

DIRECTIONS TO CREATE A STUDENT ID & REGISTER FOR EMT-BASIC CLASS IN LEARNING MANAGEMENT SYSTEM

1. Log into the website www.njoemscert.com
2. Click on the link to create an account

Welcome to the New Jersey OEMS Certification Platform!

Please enter your User Name and Password below to access the web site.

Please click [here](#) if you need to verify an individual's certification

Please click [here](#) to view the course catalog

To contact us please call 1-888-463-0252

A screenshot of a "Please Log On" form. The form has a blue header with the text "Please Log On". Below the header are fields for "User Name:" and "Password:". There is a radio button for "Turn on 508 Compliance?" with "Yes" and "No" options. Below these are two links: "I need to create an account" and "I forgot my password". At the bottom is a "Log On >>" button. A black arrow points from the left towards the "I need to create an account" link.

3. Fill in all the blanks as indicated on the page. Scroll down to complete questions, and then click on the "submit" button at the bottom of the page.

NOTE: Email address is important, as that is where the registration confirmation will be sent.

Create User Account

If your Social Security Number is not accepted during application, then you already have an existing account in the NJOEMS LMS. Users who are already present in the NJOEMS LMS can retrieve their User ID by searching the [License Look-Up page](#). **Under no circumstance should an applicant submit a Social Security Number that is not their own.**

* SSN The SSN is used for identification purposes only and will not be shared or viewed by anyone. (Please input SSN in XXX-XX-XXXX format)

* First Name * Last Name Middle Initial

Email We strongly recommend entering an email address for notification purposes.

* Gender Female Male

* DOB

* Physical Address

* Physical City

* Physical State

* Physical Zip Code

* Home Phone

Office Telephone

Extension

* County

* Municipality Code --- Select Municipality Code ---

Primary Organization --- Select Primary Organization ---

Primary Organization Type --- Select Primary Organization Type ---

Secondary Organization --- Select Secondary Organization ---

Tertiary Organization --- Select Tertiary Organization ---

Legal Action

* Have you ever been charged, convicted, placed on probation, entered into a pre-trial intervention (PTI) program or entered into a plea bargain in connection with a violation of law under the laws of any state, the federal government, or any other jurisdiction, other than a minor traffic violation?
 Yes No

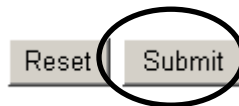
* Have you ever been subjected to limitation, suspension, or termination of your right to practice in a health care occupation or voluntarily surrender a health care licensure in any state or to an agency authorizing the legal right to work?
 Yes No

If you answered yes to the above, please indicate the offense, current status, and disposition of the case

* I affirm that all of the above information is true and correct. I understand that any misrepresentation of fact maybe grounds to deny or revoke EMS certification.

Note: once you create your user account, you will be asked to set the password for your user account.

*-Indicates a required field.



NOTE: If you make a mistake just click the “Reset” button and start over.

DO NOT ATTEMPT TO CREATE TWO STUDENT ID NUMBERS UNDER ANY CIRCUMSTANCES.

NEVER INPUT A SOCIAL SECURITY NUMBER THAT IS NOT YOUR OWN.

IF YOUR SOCIAL SECURITY NUMBER IS NOT ACCEPTED, THEN YOU ALREADY HAVE A PROFILE IN THE LMS. YOU CAN RETRIEVE YOUR NUMBER BY CALLING THE HELP DESK AT (888) 463-0252

4. The system will take a minute, and then ask you to create a password and enter it twice. Password must be a combination of letters, numbers and a character such as “?, !”, etc.
5. Once this is completed, the system will take you into the LMS system to register for classes. Take note that your new Student ID number will be listed at the top of the page. It will be a 5XXXXX number.
6. Click on “Course Catalog”.



Welcome

Welcome to the **New Jersey OEMS Certification Platform**, a state-of-the-art e-learning m delivery system

7. Click on “Catalog”

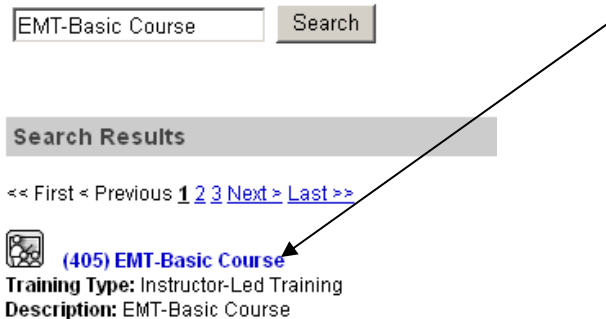
Course Catalog

Welcome to the Course Catalog! Here you may b

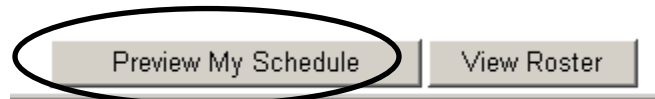


8. In the “Search” box, enter “EMT-Basic Course” and click on “Search”
9. In the results screen, click on the link to the basic schedules

The Learning Site Course Catalog



10. You will have to scroll thru to find the location where you want to attend. Once you have found the correct location, scroll to the end of the block of classes. At the bottom of the list will be two buttons “Preview My Schedule” and “View Roster”. Click on “Preview My Schedule, the button on the **LEFT**.”



11. On the next screen to pop up; look to the right hand side for the link that says “Register”. Click on this link.

You will get a message at the top of the screen that says you have been registered, and an automatic email will be sent to the email you entered in your Student ID screen telling you that you have been registered for the class.



ILT Calendar

You are allowed to search by Assigned Rooms OR Training Facility.
If you attempt to search by both, your search will default to Assigned Rooms.

In this section you can locate EMT-Basic and CEU classes by date. Simply click on the day you wish to view and all approved classes will appear. If you want to view the details for a specific course, click on the “View” link. You can register for a class in the “View” link my clicking on “Preview My Schedule” as noted in step 10.

Monday February 18, 2008						
*All times are based on Eastern (New York) time zone						
12am						
1am						
2am						
3am						
4am						
5am						
6am						
7am						
8am	Course: (405) EMT-Basic Course Class Summary: View Class: EMT BASIC Class Code: 080026715	Course: (405) EMT-Basic Course Class Summary: View Class: FEB FIRE DEPT EMT CLASS Class Code: 080027824	Course: (325) Patient Assessment- Pediatrics Class Summary: View Class: Patient Assessment- Pediatrics 2/18-Natl Guard-Closed to the General Public Class Code: 080228282	Course: (405) EMT-Basic Course Class Summary: View Class: UMD- Camden Basic Class Class Code: 080026441	Course: (405) EMT-Basic Course Class Summary: View Class: C.C.C. SPO8 Camden Class Code: 080027684	Course: (405) EMT-Basic Course Class Summary: View Class: EMT Basic CTEC Spring 08 Class Code: 080026395
9am	Lesson Details: AMBULANCE OPERATIONS, GAINING ACCESS, SPECIAL OPERATIONS, EVALUATION MODULE 6 & 7 Location(s): Exceptional Medical Transportation View Training Announcement 8:00 AM - 4:30 PM	Lesson Details: 2-1 Location(s): Canale Training Center View Training Announcement 8:00 AM - 5:00 PM	Lesson Details: Location(s): NJ National Guard Training Facility View Training Announcement 8:00 AM - 11:00 AM	Lesson Details: Location(s): UMDNJ - Camden EMS, University of Medicine & Dentistry of New Jersey - View Training Announcement 8:00 AM - 5:00 PM	Lesson Details: Allergies Location(s): Camden County College - Camden View Training Announcement 8:00 AM - 10:00 AM	Lesson Details: Location(s): Cumberland County Technical Education Center View Training Announcement 8:15 AM - 10:00 AM

Recertification

Upon logging into the LMS, you will be presented with two links – one for Recertification and one for reciprocity. Click on the “Recertification Application” and follow the instructions. Once completed, print out the application and fax it to OEMS at (609) 633-7954.

Note: This application will only be available to currently certified users who have met their recertification requirements and are within 6 months of their expiration. If any of these conditions are not met within the LMS, the user will not be able to apply for recertification.

Welcome	Library	My Courses	Communication	Course Catalog	Administration	Help Desk
Welcome	About					

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[Recertification Application](#)
[Reciprocity Application](#)