

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



1. Go to [nsc.org](http://nsc.org)
2. Click on “Training”, then drop down to “First Aid Training”
3. Click on box that says “First Aid, CPR and AED Training”
4. Click on “Self-paced learning” in the box for “E-Learning”
5. Add to cart, ensure that quantity=1, and you are “registering myself”.
6. Click “checkout”
7. Create a log-in and password (write these down and save them!) or log in if you already have an account from a previous year
8. Print confirmation page for your records and to submit for reimbursement at your school
9. Click on your name at top right, drop down to Training Links
10. Go to Training Dashboard, then My Courses and click on “Start eLearning”
11. 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.
12. Note: to return to your course in progress, go to [learn.nsc.org](http://learn.nsc.org), click on the menu (3 lines at top left) and click on “My Account” at the bottom right. Log in if prompted. Under “My Courses” tab, select your eLearning course and then “Continue”.
- 13. Print out and bring your completion certificate to your skills pass-off class.**
14. Sign up for an in-person skills pass-off with District nurses through your Canvas account (see instructions below). **\*\*Note: You must attend a skills pass-off class within 90 days of completing the online portion or NSC will require you to retake the online portion.**

**Instructions for registering for in-person skills pass-off**

1. Go to [www.pd.jordandistrict.org](http://www.pd.jordandistrict.org)
2. Log in to your Canvas account
3. Enter “CPR” into search bar
4. Select CPR class date you choose to attend
5. Enroll for an in-person skills pass off at the Auxiliary Services Building
6. Enter through Entrance B and go to PDC classrooms 101/102
7. Be sure to arrive on time for your chosen pass-off time and plan to be there 2 hours.
- 8. Remember to bring your printed certificate to the in-person skills pass off class.**
9. If you need to cancel or change your in-person skills pass-off time slot, please email Shannel Hooper at [Shannel.hooper@jordandistrict.org](mailto:Shannel.hooper@jordandistrict.org) or call her at: (801)567-8204.

