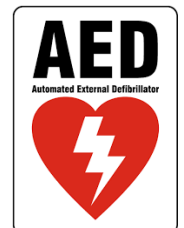


**Jordan School District**  
**Instructions for registering for online First Aid/CPR/AED**



1. Go to [learn.nsc.org](http://learn.nsc.org)
2. In menu (3 lines at top left), click + to the right of “Safety Training” and drop down to “First Aid”
3. Scroll down through Product Catalog to “NSC First Aid, CPR and AED eLearning” (2<sup>nd</sup> choice from bottom)
4. Click “Add to Cart”
5. In Shopping cart, ensure that Quantity=1 and Register=myself. Click “next”.
6. 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
7. You may receive an email to activate your account before you can pay
8. Enter billing information and click “submit”
9. Print confirmation page for your records and to submit for reimbursement at your school
10. Click on box that says “Training and Materials”
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. Click on “Access My Training and Materials” and select your course to resume.
13. Sign up for an in-person skills pass-off with District nurses through your JPLS 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. Log in to JPLS with your username and password
2. Click on “Professional Learning” along the top
3. Enter “CPR” into the search bar and click “search”
4. Scroll down to the date you can attend and click “register” on the right side
5. Click “Next”, then you’ll see a confirmation that you’re registered.
6. Be sure to arrive on time for your chosen pass-off time and plan to be there 90 minutes.
7. If you need to cancel or change your in-person skills pass-off time slot, please email Chris Westra at: [Christine.westra@jordandistrict.org](mailto:Christine.westra@jordandistrict.org) or call her at: (801)567-8657.

