#### **Direct Enrollment Service – for Residents**

Residents can now enroll in required AHA life support courses using the Center for Prehospital Care's Direct Enrollment Service. This service enables residents to browse available course dates and request enrollment in your preferred course(s). Your program coordinator will review the request and approve it by email.

#### **Enrollment process**

The enrollment process for all courses consists of five steps. The requestor completes the first four:

- 1. Enter resident information name, phone, unit, etc.
- 2. Select a program. (BLS Recertification, ACLS, etc.)
- 3. Select a date.
- 4. Review the enrollment request, and submit it for approval.

Once the request for a specific course date is submitted, the request is emailed to the unit's approver(s) for review. A copy is also emailed to the resident. At that point, a departmental approver reviews the request:

5. Manager approves or declines enrollment request. Upon approval, the resident is enrolled in the course.

## **BLS Part 1: Online course access & completion**

Within one business day of a completed **BLS** enrollment, UCLA CPC will email the resident a unique access code enabling them to complete the online portion of the course. **The online portion must be completed prior to attending the skills certification session, and should require 1-2 hours to complete.** Please print and bring the completion certificate from your online course to your skills certification appointment.

To ensure sufficient time for approval, and to receive the access code and complete the online portion of the course, please do not select a skills certification session less than 48 hours away.

#### **BLS Part 2: Skills certification**

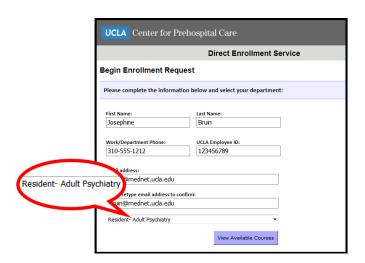
The date and time you select when requesting enrollment are for the BLS skills certification. These sessions are closely scheduled, so please be sure to arrive early enough to begin on time.

# Step 1: Enter resident information

First, click to the Direct Enrollment Service, at <a href="http://www.cpc.mednet.ucla.edu/srrs/direct/">http://www.cpc.mednet.ucla.edu/srrs/direct/</a>. Review the criteria shown, and click the blue Begin Enrollment button to start.

Whether you are completing this form for your own enrollment, or are a manager completing it for one of your staff, all the items on this form refer to the resident who will be enrolled. All fields are required.

- 1. First and last name
- **2.** Work/department phone: Wherever we can best reach you during working hours.
- **3. UCLA Employee ID:** Nine digits, found on your employee badge.
- **4. Email address:** The best email address for us to send your enrollment information and any updates.
- 5. Unit: Residents should scroll through the list to find the units labeled "Resident [Department name]" in order to see the courses available to residents.



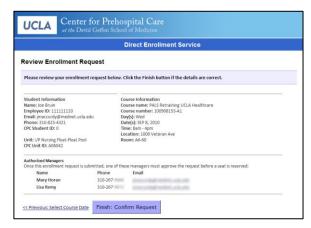
#### Step 2: Select Program

Choose the program/certification for which you are enrolling, and then click the blue *Next* button to proceed and select a course date.



#### **Step 4: Review & Confirm**

Once you have selected a course date, you will see a complete listing of your enrollment request. Please review it for accuracy, and click the blue *Finish* button to submit it. You will see a message confirming your request, and a copy of the information will be emailed to you.



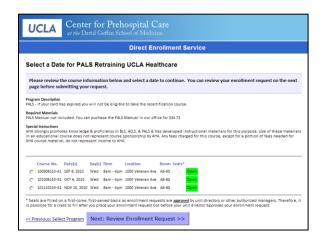
The request must be approved by an authorized manager before a seat in the class is reserved. The manager(s) who can approve the request are listed at the bottom of the confirmation page and email.

# Please note two important items:

- Submitting the request (step 4 above) **does not** reserve a seat in the class. Seats are reserved on a first-come, first-served basis as enrollment requests are **approved**.
- Once a manager approves an enrollment request, **the enrollment is complete**. The resident is now filling a seat in the class. If you need to change or cancel the enrollment, please email us at <a href="mailto:cpc@mednet.ucla.edu">cpc@mednet.ucla.edu</a> so we can assist you with changing the enrollment and make that seat available to another resident.

#### **Step 3: Select Course**

Choose the specific date you would like, and click the blue *Next* button to proceed. If a course is full, you will not be able to select that date.



# Step 5: Unit manager completes request

When a request is submitted, the request is emailed to each of the authorized managers listed on the request confirmation. Any of these managers can approve the request.

