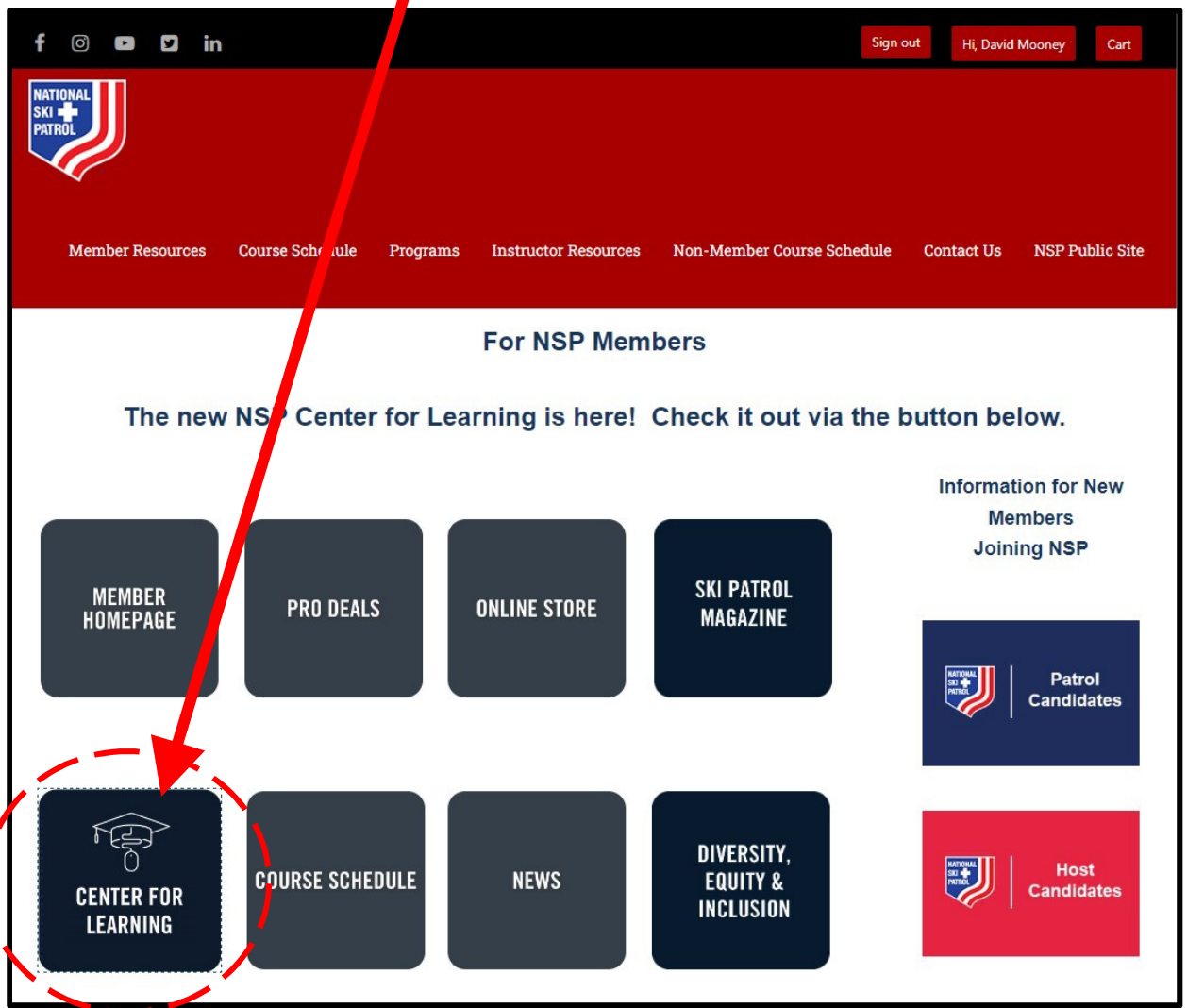


I would suggest using Chrome or Edge browsers if possible. Firefox does NOT currently work.

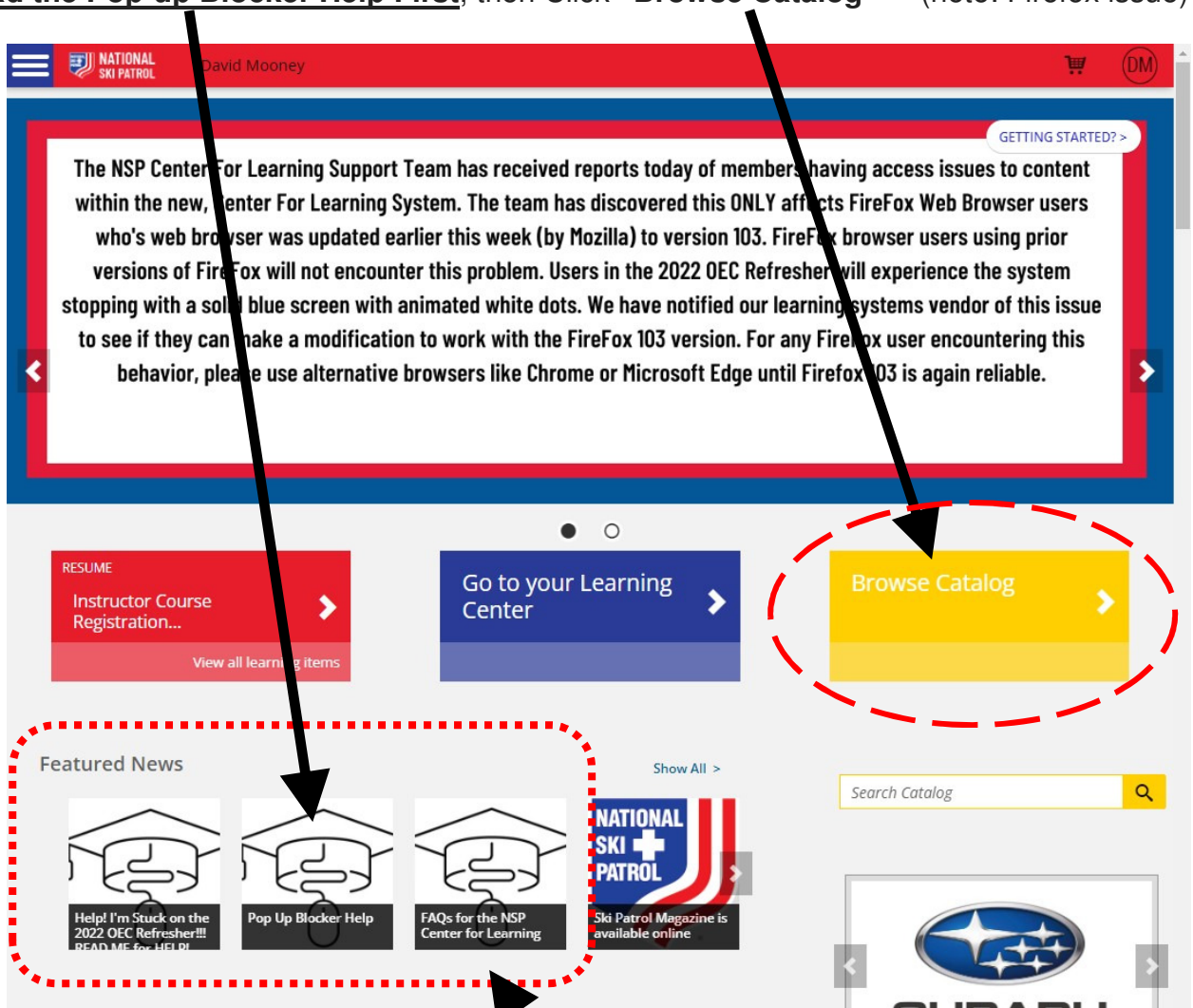
You will not be allowed to enroll in the in-person skills course until you have completed the online modules.

Hybrid Online Portion Steps:

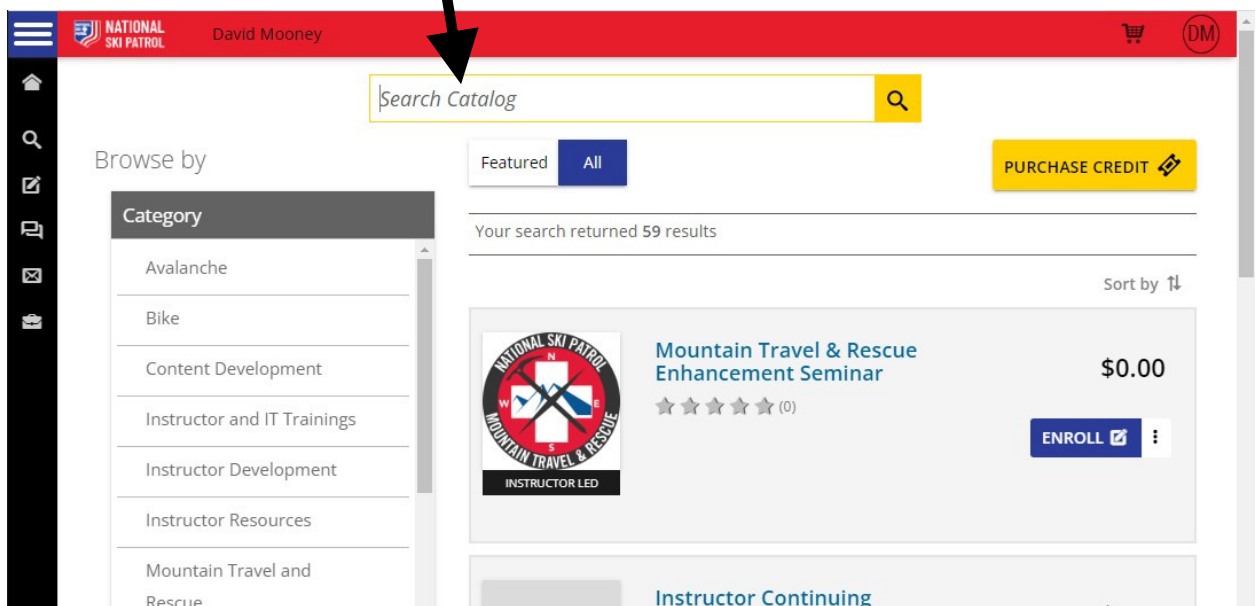
1. Go to **NSP.org**
2. Click **“Member sign in”**
3. Log in.
4. Click **“Center for Learning”**



5. Read the Pop-up Blocker Help First, then Click “Browse Catalog” (note: Firefox issue)



6. Type “oec 2022” in the search bar. These articles are helpful if you are having issues



7. Click “Enroll” next to “2022 OEC Refresher Cycle C Online Modules”
(Don’t click the title)

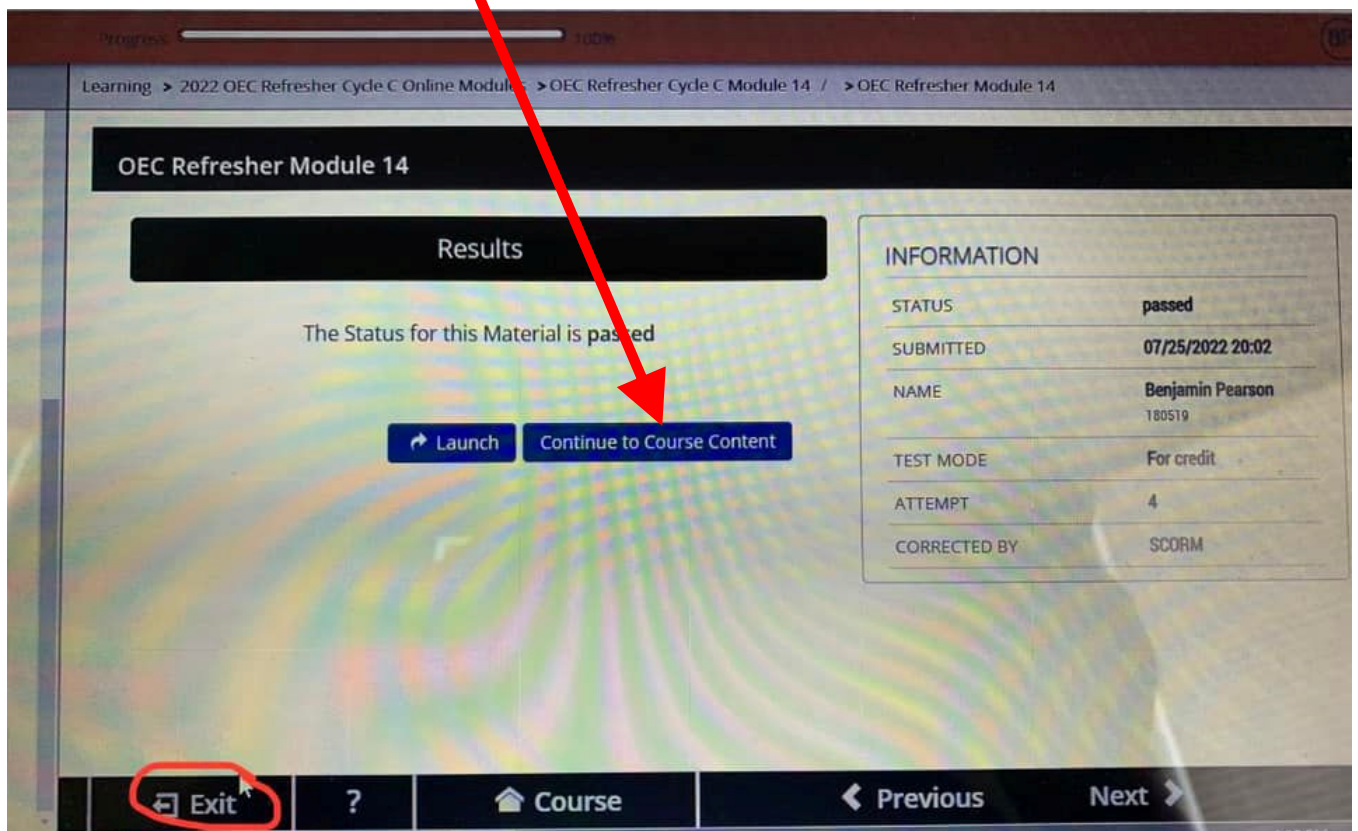
The screenshot shows the National Ski Patrol website interface. At the top, the user is logged in as David Mooney. A search bar contains the text "oec 2022". Below the search bar, there are tabs for "Featured" and "All", and a "PURCHASE CREDIT" button. The search results show 22 results. The first result is "2022 OEC Refresher Cycle C Online Modules", which is highlighted with a red dashed box. The "ENROLL" button for this course is circled in red, and a black arrow points to it from the instruction above. The course description states: "Welcome to the 2022 OEC Cycle C Refresher. All modules contain the information and skills to refresh you for your in-person refresher. To receive credit for the OEC Cycle C Refresher, you must complete the online portion and...". Below the description is a "more information" button and a "Certificate awarded" icon. The course is categorized under "Outdoor Emergency Care". The second result is "2022 OEC Refresher Cycle C Skills Session", which is also highlighted with a red dashed box. Its description states: "This is the overall course for ALL 2022 OEC Cycle C Refresher Skills Day(s). To find your specific patrol, please click Enroll and you will be taken to the next page which will list all sessions. Find your specific session and click Select and scroll...". It also has a "more information" button and a "Certificate awarded" icon. The website has a sidebar with navigation icons and a "Browse by" section with a category list: Avalanche, Bike, Content Development, Instructor and IT Trainings, Instructor Development, Instructor Resources, Mountain Travel and Rescue, Nordic and Backcountry, and OEC Instructor Resources. There is also a "Filter by" section with "Activity Type" (Instructor Led (13), Online (8), Blended (1)) and "User Ratings" (2 ★ (1)).

8. Click the tab to start*.

*You will get warnings about pop-up blockers. Follow the instructions.

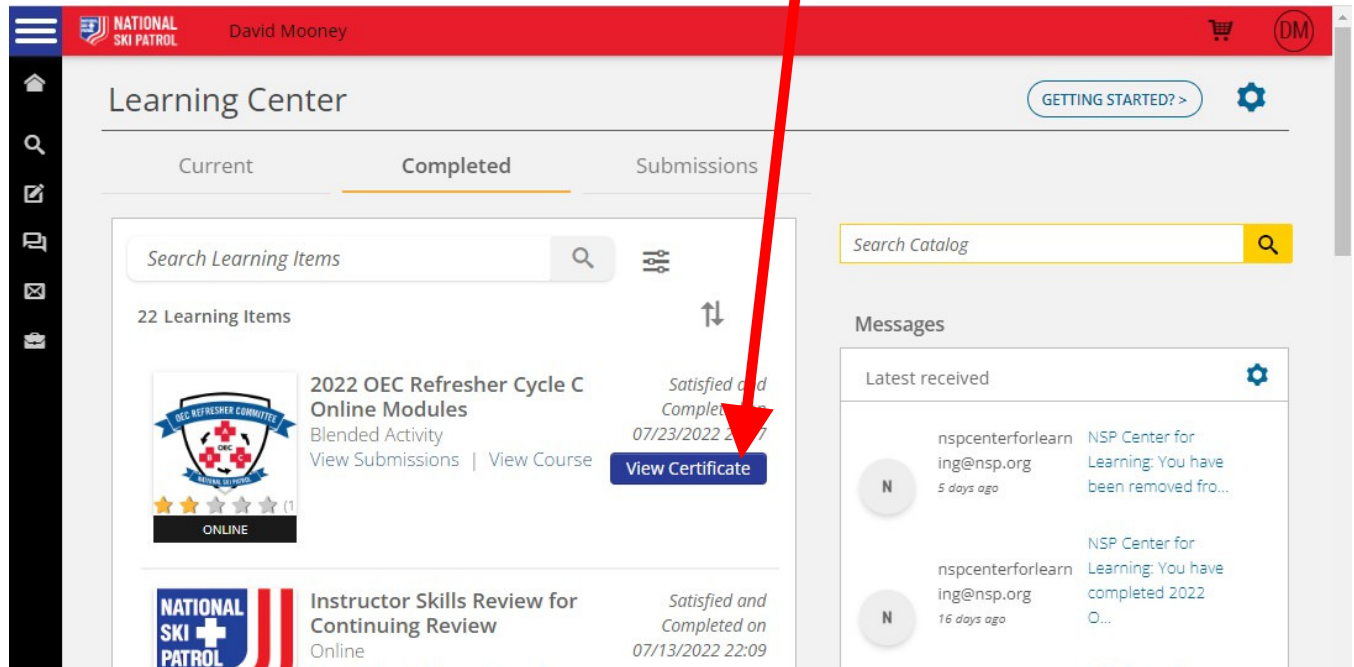
TIPS:

- Click all the boxes, tabs, teardrop shaped dials (and swing them to all points) and slide the sliders all the way over throughout the course. If you don't, you can't advance. If you're stuck where it won't let you click "next", you probably missed something. Also, some icons are VERY small and easy to not notice. Most videos you have to just let them play through. There is no speeding them up in most cases.
- **Do NOT use the left hand column to advance to the next module!**
It may cause you to not complete a module and you'll have to start it over.
After finishing a module you will be notified that you completed it (officially).
Then click the **"Continue to the Course Content"** button to advance to the next module.



- Once you've done all 14 modules there is still the DEI module at the bottom. Open that and work through that one.
 - Do NOT click the "PREV" button – you may get locked and not be able to progress. You will need to restart the DEI module from the start.

- Now all the modules are done it will show you only 96% complete.
 - Click the *EXIT* button in the lower left corner (see above, circled)
 - This takes you back to your learning center home page.
 - Here you'll still see the OEC cycle C course listed. On the right side of that there is a button labeled **"Post work"** (it's where the "View Certificate" button is), click "post work". This will take you to the "post work" (aka course evaluation).



- After that, you will show as 100% complete. You can see your certificate.
 - Download the PDF certificate and email it to the IOR of the in-person refresher.
- Later, if you need to access it again just get back into your learning center and click on the **"Completed"** tab up top.
- **IF you finish the DEI section and are less than 96%**, click the House icon in the upper left of the screen. Then click "Go To Your Learning Center" (see step 5 image – middle blue button)
 - This will bring you to the page shown above. Click on **"Submissions"** and you will get a list of the completed modules.
 - Check to see which one you are missing.
 - Click the "Current" Tab and click "Resume" next to the Online Modules.
 - Use the left hand column and click on the module you didn't complete and finish it.
- If you have any issues, email: nspcenterforlearning@nsp.org