

## Direct Enrollment Service (with online BLS or traditional ACLS/PALS)

As of October 1, 2016, BLS recertification for nursing staff at the Ronald Reagan and Santa Monica UCLA medical centers will be via the American Heart Association’s online Basic Life Support program, with in-person skills certification at either facility. Enrollment in the online BLS program will still be via the Center for Prehospital Care’s Direct Enrollment Service, with nursing staff requesting their preferred skills certification date/time, and approval by their manager. *Staff must complete the online AHA portion of the training prior to attending skills certification.*

**ACLS and PALS courses for UCLA and Santa Monica staff will continue to be provided in the traditional format.**

### Enrollment process

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

1. Enter student 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 student. At that point, a departmental approver reviews the request:

5. Manager approves or declines enrollment request. Upon approval, the student 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 student 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 student information

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

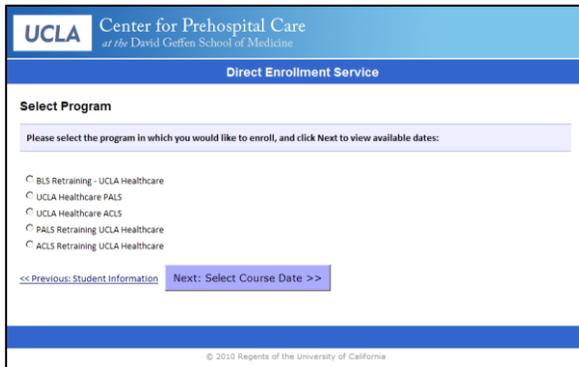
Whether you are completing this form for your own enrollment, or are a manager completing it for one of your staff, all the items on this form refer to the **student** who will be enrolled. All fields are required.

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:** Select the unit in which you work.

The screenshot shows a web form for 'Direct Enrollment Service'. The form title is 'Begin Enrollment Request'. Below the title, it says 'Please complete the information below and select your department:'. The form has several input fields: 'First Name' with 'Joe', 'Last Name' with 'Bruin', 'Work/Department Phone' with '310-825-4321', 'UCLA Employee ID' with '111222333', and 'Email address' with 'joebruin@mednet.ucla.edu'. There is also a field for 'Please retype email address to confirm:' with the same email address. At the bottom, there is a dropdown menu for unit selection, currently showing 'IP Nursing Float/Float Pool'. A blue button labeled 'View Available Courses' is located at the bottom right of the form.

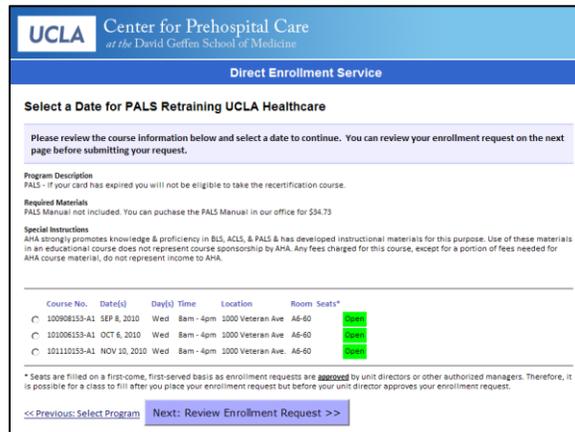
### Step 2: Select Program

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



### Step 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.



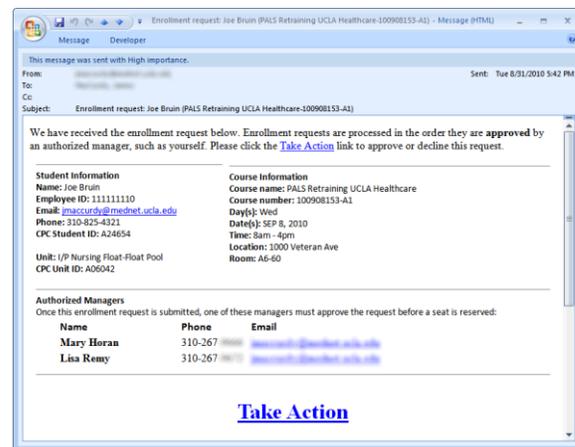
### Step 4: Review & Confirm

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.



### 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.



**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 student is now filling a seat in the class. If you need to change or cancel the enrollment, please email us at [cpc@mednet.ucla.edu](mailto:cpc@mednet.ucla.edu) so we can assist you with changing the enrollment and make that seat available to another student.