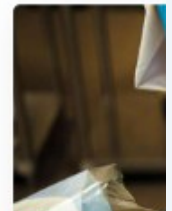
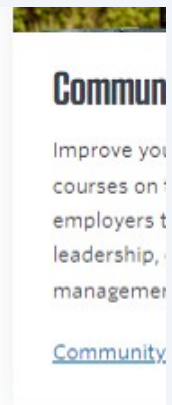
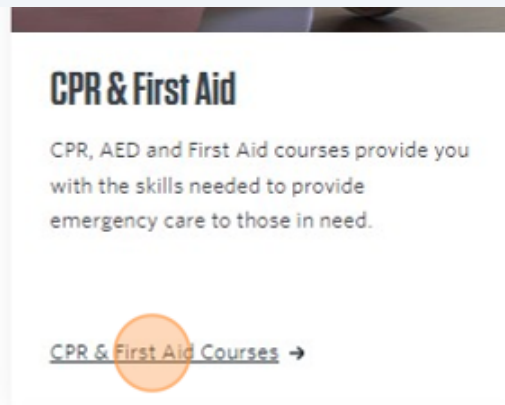


Enrolling into NTC Continuing Education Courses

1 Navigate to <https://training.ntc.edu/public/listProgramAreas.do?method=load>

2 Find the Course Category or scroll to the bottom of the page for Course Search



3 Click on the course subcategories

The Heartsaver First Aid/CPR/AED course(s), one of our most popular offering the knowledge, confidence and skills to respond in an emergency situation.

Subcategories

[47531437 - BLS \(Basic Life Support\) CPR](#)

[47531438 - BLS \(Basic Life Support\) CPR Refresher](#)

[47531439 - PALS - PEDIATRIC ADVANCED LIFE SUPPORT](#)

[47531442 - HRT FIRST AID/CPR/AED](#)

4 Click on the class you are looking to take

...ery barrier devices
of the professional
American Heart
10 years. Textbook
us Store.

47531437 - PD001 Jun 04, 2024 In Person +
Canceled

47531437 - PD002 Jun 05, 2024 In Person +
Wait List

47531437 - PD003 Jun 10, 2024 In Person +
Available

47531437 - PD015 Jun 11, 2024 In Person +
Available

47531437 - PD004 Jun 17, 2024 In Person +
Available

5 Click "Add to Cart"

47531437 - PD002	Jun 05, 2024	In Person	+
Wait List			
47531437 - PD003	Jun 10, 2024	In Person	-
Available			

Add to Cart

Section Title: BLS (Basic Life Support) CPR

Type: Lecture

Days: M

Time: 5:30PM to 9:30PM

Dates: Jun 10, 2024

6 Click "Checkout",

Subtotal	\$40.00
Total	\$40.00

Checkout

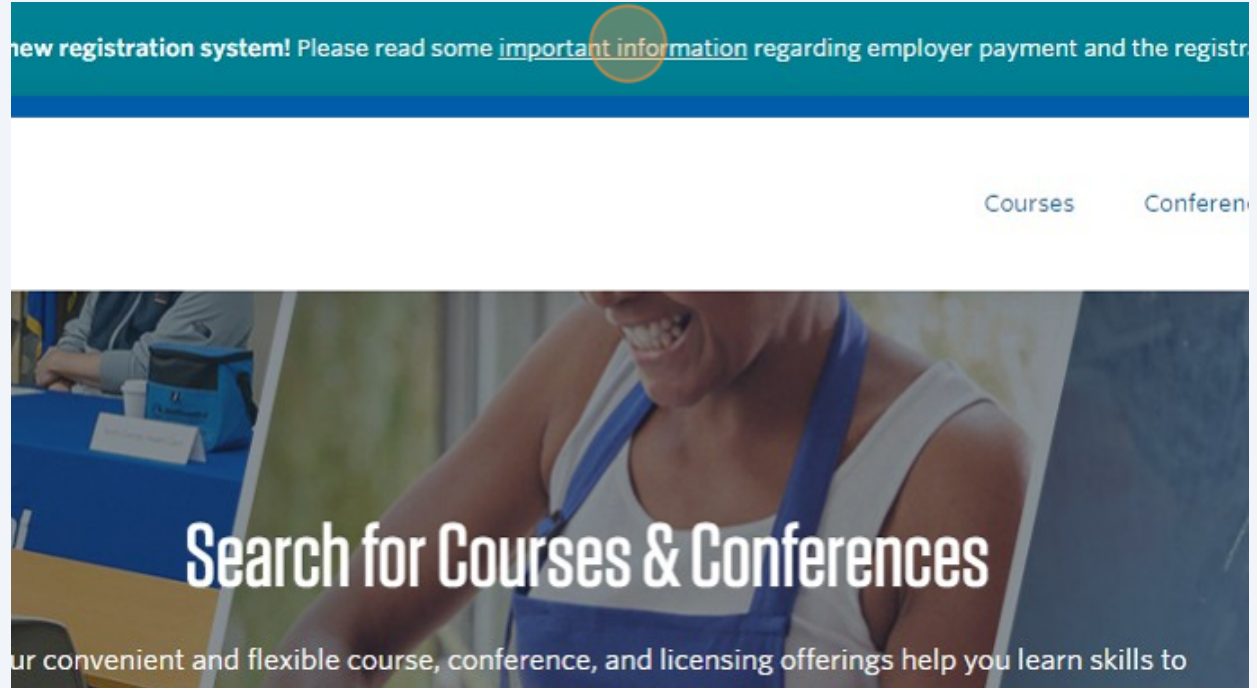
ST INFORMATION

RECEIVE OUR NEWSLETTER

7 Special Note:

If you are paying for your training, please skip to step 9.

If your employer is paying for your training and they need invoicing and are not able to use a company credit card to purchase your training, please select "important Information" at the top of the training page.



8 Click "third-party billing form"

gistration instructions, please view our [registration guide PDF](#).

Planning To Pay for Your Course?

employer credit card payments during the course transaction. However, if your Employer would plan to enroll in, please complete our [third-party billing form](#). **You will receive an enrollment confirmation once your payment for the course(s) is secured.**

CONTACT US

REQUEST INFORMATION

RECEIVE OUR

9 Choose one of the 3 ways to sign in/create an account.

1.If you already have an account you can sign in with your personal email or your NTC student email. **Please continue to step 25.**

Sign In

USE YOUR PERSONAL OR WORK EMAIL ADDRESS.

[Forgot User Name](#)

[Forgot Password](#)

USE YOUR NTC STUDENT EMAIL ADDRESS.

Sign in using your NTC student email address (ending in @ntc.edu) and password.

Continue

Sign In

10

1. If you already have an account you can sign in with your personal email or your NTC student email. **Please continue to step 25.**

The screenshot shows a sign-in page with a header "Sign In" and a sub-header "Sign In". The page is divided into two main sections. The left section is titled "PERSONAL OR WORK EMAIL" and contains a "Forgot User Name" link, a text input field with a placeholder "(case sensitive) .edu", a "Forgot Password" link, another text input field with a placeholder "(case sensitive)", and a blue "Sign In" button. The right section is titled "USE YOUR NTC STUDENT EMAIL ADDRESS." and contains the text "Sign in using your NTC student email address (ending in @ntc.edu) and password." Below this text is a large blue button with a white circle and the text "Continue". To the right of the "Continue" button are two text input fields labeled "Email" and "Retype Email", and a blue button below them.

11

1. If you do not already have a Modern Campus Account for Continuing Education, please create one here. **Then continue to step 12**

The screenshot shows a "Create Account" page. The title "Create Account" is centered at the top. Below the title, there are two columns of text. The left column is titled "USE YOUR NTC STUDENT EMAIL ADDRESS." and contains the text "Sign in using your NTC student email address (ending in @ntc.edu) and password." Below this text is a blue button with the text "Continue". The right column is titled "Create an account using your personal or work email address." and contains two text input fields: "Email" and "Retype Email Address". Below these fields is a blue button with the text "Create Account".

12 Enter Initials to indicate that you read and understand the policies

Employer Information

Demographics

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student education records. Northcentral Technical College must have your explicit permission to disclose your education records to your Employer/Affiliation(s) listed above.

Your Employer/Affiliation(s) listed above allow you to choose to have discounts (when applicable) when you enroll for courses. This choice is optional.

Please type your initials into each of the boxes below to indicate that you understand the policies.

I understand that Northcentral Technical College abides by FERPA and I give Northcentral Technical College permission to do so. *

I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my course(s).

Northcentral Technical College will release to the appropriate contact person the following information: student type, my course(s), course schedule(s), delivery method(s), and my contact information.

13 Click the "First Name" field. - Mandatory

Name and Email

Salutation

First Name Middle Name

Last Name

Preferred Name

14 Click the "Social Security Number" field. Enter SSN or decline. - Mandatory

The screenshot shows a form with several input fields. At the top, there is an empty text input field. Below it is another empty text input field. The third field is labeled "Email Address" and contains the text "Email@gmail.com". Below this is a teal button labeled "Save Email". The fourth field is labeled "Social Security Number" and is highlighted with an orange circle. To the right of this field is a question mark icon. Below the "Social Security Number" field is a checkbox labeled "Student declines to provide Social Security Number". At the bottom of the form, there is a teal heading that reads "Address and Telephone".

15 Address - Mandatory

The screenshot shows a form for adding an address. At the top, there is a heading that reads "You can provide multiple addresses. Fill out the information and click". Below this heading are several input fields. The first field is a dropdown menu labeled "Type" with the value "Home" selected. Below this is a text input field labeled "Address 1 or Business Name", which is highlighted with an orange circle. To the right of this field is a partial label "Ad". Below the "Address 1 or Business Name" field is a text input field labeled "City", with a partial label "Sta" to its right. Below the "City" field is a dropdown menu labeled "Country" with the value "United States" selected. To the right of this field is a partial label "Zip". At the bottom of the form, there is a teal button labeled "Add Another Address".


16 Phone Number - Mandatory

[Add Another Address](#)

You can provide multiple numbers. Fill out the information and click the "Add Another Telephone"

Type Home	▼	Telephone / Fax (999) 999-9999
--------------	---	-----------------------------------

[Add Another Telephone](#)



Employer Information

Current Employer	Job Title
------------------	-----------

17 Click the "Current Employer" field. Optional

[Add Another Telephone](#)

Privacy

Name and Email


Address and Telephone

Employer Information

Demographics

Employer Information

Current Employer	Job Title
Employer (Location) Country	Employer Industry
Number of Years of Work Experience	



18 Enter Employer Billing information - optional

Employer Information

Demographics

Employer's Billing Information

Number of Years of Work Experience

Salutation Job Title

Last Name First Name

Street 1 Street 2

City State / Province

Country

19 Click the "Date of Birth" field. - mandatory

Demographics

Demographics

Date of Birth

« May 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4

20 Enter Gender - Optional

Demographics

Date of Birth
Jan/01/1900

GENDER:

F
 M
 Not Specified

PLEASE INDICATE YOUR ETHNICITY:

Hispanic
 Non-Hispanic

21 Enter Ethnicity - Optional

Employer Information
Demographics

F
 M
 Not Specified

PLEASE INDICATE YOUR ETHNICITY:

Hispanic
 Non-Hispanic

First Language

22 Enter Race - Optional

ic
spanic

FOLLOWING:

- American Indian/Alaskan Native
- Asian
- Black
- Pacific Islander
- White

age:

ol Attended

chool

23 Enter Highschool, Education, and Disability Information - Optional

Wausau, East High School

Grade in School
Twelfth Grade

High School Graduation Year
2000

Highest Grade Completed at Enrollment

Highest Credential Received at Enrollment

Disability

Eighth Grade
Eleventh Grade

24 Click "Continue Checkout"

Approve the settlement of any amount owing with my chosen

Continue Checkout

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25 Click the "Name on Card" field.

Payment Method: Credit card

CREDIT CARD PAYMENT

Provide payment information

Name on Card

Credit Card No.



website. By continuing without changing your cookie settings, we assume you agree to this. Please read our [cookie policy](#) and

26 Answer this Employer Question

Questionnaire

Respond to the following questions

Please indicate if the class or classes you are enro

Yes, My employer will be reimbursing/paying tuition.

No, my employer will no be reimbursing/paying my tu

Policy Confirmation

27 Click "I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my cho..."

Policy Confirmation

I have read and understand the drop, transfer, refund payment method. *

[Print Registration Policies](#)

[Find More Courses](#)

28 Click "Continue Checkout"

Approve the settlement of any amount owing with my chosen

Continue Checkout

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