

ETT COURSE CHECKLIST

- Apply for Course Approval through the [Alaska EMS Portal](#). This needs to be submitted a minimum of 14 days before the class starts. Once logged into the portal follow Training>Requests>Apply for Course Approval
 - [Course Approval](#)
 - Course Schedule ([Example](#))
- The state EMS office will send SEREMS a copy of your course approval.
 - SEREMS will create a class in [Enrollware](#) and will send you an email with your ETT specific login username and password.
 - SEREMS will provide you with class registration links. Students/Instructor have until 5:00pm the following business day to register and finalize the roster.
 - Registration includes a \$10 processing fee per student. Students under 18 years are exempt from this fee.
- Instructor Course Materials
 - ETT Skill Sheets (Portfolio Sheets)
 - Supplemental ETT Skill Sheets
 - ETT Minimum Competencies
 - If you do not already have access to the ETT test, please email <mailto:ett@serems.org>
- Class Registration
 - Each student needs to register for the class in Enrollware. Instructors will be emailed the Student Registration link to send directly to each student.
 - Instructors have access to the Class Registration page in Enrollware. You will be emailed this link as well. This page will provide instructors access to the entire class registration
 - Please have students register through the Student Registration link provided. Do not register by using “Quick Add” or “Add Student”. Each student needs to register through the provided link, which has required additional information for data collection purposes
 - Students are prompted to pay when registering. If you prefer to receive an invoice and pay for all registrations at once, please use the promo code PAYBYETT. This will zero the charge and you will be invoiced later.
 - If your students are under 18 years old, they may use the promo code YOUTH
- Finalize your class
 - Find your class
 - By the Main Class Registration link
 - Or Log in to [Enrollware](#)
 - On the left side of the screen click on “Classes and Students” then click on “Upcoming Classes”
 - Find your class by selecting your name from the “All Instructors” drop down menu, and click on the little blue box under Action

- Make sure all your students are accurately listed. How the student's names are spelled is how they will be spelled on their certificate. Reprints will cost \$10.
- Under the student's names click on "Edit Scores"
 - Change each passing student from Pending to the appropriate drop-down response (Complete/Incomplete/Remediate/No Show/Cancelled)
 - Enter each student's test score. If this is a refresher course, a written test is not required, please enter "recert" into the test score space.
 - Click "Save Changes" and then "<<Back"
- Click "Finalize Roster" Do not click "Print Cards"
- Below, in the Internal Notes section:
 - Write whom should be billed (if students did not pay in Enrollware)
 - Write where cards and certificates should be mailed to (individually to students or all mailed directly to the instructor).
- Finalizing your class indicates to the SEREMS office your class is complete. If the processing fee has been paid for each student, we will print cards and certificates and mail them. Please do NOT press "Print Cards." We are not yet using e-cards. Pressing "Print Cards" will indicate that we have already printed and mailed your ETT cards.
- You can have each of your students pay the 10.00 cert fee when they register or you will receive an invoice from our finance department if you list where to send it to in the "internal notes section" Once the class is finalized, you will receive an invoice. We will do our best to print and mail ETT cards and certificates within one week of payment.