# **American CME Registration**

#### **Individual Accounts**

- 1. Go to www.americancme.com
- 2. Create a free account
  - a. Providers MUST enter their six (6) digit NJEMS ID # in the license field to receive credit
- 3. Go to "Courses"
- 4. Choose the option "Free CE Courses"
- 5. Choose the course titled:

Identifying Large Vessel Occlusion (LVO) Strokes with Rapid Arterial oCclusion Evaluation (RACE): New Jersey Only

- 6. View the course video in its entirety (approx. 30 minutes)
  - a. You can pause and rewind in 10 second increments
- 7. Complete the summative quiz

#### **Agency Accounts**

Agencies (Fire departments. EMS agencies, Hospitals...) that would like to create an agency account, please complete the attached "agency registration form" and email to jeff.latkowski@americancme.com

This will give agencies the ability to:

- 1. Schedule/assign courses
- 2. Access training certificates
- 3. Run completion reports

### **Agency Registration Form Cheat Sheet:**

Column A "first\_name" – Provider's first name

Column B "last\_name" - Provider's last name

Column C "email" – *Provider's email address* 

Column D "Agency city" – Agency city

Column E "Agency state" - Agency State

Column F "Agency zip" - Agency Zip Code

Column G "license #/ EMS ID #" – Provider's New Jersey six (6) digit EMS ID number

Column H "Agency" – Name of the agency

Column I "MFR, EMT, Paramedic" – Provider's EMS Level

Column J "Administrators: X" – *Place an x next to the individual that you want to be an administrator* 

Administrators will then receive an email from American CME with the login information for their providers and additional information for their administrator account. Administrators are responsible for disseminating the login information to their providers.

## **Agency Registration Template**

first_name	last_name	email	Agency city	Agency state	Agency zip	license #/ EMS ID #	Agency	MFR, EMT, Paramedic	Administers: