## **NEW** Process to Sign Up for DOHS CPR Classes

## Lay Responder and Health Care Provider

# 1. Go to <a href="https://ccnd.nihcc.recsolutions.com/">https://ccnd.nihcc.recsolutions.com/</a>

# 2. Click the "Sign-Up" link at the top of the website

| https://ccnd.nihcc.recsolutions.com/                                   | 🔎 🖛 🖨 🖒 🝺 NIH Clinical Center - America's 🙋 ClassTrack - home - index 🛛 🗙                               | ÷.  |
|--|---|-----|
| View Favorites Tools Help  | terf Sites 🕶 📾 Web Silice Gallery 🕶 📾 Web Silice Gallery 🕶 📾 MH Looin DV Card Authe                     | 3   |
| ane category - can you O je coming sonane mic 💽 frome - normal 🖬 sogge | WELCOME Guest Sign UP LOG IN<br>REGISTRATION SUPPORT: (301) 496-636<br>TECHNICAL SUPPORT: 1-877-774-357 | 11  |
| NIH Nati   | onal Institutes of Health<br>al Center  | A A |
|  | CLASSES CALENDAR HE   | ilP |
| NIH Clinical Center Nursing Departm                                    | ent CTOnline<br>User Links  |     |

### 3. Click on "course category" 2019

| Logged in successfull | у           |  |                        |
|-----------------------|-------------|--|------------------------|
| NIH Clinical Center   | r Nursing D | epartment                              | CTOnline<br>User Links |
| Class Registrations   |             | Nursing Department Course Registration | Class Search<br>Home   |
| Pick a Course Ca      | tegory      |  | 2017 Courses           |
| Category              | Sign Up!    |  | 2018 Courses           |
| 2017                  | <u>a</u>    |  | 2019 Courses           |
| 2018                  | <u>a</u>    |  | Class List             |
| 2019                  | <u>a</u>    | 3                                      | <u>ortub List</u>      |
|                       |             |  | Conversations          |

- 4. Scroll to find the class you are searching for and click on title:
  - a. Basic Life Support (BLS) Full Course Bldg 31C
  - b. Basic Life Support (BLS) Renewal Course Bldg 31C
  - c. Lay Responder CPR (AED) Bldg 31C

|    |         |  | This two-day educational program is designed for nurses working as Clinical Research Nurses and Research Nurse Coordinators at the NIH Clinical Center. The program will serve as an introduction to the application of fundamental genetics and genomic concepts in the community of health care and clinical research settings.   |     |   |
|----|---------|--|---|-----|---|
| In | tro G&G | Introduction to Genetics<br>and Genomics in Health<br>Care                       | Description   |     | 0 |
|    |         |  | This one-day educational program is designed for nurses working as Clinical Research Nurses and Research Nurse Coordinators at the NIH Clinical Center. The program will<br>serve as an introduction to genetics and genomics, providing the foundation on key concepts and basic science essential to understanding the use of genetics and genomics in<br>health care today.  |     |   |
| N/ | 'A      | <u>Lay Responder CPR (AED)</u><br>Bldg_31  | Description   |     | Ð |
|    |         |  | Lay Responder AED/CPR teaches individuals (not healthcare providers) critical skills needed to respond to and manage adult choking or sudden cardiac arrest emergency in<br>the next few minutes until emergency medical services (EMS) arrives. CPR training is for full time NIH federal employees and contractors with a valid NIH ID only. We can not<br>accommodate fellows, interns, summer students or volunteers. |     |   |
|    |         |  | Load Complete Description   |     |   |
| M  | SPCCNRC | Medical Surgical &<br>Progressive Care Nursing<br>Certification Review<br>Course | Description   | ~~~ | • |

5. Scroll down the class page to find session date you want to register for and click on "sign-up"

| Class I          | nformation for Lay Responder CPR (/  | AED) Bldg 31  |   |  |  |   |   |                 |
|------------------|--|---|---|--|--|---|---|-----------------|
| escrip           | vtion  |   |   |  |  |   |   |                 |
| Lay Respor       | nder AED/CPR teaches individuals (not healthcare provide<br>H ID only. We can not accommodate fellows, interns, summ | rs) critical skills needed to respo<br>er students or volunteers. | ond to and manage adult choking or sudden cardiar   | c arrest emergency in the next few           | minutes until emergency medical services (EN   | AS) arrives. CPR training is for full t | ime NIH federal employees   | and contractors |
| Contac           | t Hours  |   |   |  |  |   |   |                 |
| one              |  |   |   |  |  |   |   |                 |
| Special          | Comments   |   |   |  |  |   |   |                 |
| Plana ba         | on-time for clarr. Late entry not nermitted. You can cance   | al your parietration up to 24 hou                                 | ur before the clarr uring this course registration of   | rtam If you mire your clare plaara           | email ur at debrenstraining@mail nih env to n  | e.resitter                              |   |                 |
| riease be        | on-time for class, cate entry not permitted, fou can cance   | a your registration up to 24 nou                                  | is before the class using this course registration sys  | stem, il you miss your class, piease i       | emait us at consepreranningg/mait.min.gov to r   | eregister.                              |   |                 |
| Target /         | Audience   |   |   |  |  |   |   |                 |
| CPR traini       | ng is for full time NIH federal employees and contractors v  | vith a valid NIH ID only. We can                                  | not accommodate fellows, interns, summer studen   | its or volunteers.                           |  |   |   |                 |
| ie-ieq           | Jusices  |   |   |  |  |   |   |                 |
| one              |  |   |   |  |  |   |   |                 |
|                  | is Open for Registration   |   |   |  |  |   |   |                 |
| session          |  |   |   |  | <b>0</b> 1 h   | 0 01 -1-                                |   |                 |
| Session          | 1971 A   |   | Schedule  | Coordinator                                  | Status   | Open Slots                              | Sign Up!  |                 |
| Code             | Title<br><u>Feb 20, 2019, 9am - 12pm</u>   | Type<br>In-person   | Wed Feb 20, 19 09:00 AM<br>Building 31C:B4BN09  | Clovia Y Jones                               | 02/19/2019 09:00 AM  | 10                                      | 46  | •               |
| Code             | Title<br>Feb 20, 2019, 9am - 12pm<br>March 05, 2019: 9am to 12pm   | In-person   | Wed Feb 20, 19 09:00 AM<br>Building 31C:B4BN09<br>Tue Mar 05, 19 08:00 AM<br>Building 31C:B4BN09  | Clovia Y Jones<br>Clovia Y Jones             | Registration Open until<br>02/19/2019 09:00 AM<br>Registration Open until<br>03/04/2019 09:00 AM   | 10                                      | 20<br>20<br>20  | 0               |
| Code<br>NA<br>NA | Title<br>Feb 20, 2019, 9am - 12pm<br>March 05, 2019: 9am to 12pm<br>April 02, 2019: 9am to 12pm                      | In-person In-person In-person                                     | Wed Feb 20, 19 09:00 AM           Building 31C:B4BN09           Tue Mar 05, 19 08:00 AM           Building 31C:B4BN09           Tue Apr 02, 19 09:00 AM           Building 31C:B4BN09 | Clovia Y Jones Clovia Y Jones Clovia Y Jones | Registration Open until<br>02/19/2019 09:00 AM           Registration Open until<br>03/04/2019 09:00 AM           Registration Open until<br>04/01/2019 09:00 AM | 10                                      | 20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>2 | 0 0             |

6. Click on "register"

| Registration Page  |   |  |                   |
|--|---|--|-------------------|
| Registration will not be complete until you click the register b   | utton below.                                    |  |                   |
| Class Details  |   |  |                   |
| Class Name: Lay Responder CPR (AED) Bldg 31:Feb 20, 2019, 9am - 12pm   |   |  |                   |
| Number of Slots: 10  |   |  | )                 |
| Openings: 10   |   |  |                   |
| Description: Lay Responder AED/CPR teaches individuals (not healthcare providers) critical                           | I skills needed to respond to and manage adult  | t choking or sudden cardiac arrest emergency in the next few minutes until emergency       | medical services  |
| arrives. CPK training is for full time NIH rederal employees and contractors with a valid NIH<br>Contact Hours: none | ID only. We can not accommodate fellows, int    | erns, summer students or volunteers.   |                   |
| Special Comments: Please be on-time for class. Late entry not permitted. You can cancel y                            | our registration up to 24 hours before the clas | s using this course registration system. If you miss your class, please email us at dohscp | ortraining@mail.n |
| to re-register.  |   |  |                   |
| Target Audience: CPR training is for full time NIH federal employees and contractors with a                          | valid NIH ID only. We can not accommodate fe    | ellows, interns, summer students or volunteers.  | <b>&gt;</b>       |
| Pre-requisites: None   |   |  | ~ >               |
| Class Schedule:  |   |  |                   |
| Wed Feb 20, 19 09:00 AM  |   |  | 2 ا               |
| Building 31C:B4BN09  |   |  |                   |
| Class Type: In-person  |   |  | 3                 |
| Please Complete your Registration  |   |  | {                 |
| Class Daubiningan  |   |  |                   |
| class Participant  |   |  | >                 |
|  |   |  |                   |
| REGISTER Find Another Class   My Classes   |   |  | )                 |
|  |   |  | 6                 |
| Session Schedule   |   |  |                   |
|  |   |  | ]                 |
| Date   | Times   | Location   |                   |
| Wednesday February 20, 2019  | 09:00 AM - 12:00 PM                             | Building 31C:B4BN09  | $\sim$            |
| e we the two of the  | A Channel                                       |  | -                 |

7. You will receive a system generated email confirmation.



#### 8. To cancel a registration up to 24 hours prior to a class:

- a. Log into the course registration system
- b. Click on "My Classes" at the top of the page
- c. Click the red "x" next to the class you want to cancel.

|         |   |                              | LIFL D   |   |          |
|---------|---|------------------------------|--|---|----------|
|         | CLASSES MY  | CLASSES MY SCHEDULE CALENDAR | HELP   |   |          |
|         |   | 6                            |  |   |          |
|         |   |                              |  |   |          |
| You are | currently a member of the following class sessions  |                              |  |   |          |
|         | · · ·   |                              |  |   |          |
| Term    | Class Session   | Participant                  | Status   |   |          |
| 2018    | Introduction to Genetics and Genomics in Health Care: January 8, 2018                           | Julie J Kohn-Godbout         | Approved   | 0 | <b>a</b> |
| 2017    | Behavioral Based Interviewing:BBI Session Dec 6, 2017   | Julie J Kohn-Godbout         | Approved   | 0 |          |
| 2018    | Financial Boot Camp: Financial Boot Camp 2/26/18  | Julie J Kohn-Godbout         | Approved   | 0 | a        |
| 2018    | Unconscious / Implicit Bias:Nov 7, 2 - 3pm  | Julie J Kohn-Godbout         | Approved   | 0 | ۵        |
| 2018    | Nurse Manager/Clinical Manager Performance Documentation Series:Tuesday November 27 9:45a10:45a | Julie J Kohn-Godbout         | Approved   | 0 | a        |
| 2019    | Lav.Responder CPR. (AED) Bldg 31:Feb 20, 2019, 9am - 12om                                       | Julie J Kohn-Godbout         | Approved   | 0 | a 🗙      |
| PRINT   |   |                              |  |   |          |
|         | recistration confirmations  |                              |  |   |          |
| ( DE OU |   |                              | -  |   |          |
| RECO    | - ERFORANDIHER CLASS  | And a property               | and the second s |   |          |

d. You will receive a system generated email cancellation.