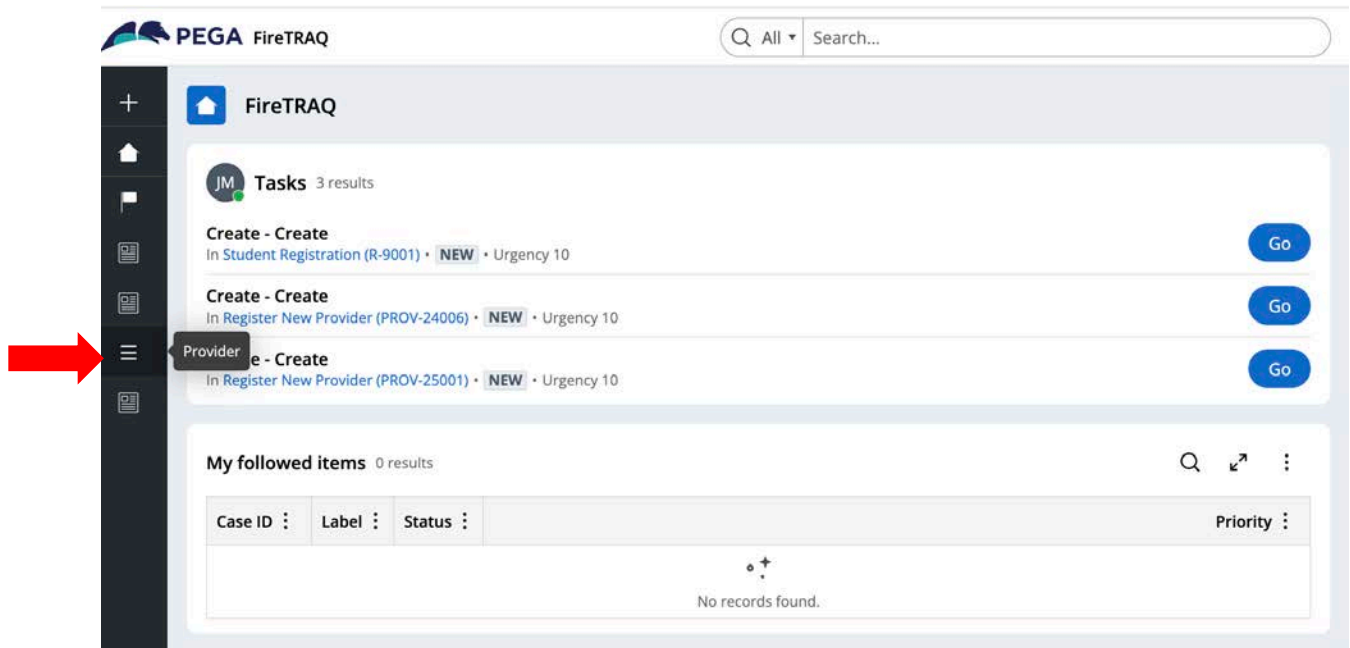
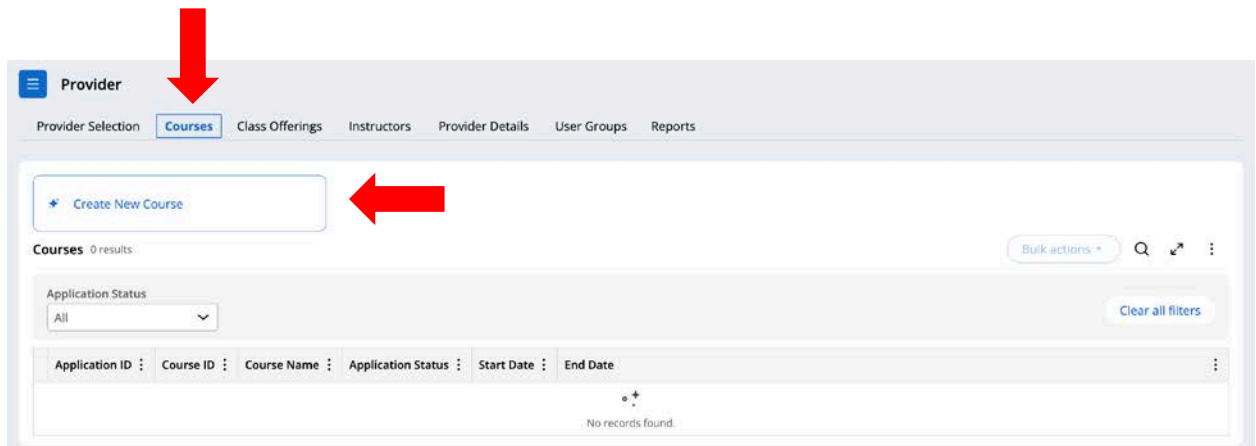


Create New Course Training Guide

1. To create a new course, log in as an approved provider and navigate to the provider using the left had navigation window.



2. This will open the provider view for the user that has logged in. Navigate to the courses tab on the top. This will display any courses this provider has submitted. To create a new course select the create new course button.



3. Once you select to create a new course, you will be asked to select whether the course is Fire Services or Fire Prevention. For this first scenario select Fire Services

Initialization > **Create** > Review > Active > Expired

Creation
Assigned to John M Bonner • In C-20009 • Urgency 10

Course Type *

☒ Fire Services

☐ Fire Prevention Equipment

4. Once you have selected Fire Services the system will display the fields that are specific to Fire Services

Creation
Assigned to John M Bonner • In C-20009 • Urgency 10

Course Type *

☒ Fire Services

☐ Fire Prevention Equipment

Course Name *

Course Description *

☐ This course has certification prerequisites?

☐ This course has course prerequisites?

Event Type *

Select... ▾

Program Type *

Select... ▾

Audience Type *

Select... ▾

Requested CE Hours *

Requestor Comments

Cancel Save for later Submit

5. Once you start to entering the course information you will see the ability to select that the course has books associated with it. When you select “This course has

books?” the system will display a list of books to select to identify and associate with the course. (The list of books will be built out and covered in a future session)



Creation

Assigned to [John M Bonner](#) • In C-20009 • Urgency 10

Course Type *



Fire Services



Fire Prevention Equipment

Course Name *

Johns Test Fire Course

Course Description *

This is a course to test things




This course has books?

Book List



The Lord of the Rings

6. You will also be prompted to select if the course has “Course Prerequisites”. Which if you select will display a list to select any course that are prerequisites to this course. To select a prerequisite course you select in the field, you can either start typing or hit down to your keyboard to see the list of courses.

 ☒ This course has course prerequisites?

Course Prerequisites *



Event Type *

 Cannot be blank

Program Type *

Audience Type *

Requested CE Hours *

Requestor Comments

7. One you have entered all of the required fields you can submit the course by hitting submit on the bottom right corner.

Course Prerequisites *
CHLORINE EMERGENCIES X

Event Type *
Hybrid/Blended

Program Type *
Public

Audience Type *
Fire Fighters

Requested CE Hours *
10

Requestor Comments

Cancel Save for later Submit

8. Once you select to create a new course, you will be asked to select whether the course is Fire Services or Fire Prevention. For this first scenario select Fire Prevention Equipment

Initialization Create Review Active Expired

JM Creation
Assigned to John M Bonner • In C-20009 • Urgency 10

Course Type *
☒ Fire Services
☐ Fire Prevention Equipment

9. Once you have selected Fire Services the system will display the fields that are specific to Fire Services

Submit

FP Requested CE Hours

Select...

✓ FIRE EQUIPMENT CLASS 4 PERMIT

FIRE EQUIPMENT CLASS 1 PERMIT

FIRE EQUIPMENT CLASS A LICENSE

FIRE EQUIPMENT CLASS B LICENSE

FIRE EQUIPMENT CLASS C LICENSE

FIRE EQUIPMENT CLASS D LICENSE

FIRE PROTECTION SYSTEM CONTRACTOR I

FIRE PROTECTION SYSTEM CONTRACTOR II

FIRE PROTECTION SYSTEM CONTRACTOR III

FIRE PROTECTION SYSTEM CONTRACTOR IV

FIRE PROTECTION SYSTEM CONTRACTOR V

FIRE PROTECTION WATER BASED INSPECTOR

Category *

Select...

Requested Hours

Select...

Save for later

Submit

FP Requested CE Hours

Intended Audience *	Category *	Requested Hours	
<div><div></div>FIRE EQUIPMENT CLASS 1 PERMIT</div>	<div>Select... ✓ Business Practices Technical Workplace Safety</div>	1.00	<div></div>

[+Add CE Hours](#)

Requestor Comments

☐ Instructor Resume Attached? *

[Cancel](#) [Save for later](#) [Submit](#)

11. To attach an instructor resume select the paper clip on the top right hand corner, and then select instructor resume attached.

☒ This course has books?

Book List

The Lord of the Rings X

FP Requested CE Hours

Intended Audience *	Category *	Requested Hours	
<div><div></div>FIRE EQUIPMENT CLASS 1 PERMIT</div>	Business Practices	1.00	<div></div>

[+Add CE Hours](#)

Requestor Comments

☐ Instructor Resume Attached? *

[Cancel](#) [Save for later](#) [Submit](#)

0

0

12. To submit you select the Submit on the bottom right

Requestor Comments

☒ Instructor Resume Attached? *

Cancel

Save for later

Submit

