Quick Guide

EMSAT on CentreLearn

How to Start & Complete a Course for Credit

CentreLearn: Start and Finish Course for Credit

This Quick Guide has been developed to assist Virginia providers in the process of starting and completing EMSAT courses in CentreLearn for credit. This guide is only for providers to get credit toward their continuing education.

Please follow this step-by-step guidance when starting an EMSAT course on CentreLearn.

Step 1: Accessing the OEMS Webpage

1. Open your web browser and type the following URL into the address bar: http://www.vdh.virginia.gov/emergency-medical-services/
2. Click on **Accreditation, Certification & Education** in the menu on the left-hand side of the screen.
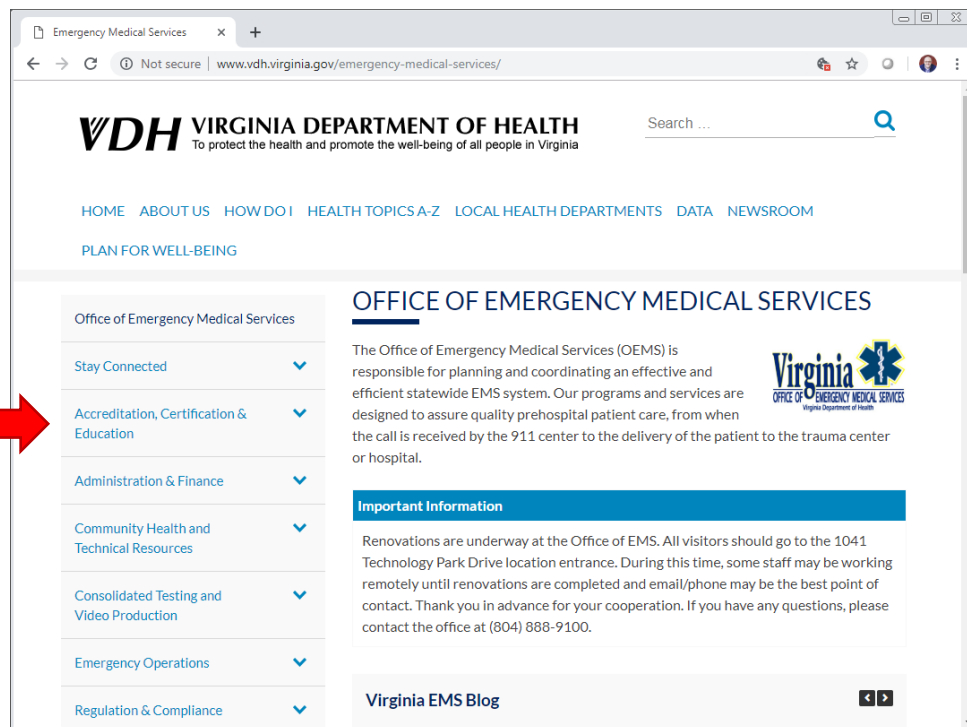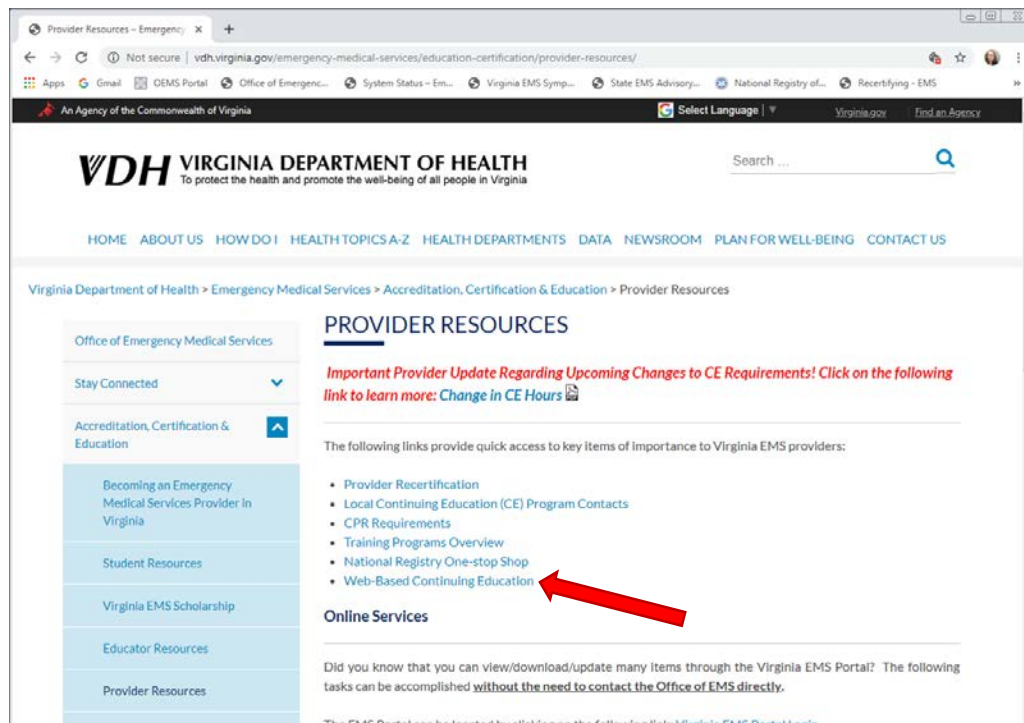
Step 2: Accessing Provider Resources

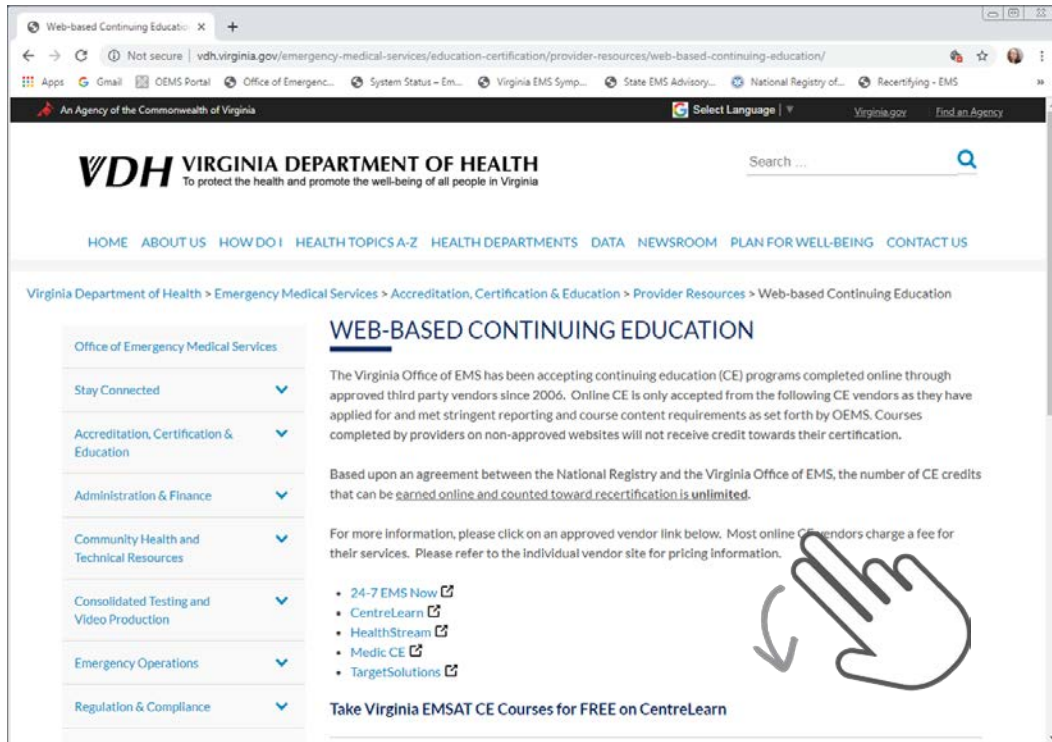1. Click on *Provider Resources* in the **Accreditation, Certification & Education** sub-menu.
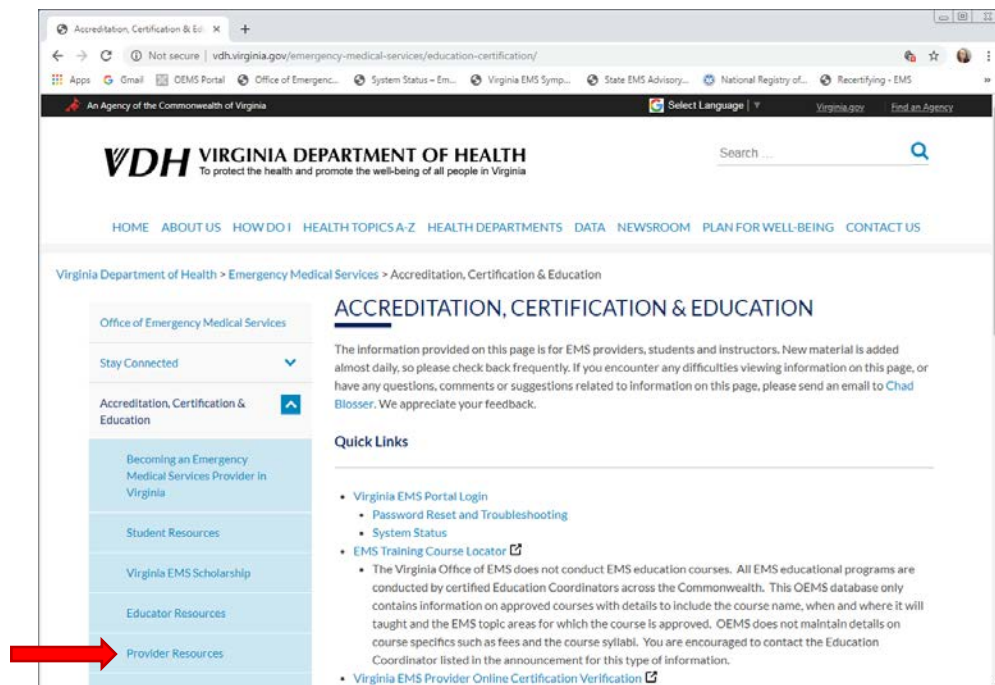
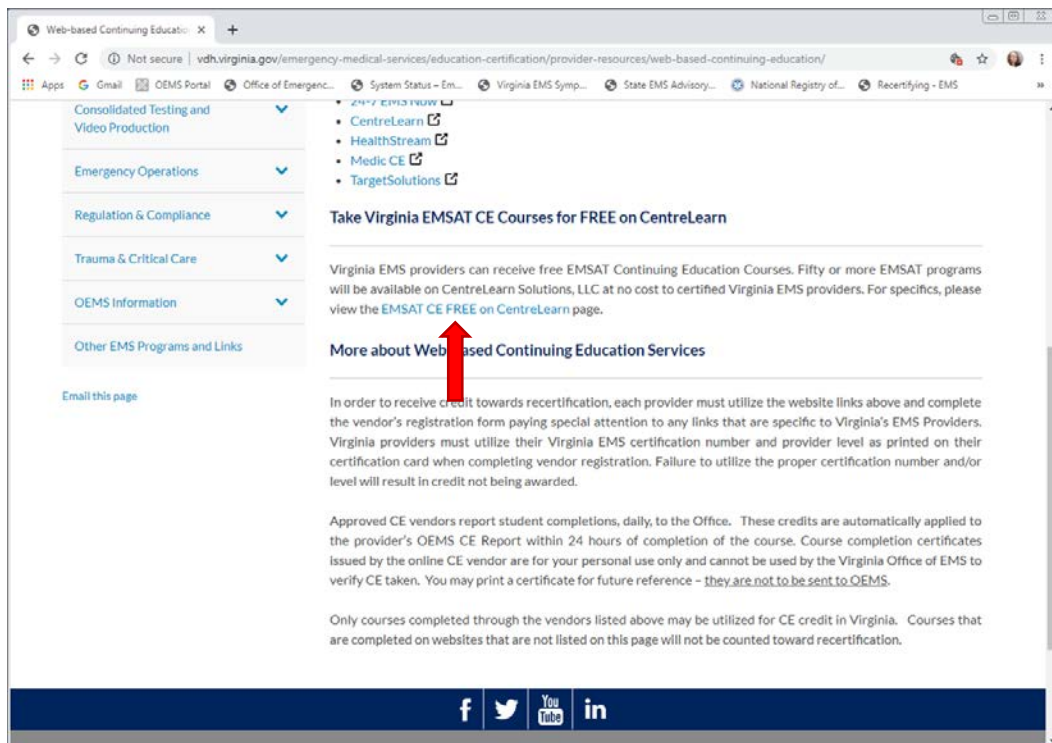# Step 3: Accessing CentreLearn Link

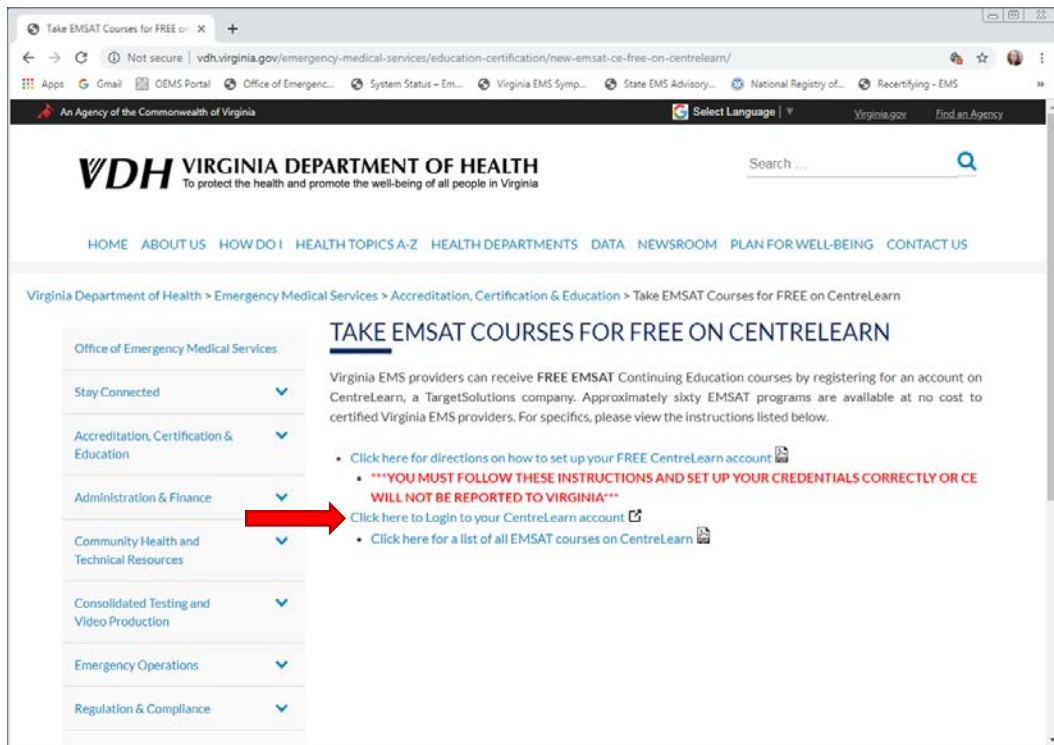1. In the first set of links, click *Web-Based Continuing Education*.

2. From the **Web-Based Continuing Education** screen, scroll down to *Take Virginia EMSAT Courses for FREE on CentreLearn*.

3. After scrolling down, click ***EMSAT CE FREE on CentreLearn***.

4. Click on Click here to Login to your CentreLearn account. It will open a new window.
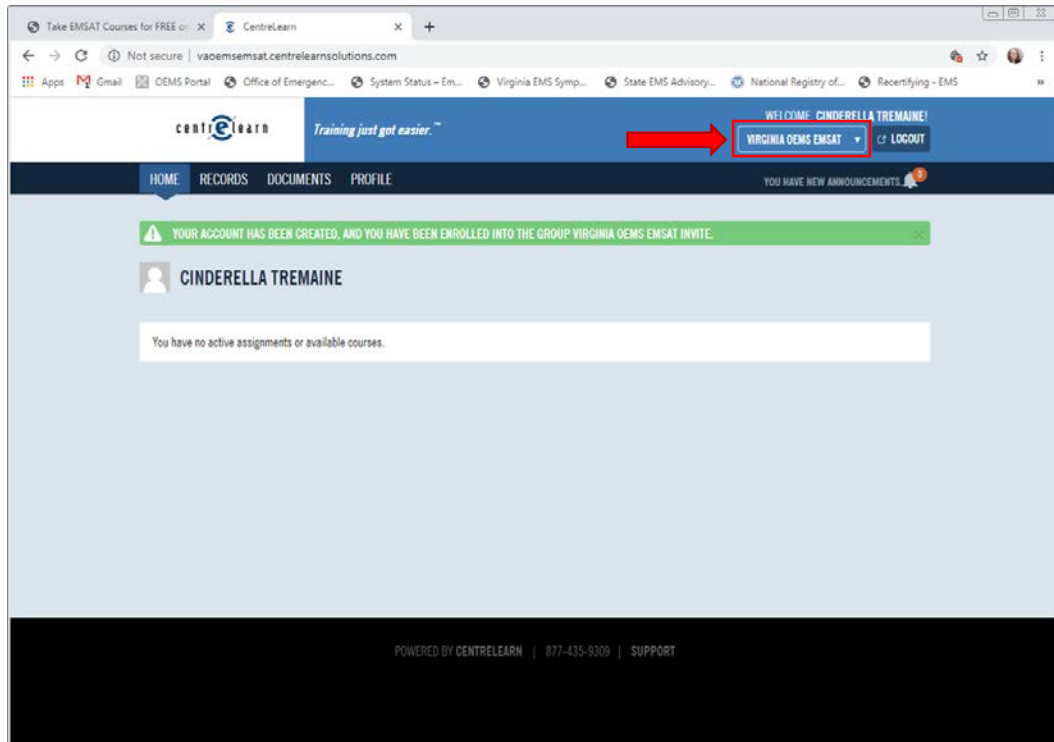

Step 4: Log In to Your CentreLearn Account

1. If you already have an individual account, you can click on **LOG IN** where you can log in to CentreLearn and get access to the EMSAT courses.
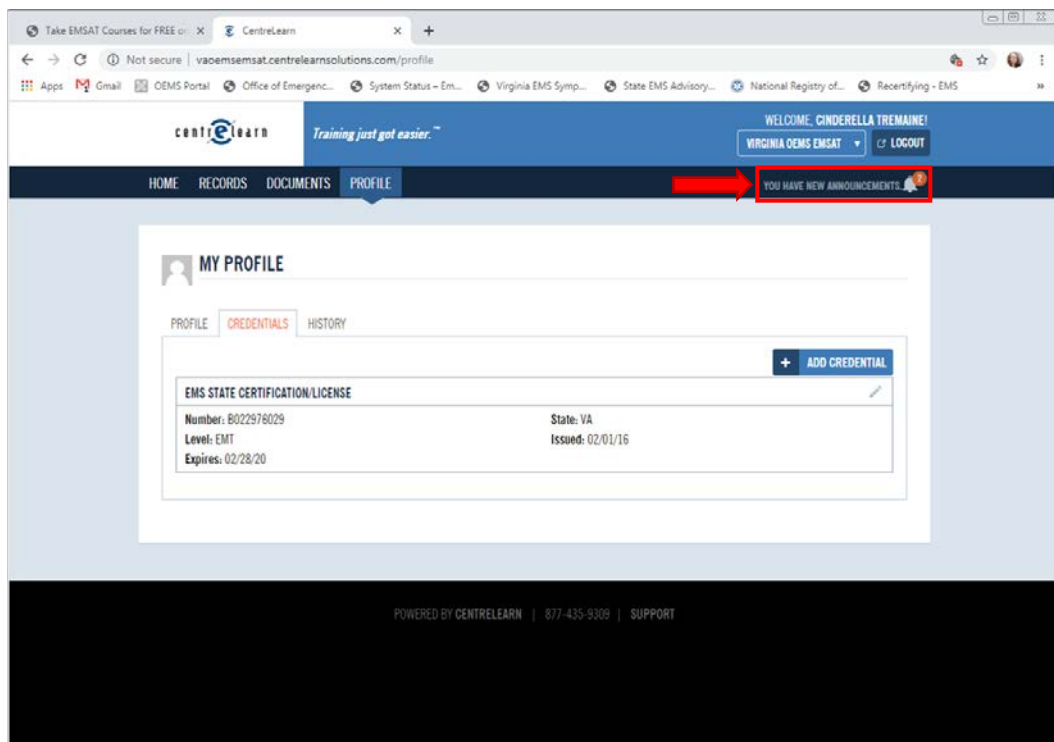
2. Once you are logged in, you should see the **Virginia OEMS EMSAT** organization to access the free CE courses.

Step 5: Available Courses

1. Click on **Announcements** to find a list of all the free EMSAT courses loaded on CentreLearn.
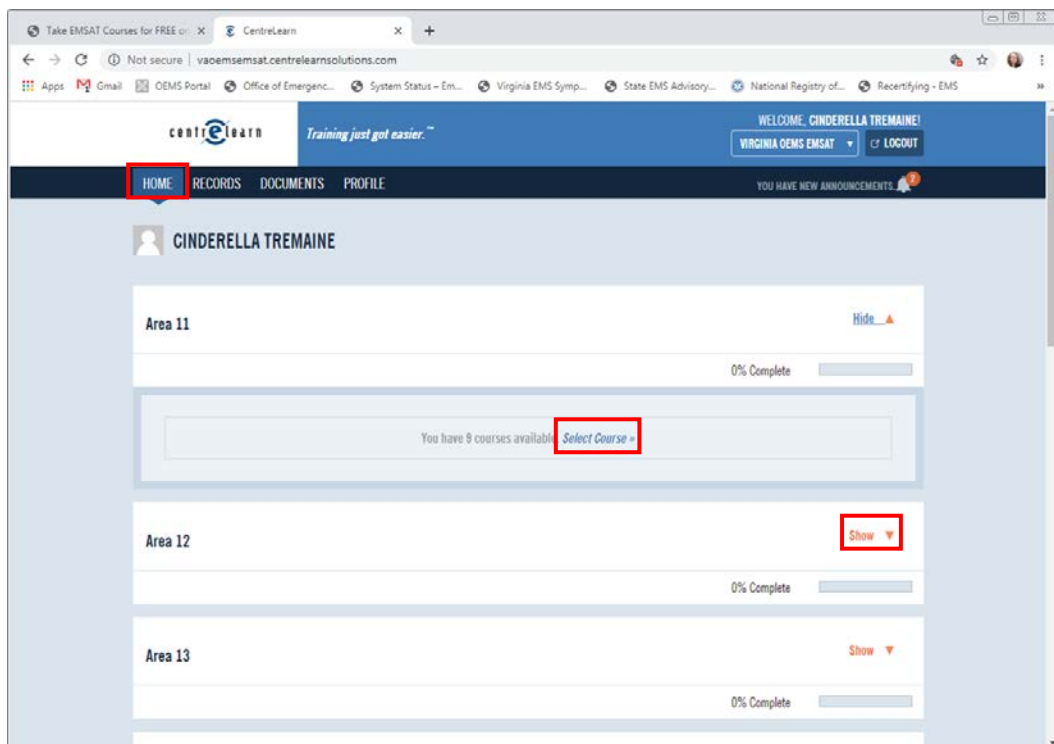
2. ***Virginia EOMS EMSAT Course Listing*** should be highlighted in blue on the left-hand side.

3. To access the available free courses, they are located under the ***Home*** tab. Click ***Show*** and then ***Select Course***.
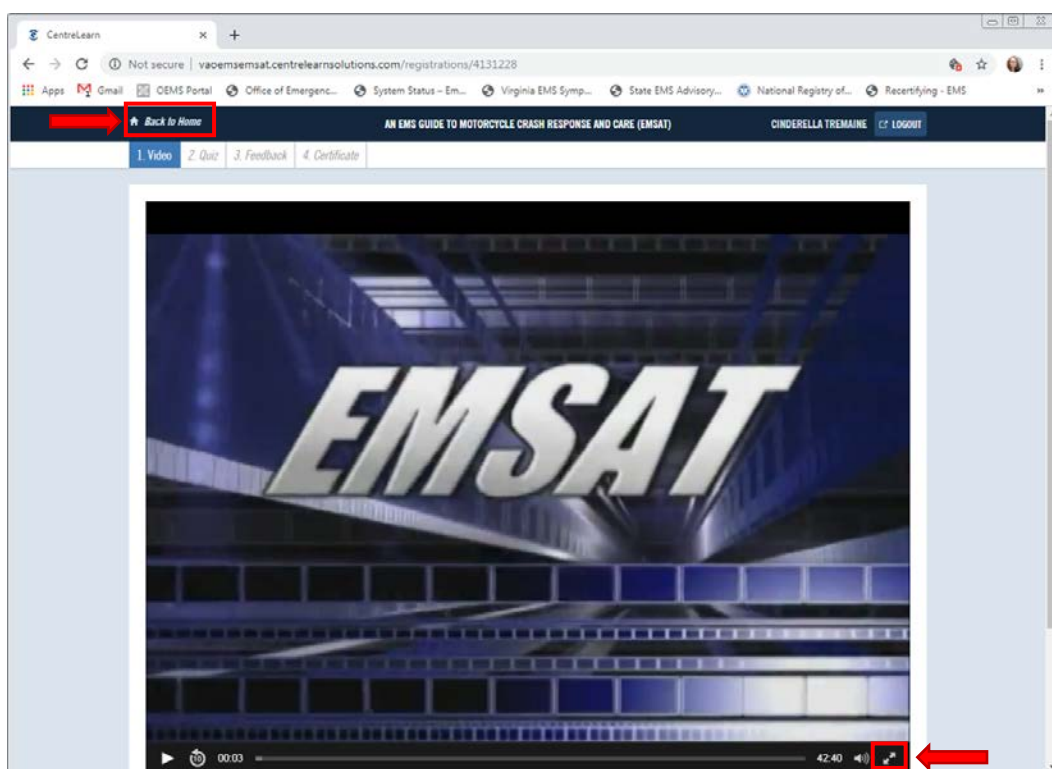
Step 6: Starting a Course

1. Click on Start Course to activate the program.
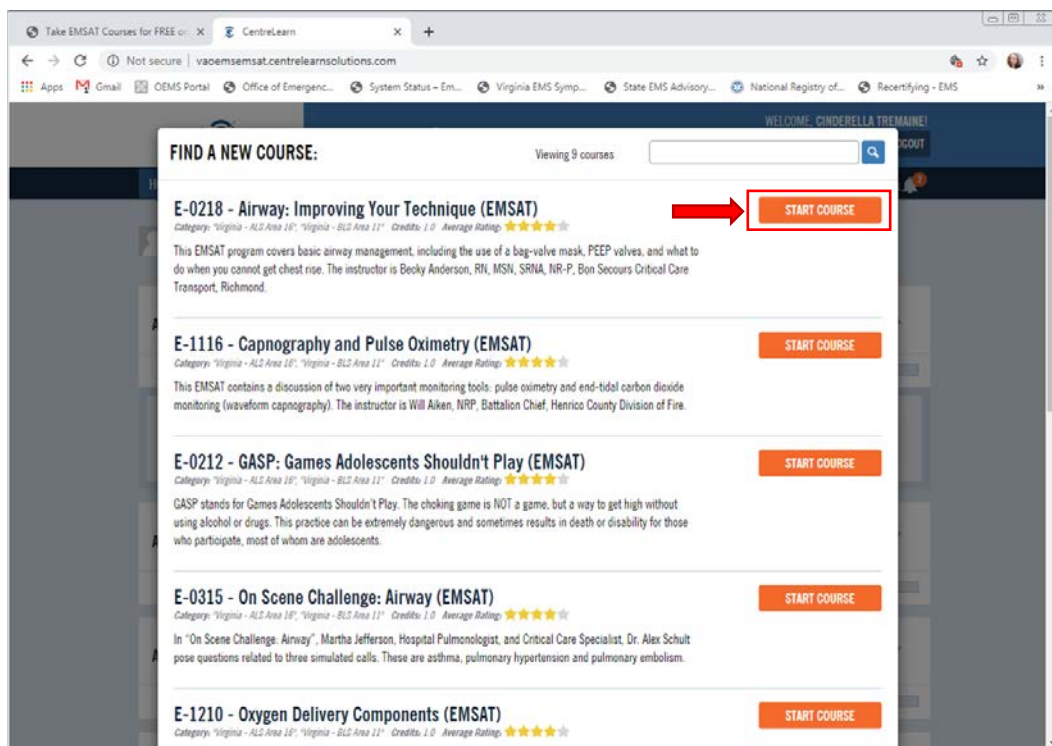
2. It may take a few minutes to load the video. The double arrow in the lower corner put the video in full screen mode. If you can't watch the course in one sitting, click **Back to Home**.
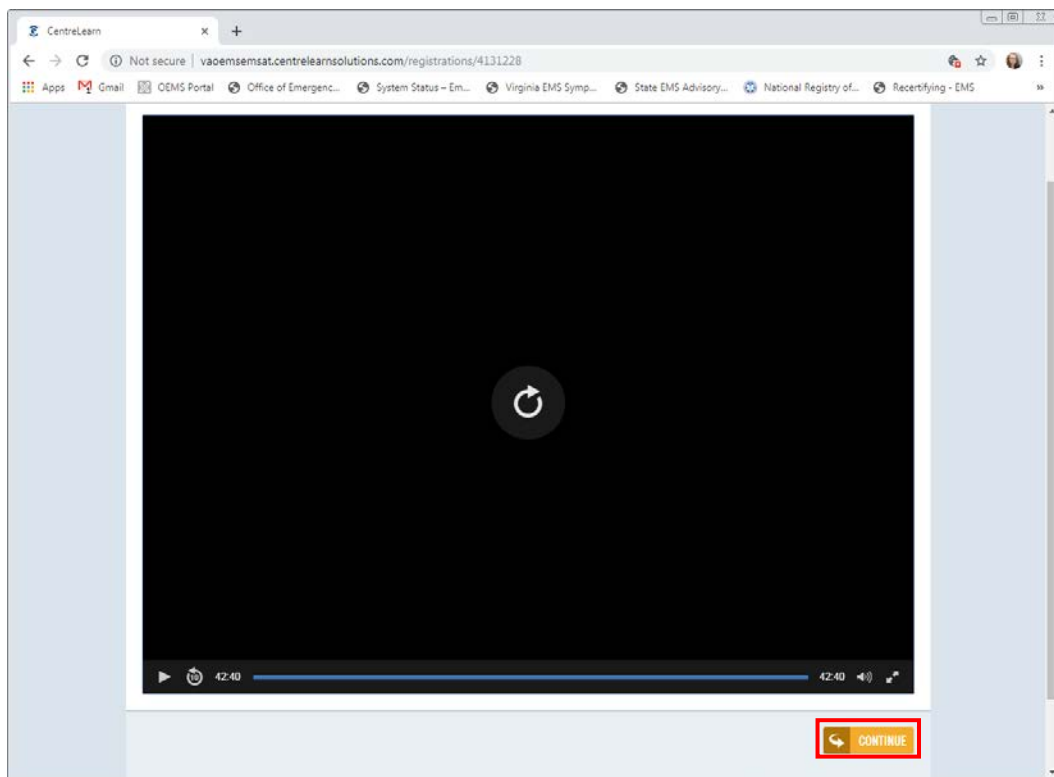

Viewers must view the course content before taking the quiz.

3. The next time you access the system, you can click on **Resume Course** and it will start where you left off. Clicking the **X** will reset the course to the beginning – as if you never started it.
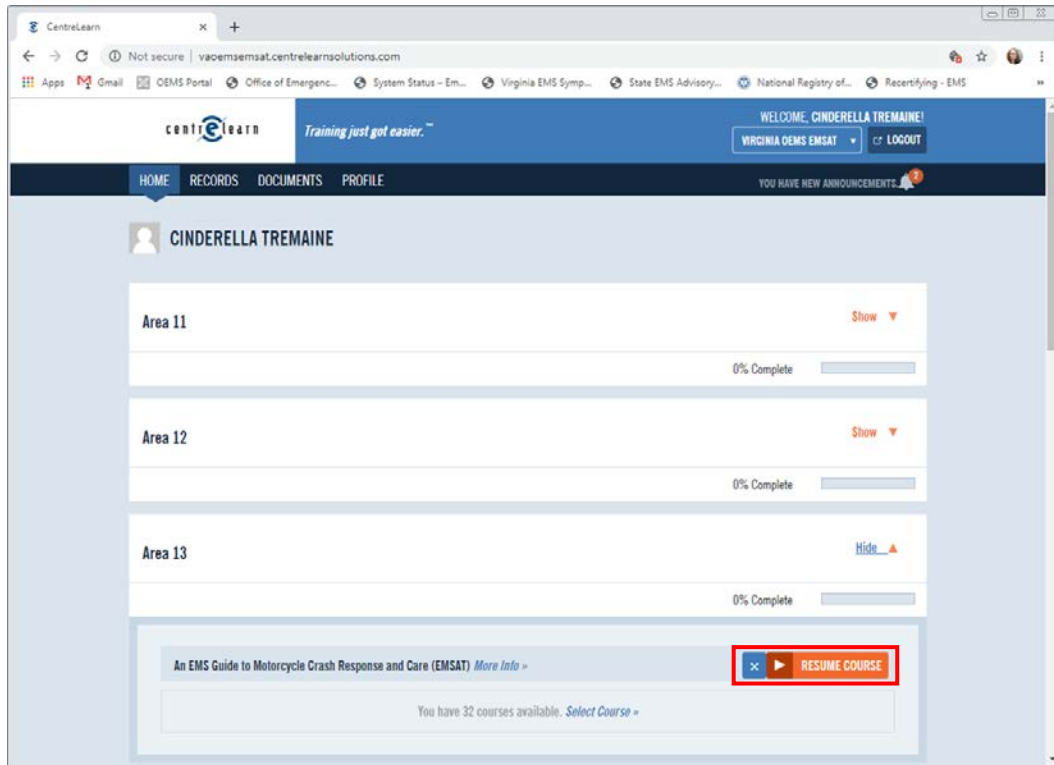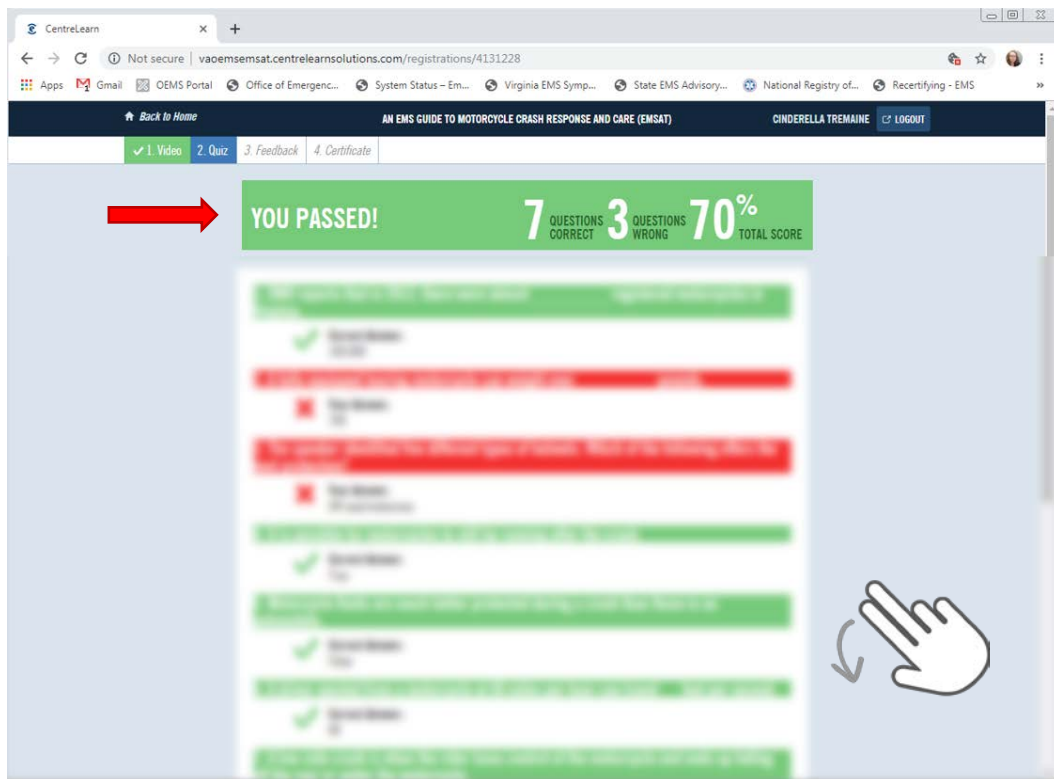

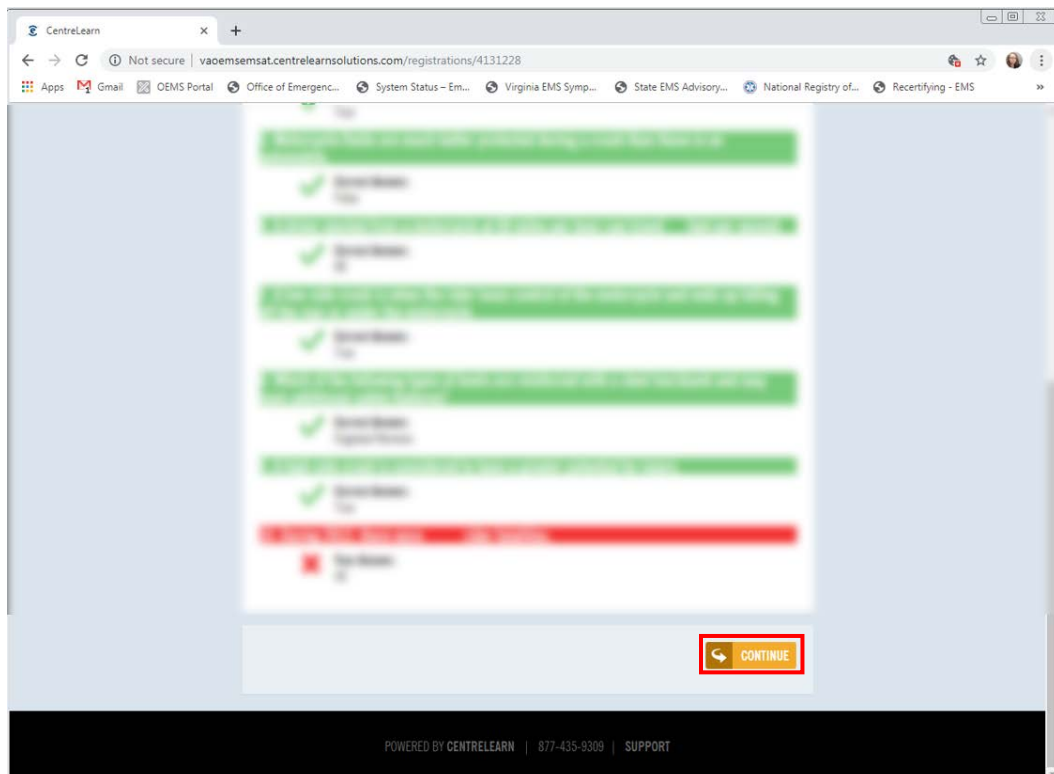4. After the video plays, click **Continue** to take the Quiz.

Step 7: Taking the Quiz

1. Upon logging into the EMS Portal, you must agree to Terms of Service for using the EMS Portal.
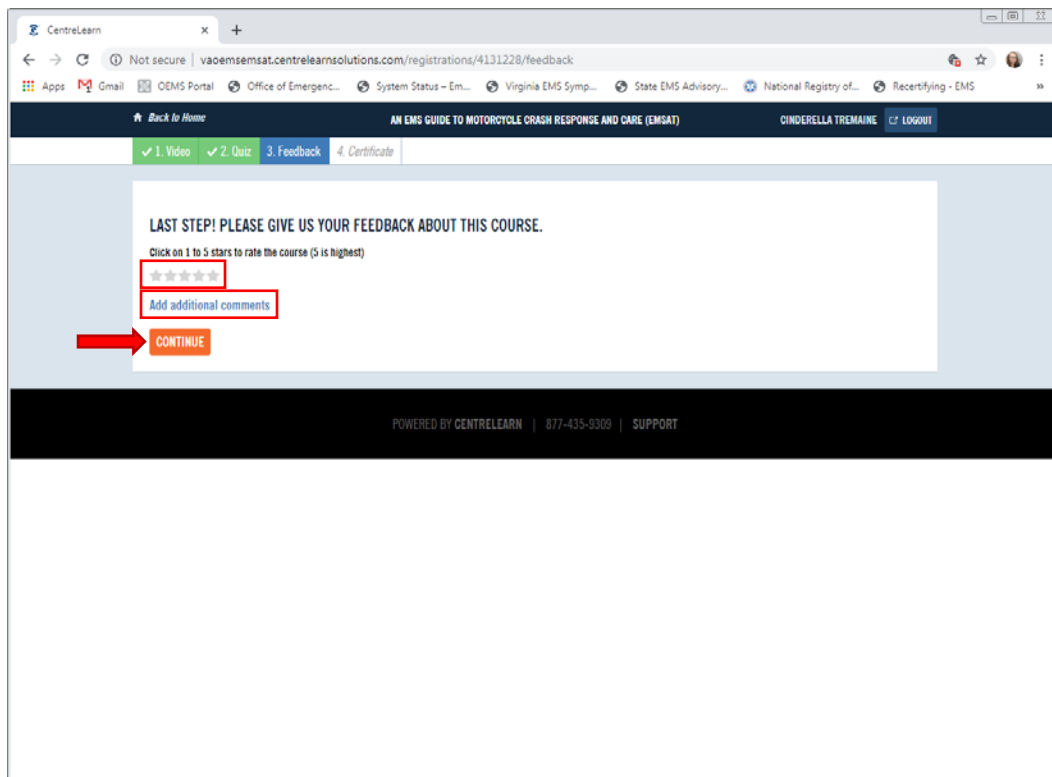2. Scroll down to the bottom of the page.

3. Click **Continue** to rate and give feedback about the course.

Step 8: Feedback of a Course

Click on 1 to 5 stars to rate the course (5 is highest). Click on ***Add additional comments*** that will be read and handled as appropriate. Click ***Continue*** to submit your course feedback and receive your certificate.
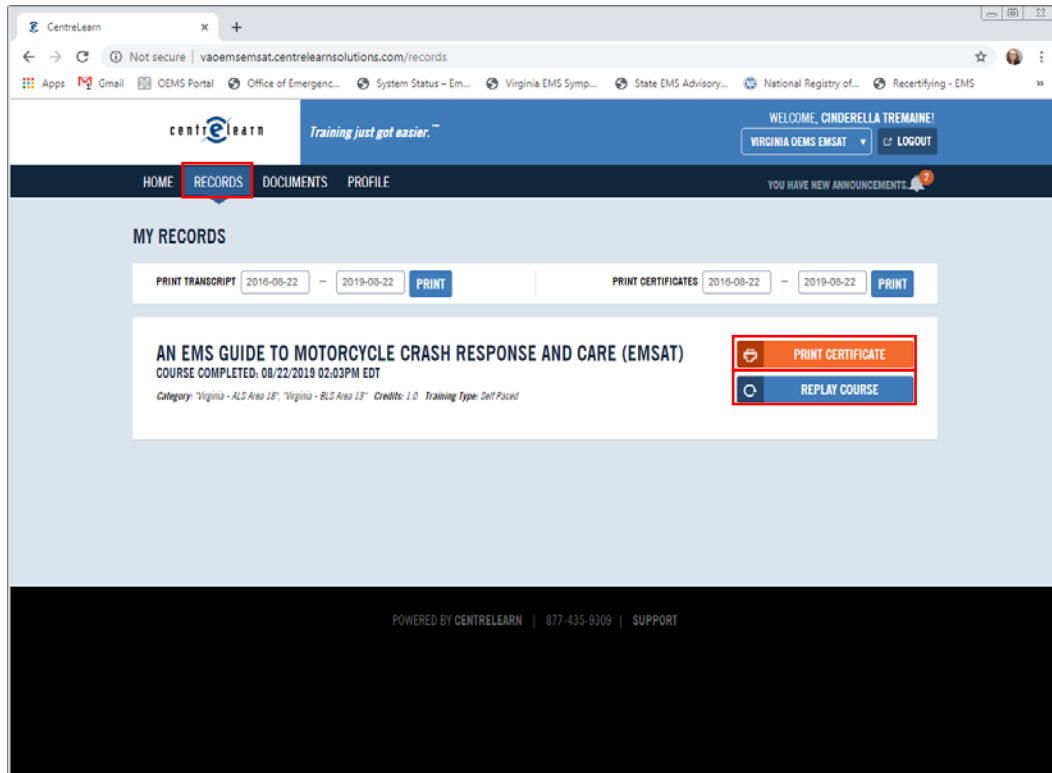

Step 9: Certificate of Completion

1. You may download/save/print your certificate by clicking on ***Download Certificate*** or click on ***Return to Home***.
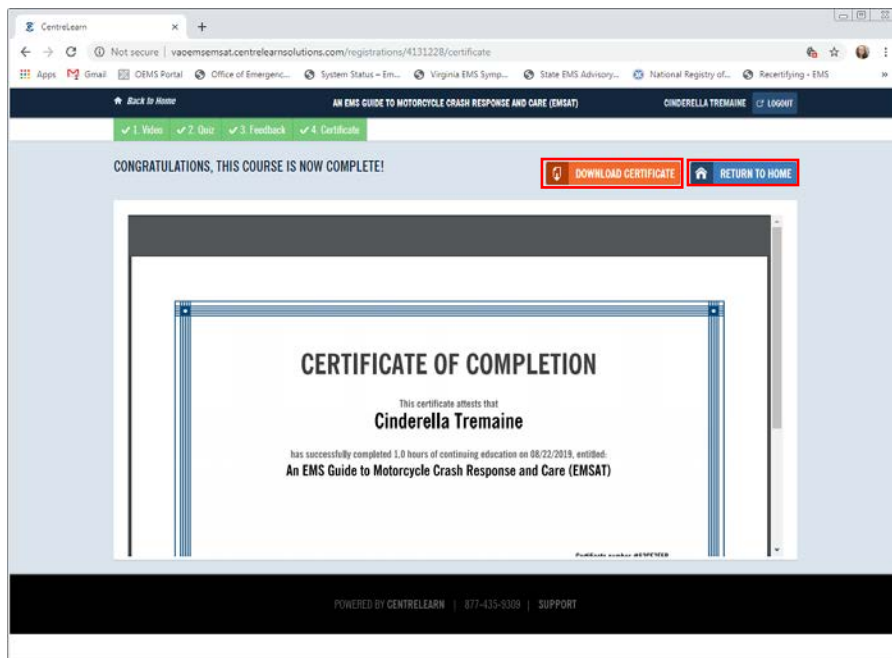
2. The **Records** tab shows any completed courses and allows you to print/save certificates. You also have the ability to replay any course.

Continuing education credit for online EMSAT courses should show up within 24 – 48 hours of successful program completion. Any issues with EMSAT online courses should be addressed to the Virginia Office of EMS at (804) 888-9100.