



New System Notice:

Instructor Updates:

1. "Course Name" You have two selections.
 - a. Student Caregiver Course (Fire and Life Safety)
 - i. Select this course if you wish to make it accessible to the public.
 - b. Student Caregiver Course (Fire and Life Safety) NOT OFFERED TO THE PUBLIC
 - i. Select this course if you prefer to restrict registration to individuals within your facility.
2. Sharing Course Number with students will assist them registering for the class as they will register for the class on the "Caregiver Student Application".
3. "Location" – We are advising to provide better information in description section
 - a. Location – See description in the notes section.
 - i. Select this selection if your class is in person.
 - ii. Place in notes section: Name of Facility, Address, and contact information if they have issues finding the location.
 - b. Virtual Class
 - i. Select this selection if your class is being given online.
 - ii. Place in notes section: Instructors Contact information and instructions on how to sign-in to class.
4. **"Closing Date" – This is extremely important, due to issues with students receiving certificates will be monitoring this.**
 - a. Closing Date will be 15 days after the course start date.
 - b. ALL COURSES MUST BE COMPLETED WITH IN 15 DAYS OF COURSE START DATE. (This means all students have registered and grades have been submitted)



5. “Allow Registration” – This must be marked every time or students cannot register for your class.
 - a. ONLY SELECT “APPLICATION FORM”
 - i. Due to instances where students fail to complete the “Caregiver Student Application” and then reach out to our office months or even years later to obtain a certificate, we have devised a solution. Instructors will now be able to enroll a student in a course by having them fill out the application form. Students will indicate their desired course on the form, which will then add them to the class.

Allow Registration Public Portal Course Lookup Application Form

Apply the selected license when

registering through course lookup

6. REMINDER “Capacity”
 - a. Capacity must be set at 25 students per instructor.
7. Instructors registering attendees.
 - a. Instructors are no longer able to add attendees to courses.
 - b. Students are required to register through the "Caregiver Student Application" to ensure that they complete the application and receive an expiration date on their certificate.
8. Certificate
 - a. The Expiration Date is now determined by the class completion date.
9. Completion of the class Instructors must:
 - a. Go to your “Course Details.”
 - b. Go to “Course Status”
 - i. Once class is completed and all students have received a grade change “Course Status” to “Attendee Status Updated and Course Complete”.
 - ii. This will take the course down from the registration portal.
10. For classes created before May 24, 2024, that have not been graded or completed yet, please make sure to implement the mentioned changes. If the student is already registered, they must deregister and then register for the class by submitting the "Caregiver Student Application." If you encounter any problems, contact safetyped@oci.ga.gov, and one of our Educators will reach out to you promptly.



Student Updates:

1. Registration for a course is now completed through the “Caregiver Student Application”.
 - a. In application you will look a Course information in the Course Lookup section
 - i. To view courses details, select **Course lookup** above the drop-down menu.
 - b. Once you have decided on a course you will then complete the “Caregiver Student Application and select your course”
2. For courses students have registered for prior to 05/24/2024, please deregister and fill out the “Caregiver Student Application” to secure your spot in the class and obtain your certificate. If you encounter any problems, contact safetyed@oci.ga.gov, and one of our Educators will reach out to you promptly.