



EMT-B ONLINE COURSE ENROLLEMENT PROCESS IN 5 STEPS

STEP 1

Register online by clicking the **ENROLL** option on the main menu.
Click on the course you want to enroll:

- **EMT-BASIC : ONLINE COURSE EMERGENCY MEDICAL TECHNICIAN (Deposit Payment)**
- **EMT-BASIC : ONLINE COURSE EMERGENCY MEDICAL TECHNICIAN (Full Tuition)**

Complete the drop-down questionnaire and **ADD TO CART**.
Then **CHECKOUT**, by typing in the customer/student information
along with credit card info to pay for the course.

If the payer is separate from the student (i.e., relative/sponsor), the Customer Information and Shipping Address contains the student information while the Billing Address contains the payer information.

***The student will receive a registration confirmation email within 24-48 hours, (excluding weekends and holidays – office is closed) along with five (5) emails from **PandaDoc** containing student registration forms.*

STEP 2

Fill out and complete all forms sent to your email from **PandaDoc**:

- Student Application
- Student Policies & Procedures Handbook
- EMT-B Online: Student Registration Checklist
- EMT-B Course Materials
- EMT-B Online: Course Syllabus
- Skills Session Scheduling Agreement
- COVID-19 – Student Exposure Form

STEP 3

Complete your background check and drug screen registration with [SurPath](#).

After the **PandaDoc** forms have been submitted and your background check has resulted as clear (takes 3-5 business days to result), you will receive an invitation email from **Elite Academy Solutions** (be sure to *check your SPAM or Junk folder*).

STEP 4

Open email from **Elite Academy Solutions**, click [Confirm Email](#) to register your account by setting up a password on [teachable](#). Go to courses and complete 100% of the **Online EMT/EMR Course Elite EMT Academy Orientation Course**.

Once you have completed the Online EMT/EMR Orientation Course at 100% you will receive the **Student Registration Instructions** by email which contains the Instructor's Course ID to enroll in your online course **Pearson | MyLab|BRADY Emergency Medical Technician-Basic Online Course**

STEP 5

Enroll in the Pearson online course.

Emergency Medical Technician-Basic Online Course

Follow the directions from the email attachment containing the instructor course ID (example: *torrez#####*). Begin your course and follow the sections listed on the syllabus. Chapters are not followed in chronological order (chapter 1,2,3,4,5,6 etc.). Start reading and good luck on the course!