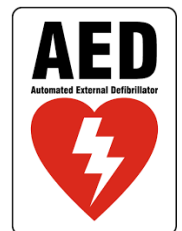**Jordan School District**
Instructions for registering for online First Aid/CPR/AED

1. Go to www.nsc.org
2. In menu at top left, click + to the right of "Safety Training", click on "First Aid Training" and select "Online Training"
3. Scroll down to bolded header "NSC First Aid Traditional Online Training"
4. Click on first underlined sentence "Learn more and purchase today" (be careful to not select the same sentence under Bloodborne and Airborne Pathogens).
5. Click on "Buy now"
6. Click on picture that says "Individual"
7. Scroll down to NSC First Aid, CPR & AED Online ($22.95) and check box
8. Click "Continue"
9. Click "Go to Checkout"
10. Enter billing information
11. Create a log-in and password (write these down and save them!)
12. Click "Place Your Order"
13. Print confirmation page for your records and to submit for reimbursement at your school
14. Check your email for a link to access courses
15. Click on link and enter login and password
16. Watch the presentation and take the quizzes as prompted. You don't need to watch it all in one sitting—plan to allow 4-5 hours total to complete the training.
17. Be sure to print off your completion certificate when you finish and BRING IT WITH YOU to the skills pass off
18. Sign up for an in-person skills pass-off with District nurses through your JPLS account (see instructions below)

Instructions for registering for in-person skills pass-off

1. Log in to JPLS with your username and password
2. Click on "Professional Learning" along the top
3. Enter "CPR" into the search bar and click "search"
4. Scroll down to the date you can attend and click "register" on the right side
5. Click "Next", then you'll see a confirmation that you're registered.
6. Be sure to arrive on time for your chosen pass-off time and bring your completion certificate from the online training course. This is required to be issued a certification.
7. If you need to cancel or change your in-person skills pass-off time slot, please email Chris Westra at: Christine.westra@jordandistrict.org or call her at: (801)567-8657.