REGISTERING INSTRUCTIONS FOR VITAL SIGNS ACADEMY

1. You will be directed to the page shown below. Please click the "Sign Up" button for a new account or "Log In" if you already have an account with Collabornation.net

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YS Bureau of Emergency Medical Services	
e courses and modules contained within the eLearning Institute, have been created with you, the under the second sign up for a free profile.	ser, in mind. Take a look at the
Sign Up Log In	
Frequently Asked Questions	
My course won't set to complete and still shows as "in progress."	•
Are Continuing Education Units (CEUs) offered?	
How long do I have to complete a course?	
How do I get a completion certificate when I finish a course?	•
Once I start a course, do I need to finish it before I log out?	÷
Who can I contact if I have questions concerning this training opportunity	•
Can I take a test again if I don't pass the first time?	·
What browser can I use to take courses?	

2. The next page you will be directed to is the beginning of the registration process. Fill in your first and last name, enter your Email address, create a password, click the CAPTCHA box, agree to the terms and privacy policy, and click "CREATE ACCOUNT".

Create Account for NYS Bu Services	reau of Emergency Medical	
First Name	Last Name	
Email		
New Password		
Password strength:		
Confirm Password		
I'm not a robot	reCAPTCHA Privecy-Terms	
□ I have read and agree with th	e Terms and Privacy Policy.	
CREATE ACCOUNT or Log In		
Not looking for NYS Bureau of Emergency I	Medical Services? Find my Organization.	

3. You will then be directed to this next page. Please click the "Join (Free)" button.



4. You will then be directed to this next page. Please click the "Yes, Join" button.

Welco Servi	ome to NYS Bureau of Emergency Medical JOIN SITE		
You ai at no c like to page. Jolis	Are you sure that you would like to join NYS Bureau of Emergency Medical Services ? YES, JOIN CANCEL	rvices rould ome	

5. Once you create your account and joined, you will be directed to additional registration fields. Please fill out your cell phone number (if you do not have a cell phone number please use your home number), your EMT level, and your EMT number.

Registration Fields
Please fill out this form to complete registration. Cell phone number *
EMT Credential(s) *
*Not applicable
AEMT
AEMT-CC
BASIC
CFR
EMT EMT
Paramedic
EMT Number (if applicable - please enter n/a if not applicable) *
Other Cradential(a) (calent all that apply) t

Please fill in any other credentials you may have. For example, instructor (CPR, CIC, CLI), Firefighter, RN, MD, etc. If you do not have any additional credentials, please select the *Not applicable box. If you have any other credentials, please list in the box provided.

	Other Credential(s) - (select all that apply) \bigstar	
	*Not applicable	
	AHA/ARC CPR instructor	
	Certified Instructor Coordinator	
	Certified Lab Instructor	
	Dispatcher	
	Firefighter	
	Law Enforcement/Public Safety	
r	LPN	
	 NP Other Credential(s) - (write in box if you did not find your credential(s) in any checkbox choices) 	
	Please choose your Primary Agency *	
	Oslast en entien	

Please choose your <u>**PRIMARY</u>** agency from the drop-down menu. If you do not have a primary agency you may select "no agency affiliation". If you have a secondary, or multiple agencies that you belong to, please choose them in the second section. If you do not have any secondary agencies, select "*Not applicable*". Please make sure you fill in all boxes. Once completed click the "SUBMIT" button. If you hit submit and it does not advance you to the next page the area you missed will be highlighted in red.</u>

Pleas	e choose your Primary Agency *	
Sele	ect an option	~
Pleas	e choose additional agencies (select all that apply) *	
	*Not applicable	^
	A.E. Crandall Hook and Ladder Co., Inc.	
	Ace Ambulance Service, LLC	
	Adams Fire Company, Inc.	
	Addison Volunteer Fire Department Ambulance Corps	
	Afton Hose Co. Emergency Squad	
	Air Methods Corp, subsidiary Rocky Mountain Holdings LLC	
	Akron Fire Company, Inc.	
	Akwesasne Mohawk Ambulance	~
SL	JBMIT	

6. This will complete your registration and you will be directed to the course page.

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Vital Signs EMS Conference No Expiration CEUs Earmed: 0 / 0 TAKE COURSE		NOT STARTED	Statewide Basic Life Support Adult and Pediatric Treatment Protocols	
B 0	•	Vital Signs STATE EMS Conference	No Expiration CEUs Earned: 0 / 0	TAKE COURSE
	P		B	۵

7. Upon entering the site, you will be assigned to the BLS protocol update.

TAKING THE COURSE

- 8. When you are ready to begin, click the "Take Course" button.
- 9. Upon entering the course, you will see the following screen. Press the play button and the video will start for Module #1.



10. You can keep track of your progress through the course by clicking the arrow button on the bottom left side of the screen. Green is completed, yellow is in progress, and white needs to be completed.

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	Module #2 Quiz	
	Begin	
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Course Information	Notes Notes	Actions
Course Information Statewide Basic Life Support Adult	It and Pediatric Treatment Protocols	Actions Bert Conversion
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11. A note about fast forward scrubbing. Even though there is the ability to do this; if you do not answer all of the interactive questions and spend the allotted time in the video, it will not be marked complete. So, some advice, do not do it.



12. Once you have finished either the video or the quiz, close out the browser and re-enter the course. This will mark that section as complete and then you will have access to the next section of the course.



13. Upon completion of the course you will be granted a certificate of completion. Please print this certificate and give it to your agency as proof of completion.



14. It is recommended that you download the protocols at https://www.health.ny.gov/professionals/ems/docs/bls_protocols.pdf to review while the presentation is running.