by Endorsement' application form. The text reads: 'Endorsements in Review', 'There were no endorsements found', and 'Please allow 14 business days for processing of ConED by Endorsement.' The form includes fields for Organization Name, City/State (with a dropdown menu set to Pennsylvania), CAPCE Number (if Applicable), Date of Completion, Title, CE Categories Requested (CPC, Other, EMSVO), and Course Materials. The 'Add' button is circled in red, and a red arrow points to it from the right. A red circle highlights the file path 'C:\User\... Desktop\Conti' and the 'Browse...' button.

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 Endorsment.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.