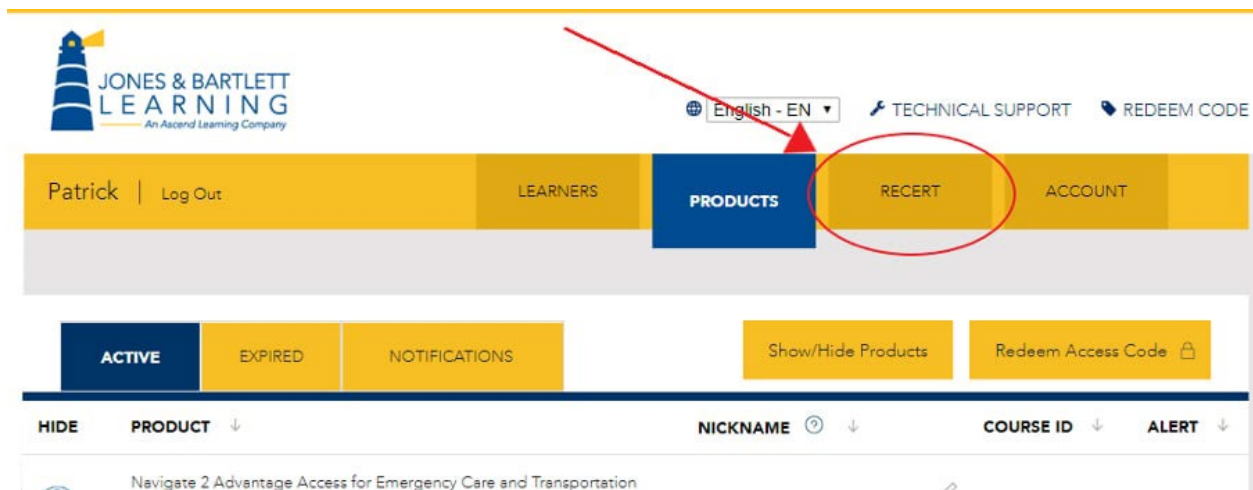


CAPCE

STEP 1: CREATE RECERT PROFILE / CERTIFICATION

In order to submit your CE hours to CAPCE, you must create a Recert Profile/Certification. Click the RECERT tab as shown below to get started.



You might want to watch a video on how to create your profile here:

<https://www.recert.com/video-lp-how-to-create-your-free-personal-profile>.

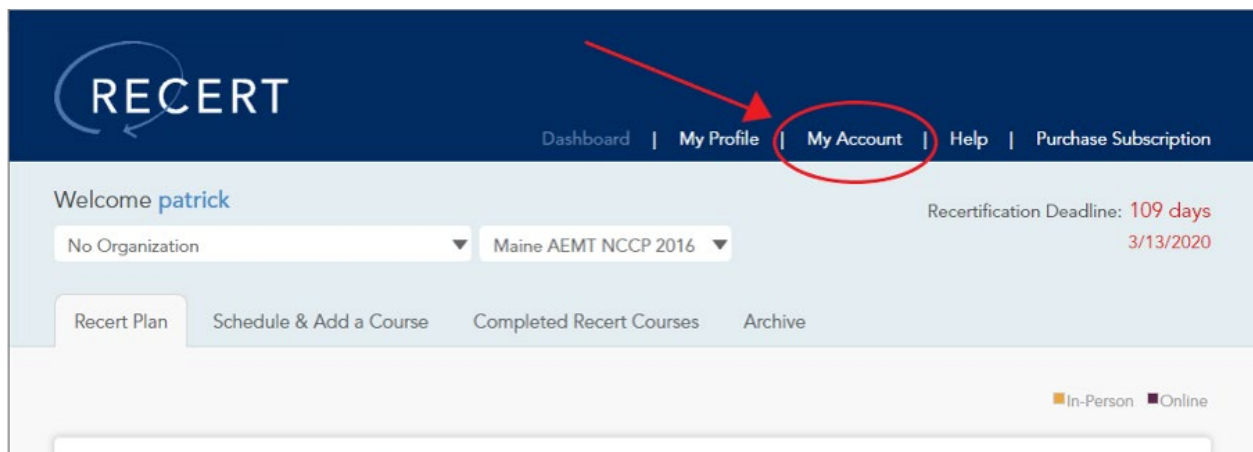
Also, it is **very important** that you set the “**Recertification Process Start Date**” to a time before you took the course. If you set it to a time after you took the course you will not be able to print the CAPCE certificate due to CAPCE requirements.

CERTIFICATION

Licensing State*	Select Licensing State	
Provider Level*	Select your option	
NREMT Certification*	Select your option	
Recertification Model *	Select your option	
State Certification/License *		Expiration Date*
NREMT Registration# (if applicable)		
Recertification Process Start Date*		
Recertification Deadline *		
Employer ID(s)	Employer ID	Add

The Recertification Process Start Date must be set to a time before you took the course.

Once you have completed setting up your Profile/Certification return to the My Account dashboard by clicking the My Account link as shown below.



You will now see the My Account dashboard as shown below.



English - EN
TECHNICAL SUPPORT
REDEEM CODE

Patrick | Log Out
LEARNERS
PRODUCTS
RECERT
ACCOUNT

ACTIVE
EXPIRED
NOTIFICATIONS

Show/Hide Products
Redeem Access Code

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	Recert: Understanding Children (BLS Edition)			
	Recert: Assessing a Pediatric Patient (BLS Edition)			

Click on a course and you will see the following **LAUNCH** page. Next, click on the big red “Launch Course” button. From here you will see the post-test and CAPCE survey sections that need to be completed.



English - EN
TECHNICAL SUPPORT
REDEEM CODE

Patrick | Log Out
LEARNERS
PRODUCTS
RECERT
ACCOUNT

Recert: Understanding Children (BLS Edition)

Redemption Date: **11/25/2019**
Expiration Date: **11/24/2020**

LAUNCH

COMPLETE POST-TEST & CAPCE SURVEY

You should see the following screen. Please ensure you have completed the course, the Post-Test, and the CAPCE Survey. Note there is a green check mark next to each completed section.

 [Help](#) [My Profile](#) [My Account](#) 
[My Courses](#)

Ambulance Safety

 > Ambulance Safety

Your progress 

1

CE Activity: Ambulance Safety
Status: Complete

Launch



2

Post-Test
Status: Complete

Launch



3

CAPCE Survey
Status: Complete

Launch



PRINT CAPCE CERTIFICATE

Finally, to print the CAPCE certificate, you will need to click the “Completed Recert Courses” tab as shown below, then click the CAPCE icon to download

the PDF certificate. Some courses require a skills verification form to be uploaded before you can print the certificate.



Dashboard | My Profile | My Account | Help | Purchase Subscription

Welcome **David**

No Organization ▼ EMT Continuing Education Tracker ▼

Recertification Deadline: -25 days
10/31/2019

Recert PlanSchedule & Add a CourseCompleted Recert CoursesArchive

RECERTIFICATION COURSES ?

Course	Date Completed	Certificate	Completion Card	Total Hours	Applied Hours	Remaining Hours	Apply Hour:
Ambulance Safety (BLS/ALS Edition)	09/06/2019	 CAPCE	 Card	0.5	0.50 ⓘ	0	Unapply Ho