



Setting Up an Account: Providers with Centrelearn/PA Prepared Accounts:

Providers who had an account in the old LMS site (Centrelearn/PA Prepared) must follow the instructions below: (Attached you will also find instructions)

Step 1: Acquiring Username and Password Reset

- Go to <https://pa.train.org>
- Click on the “Forgot your Login Name/Password” located in the blue-bordered box
- Enter the email address associated with your OLD LMS account through Centrelearn/PA Prepared
- Click “Submit”
- Check your e-mail and click on the link within the e-mail
- You will be directed back to Train where you will enter a new password

Step 2: Officially Logging in the First Time

- Go back to <https://pa.train.org>
- Enter the login information and new password you just created
- Click “Login”

Step 3: Updating Account Information

- Once logged in, in the top, right corner click on “My Account”
- The “Details” tab will open first. Verify your contact information and correct information as needed.
 - o The last box in the “Details” tab asks: Do you hold a Professional License Number?
 - Click **NO**
 - PA providers are certified NOT licensed. There will be another area to apply certification materials.
- The “Groups” tab is beside “Details.” Click on “Groups”
 - o Under the Group Selection State Portal, click on the “Select Groups” button
 - o Under Select Groups choose:
 - Pennsylvania
 - Select County – Select appropriate county
 - Select Organization – Select appropriate organization if applicable or choose “other (my organization isn’t listed)”
 - Select Functional Role – Select “EMS”
 - Choose region of residency “EHS Federation”
 - o Click Submit
- The next tab is “My Profile”
 - o Beside “Please choose a category of additional user attributes” choose from the dropdown box:
 - “Pennsylvania EMS Attributes”
 - Date of Birth
 - EMS Certification Level/Type
 - o EMTs are to choose EMT *NOT* EMT New Curriculum
 - PA EMS certification number

- Primary county of residence
- Click “Save and Back”

You will now have your account set-up!

Contact the EHSF office if:

- the provider receives an error message
 - The error may occur for providers who certification number begins with zeros (i.e. 012345) or whose address is different in the Train profile compared to the EMS Registry profile**
- the provider does not receive the automated e-mail when selecting “forgot password”
 - The EHSF will need to go into the provider profile to update the e-mail address to allow account set-up.

Setting Up an Account: Providers without Centrelearn/PA Prepared Accounts:

- Go to <https://pa.train.org>
- From the home screen, the provider will select “Create Account”
 - Once the account is created, they will need to follow the same steps listed above in “Step 3” for providers with previous LMS accounts. This will allow the provider to associate their profile to EMS.

Finding PA Approved Con-ed Courses:

- Once in the system, go to the search box near the top, right
 - Enter “pa-ems”
 - Click the search icon
 - This will provide all PA approved con-ed
- The only classes currently available include:
 - 2015 ALS protocols
 - 2015 BLS protocols
 - EMT-Paramedic to Paramedic Transition Modules A, B, C, and D
 - Epinephrine Auto Injector Pen
 - High Functioning CPR Team Science Lecture
 - PA Medical Command Course All Modules and Module 1, 2, 3 and 4, 5, 6, 7
- More Pennsylvania DOH approved classes for con-ed will be added, but the expected timeline is end of October, early November

Additional Information:

- Con-ed classes and provider transcripts/certification from the old LMS Centrelearn/PA Prepared cannot be transferred into the new system
- EMS agencies will be able to create subgroups in the future. However, more information will be provided at a later date after the Bureau of EMS sets up the classes.
- When a provider takes a PA EMS approved course for con-ed, it will automatically upload into the EMS Registry where con-ed is tracked for certification renewal.
 - If a provider takes con-ed that is not PA approved (i.e. class from the CDC on Train). The provider will need to submit a copy of their transcript or completion certificate to the EHSF for endorsement. Providers can send them to coned@ehsf.org

As new information is learned, we will be sure to share with you!