NOTES on adding training:

- ACLS and CPR courses may NOT be used for CEUs – do not list them.
- On the supplemental training form, be sure to READ the instructions.
- You MUST click Save and Continue on the form where you are adding training, or it will NOT save your work

To add a class that you have taken (list each date and each class of training separately):

1. **Click on the Add Training button**

2. Enter the Name of the Training, the date of the course (listed on your certificate), you do not need the location. Click on Choose File to upload your certificate (required).

3. Then click **Add Topic** to list what topics were covered in your training – if you don't add topics, the system does not know

4. Select the appropriate topic (there are two types – Instructor and Provider) and enter the hours

5. After entering the topics and the hours, click **Save**. In this example, the course was a cardiac course

Training: Cardiovascular Training

*Name	Cardiovascular Training
*Date	04/1/2019 📅 Today
Location:	Enter or Find
Certificate:	Choose File	Cardiovascular Training 04-01-2019 Certificate.pdf

Max File Size: 23000KB
.doc,.docx,.jpeg,.jpg,.mp4,.pdf,.png,.ppt,.pptx,.tif,.xls,.xlsx

Topics:

Topic	Hours
CEU: Provider - Cardiovascular/Stroke (Does not include CPR/ACLS) ▼	3 ⬍ ⊖

➕ Add Topic

🖫 Save ◼ Cancel

6. You will then see your course list – BE SURE THAT IT IS CORRECT AND THE HOURS ARE LISTED CORRECTLY

Supplemental Training

Training History:

Trainings from 3/30/17 to 3/30/19 are valid towards the above requirements.

Course Name	Date	Location	Certificate	Topic Hours	
Cardiovascular Training	4/1/19 ❗		Cardiovascular Training 04-01-2019 Certificate.pdf	CEU: Provider - Cardiovascular/Stroke (Does not include CPR/ACLS) - 3.00	⊖

➕ Add Training

7. To add another training, click **Add Training**, if you are done adding training for now, click Save and Continue, sign the attestation on the next tab, and then click Submit.