



Course Registration

Course Registration Instructional Manual

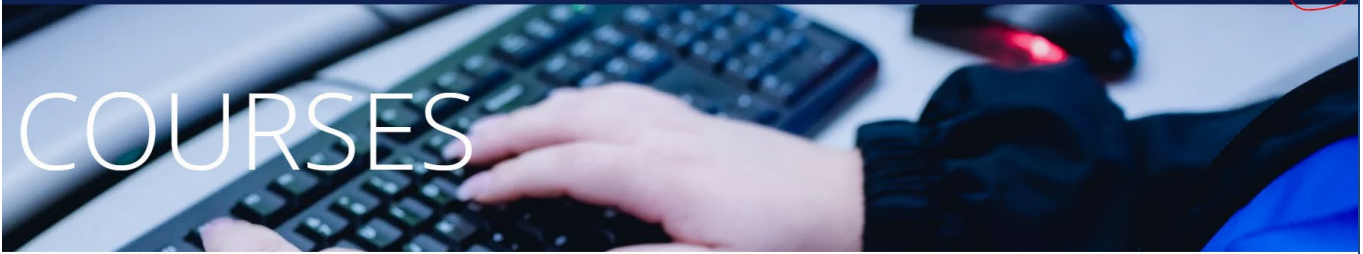
Before reaching out for assistance, please review all the information provided below

Log in to the Course Registration Portal (courses.prioritydispatch.net) with your existing Member Portal login email.

- If you don't currently have an account, please **create** one.

Priority Dispatch


Partner Training Portal [LOGIN](#)



COURSES


As a member of the Priority Dispatch Partner Program, you are eligible to take advantage of a variety of learning opportunities. Via Partner Training Central you will be able to complete self-paced courses, register for distance learning, classroom instruction, and live training events.

1




Register

2



Learn

3



Dispatch

CREATE NEW ACCOUNT

CONTINUE

Once logged in, you will then be on the **HOME** page:

Priority Dispatch

Partner Training Portal

[Home](#)
[Training](#)
[Calendar](#)
[Profile](#)

Search

Advanced Search

Admin Login

Heather Lloyd

Logout

Cart Contents 0 Items (Total: USD \$0.00)

Available Courses

ETC-I

ETC-I 4th Ed

Course Details

EMD

EMD v13.0

Course Details

EPD

EPD v6.0

Course Details

ECNS

ECNS

Course Details

ECNS-Q

ECNS-Q

Course Details

EFD

EFD v6.1

Course Details

EFD REFRESHER

EFD v7.0 Refresher

Course Details

SOFTWARE TRAINING
ProQA
PARAMOUNT

ProQA (Remot...

Course Details

SOFTWARE TRAINING
AQUA
ASCENT

AQUA (Remote...

Course Details

Messages

Previews

Deleted

Archive

Subject

Received

Using either the **TRAINING** or **CALENDAR** tabs located at the top of the page, you can now search for classes.

- In the Training Tab, the Catalog feature on the left will help sort the course icons.
- In the Search option in the right top corner, you can enter a state or venue (class location) name.

Priority Dispatch

Partner Training Portal

[Home](#)
[Training](#)
[Calendar](#)
[Profile](#)

Search

Advanced Search

Admin Login

Heather Lloyd

Logout

Cart Contents 0 Items (Total: USD \$0.00)

Navigation

Available Training

Enrolled Training

Available Training

Enrolled Training

Languages

Select Language for Courses

Catalogs

Enter text to filter items

Display All

Advancement Series

Certification Training

Default

ECNS Training

ED-Q Certification Training

Remote Software Training

Software Training

ETC-I

ETC-I 4th Ed

Course Details

EMD

EMD v13.0

Course Details

EPD

EPD v6.0

Course Details

ECNS

ECNS

Course Details

ECNS-Q

ECNS-Q

Course Details

EFD

EFD v6.1

Course Details

EMD-Q

EMD-Q PS 10 incomplete

EFD-Q

EFD-Q PS 10 incomplete

EPD-Q

EPD-Q PS 10 incomplete

ETC

ETC 4th Ed incomplete

EFD

EFD v7.0 incomplete

ACTIVE ASSAILANT

Active Assailant incomplete

Once the Course type is chosen, the date-specific available classes will then populate on a new screen (you may need to enable pop-ups on your computer). All classes will be on the left-side list, with additional pages accessible by using bottom toggle arrows.

Select Course > Select a Specific Class

10/7/2019 - 10/9/2019

7:30:00 AM - 4:30:00 PM

Class ID: 133913

Seats Remaining : 25

Yaphank,NY,USA

10/7/2019 - 10/9/2019

8:00:00 AM - 5:00:00 PM

Class ID: 133920

Seats Remaining : 25

Morehead City,NC,USA

10/7/2019 - 10/9/2019

8:00:00 AM - 5:00:00 PM

Class ID: 134102

Seats Remaining : 25

Ft Stewart,GA,USA

10/7/2019 - 10/9/2019

8:00:00 AM - 5:00:00 PM

Class ID: 133931

Seats Remaining : 25

Nazareth,PA,USA

10/7/2019 - 10/9/2019

8:00:00 AM - 5:00:00 PM

Class ID: 134044

Seats Remaining : 25

Crown Point,IN,USA

10/7/2019 - 10/9/2019

8:00:00 AM - 5:00:00 PM

Class ID: 134023

Seats Remaining : 25

Emporia,KS,USA

Select a class from the list

1

2

...

- The buttons appear at the bottom of the list.

After finding the class you would like to enroll in, select the course and the class details will then be populated on the screen (see below).

When ready to enroll, select **Add to Cart**.

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Select Course > Select a Specific Class > Begin Lessons

10/11/2019 - 10/13/2019

8:00:00 AM - 5:00:00 PM

Class ID: 134048

Seats Remaining : 25

Springfield,MO,USA

10/11/2019 - 10/13/2019

8:00:00 AM - 5:00:00 PM

Class ID: 134003

Seats Remaining : 25

Canton,MI,USA

10/12/2019 - 10/14/2019

8:00:00 AM - 5:00:00 PM

Class ID: 134087

Seats Remaining : 25

Corpus Christi,TX,USA

23901 - EMD(134087)

Add to Cart

Saturday, October 12, 2019

Details

Schedule

Course Description:

Price:

Status:

Seats Remaining:

Instructor:

Cancellation Policy:

Address:

View Course Description

[USD] \$ \$365.00 [USD] \$ \$365.00 [USD] \$ \$365.00

Not Enrolled

25

Jerry Chaney - jdcemdtc1@gmail.com

View cancellation policy

321 John Sartain St Corpus Christi TX 78401 USA

The Emergency Medical Dispatcher™ (EMD™) is an essential component of any effective EMS system. Proper and timely training in the use of the Medical Priority Dispatch System™ (MPDS®) helps EMDs deliver quality care to the calling public. Completion of this course provides students with confidence to begin using the protocol on-line in the busiest of communication centers. Classes use hands-on teaching, class participation, simulated and actual calls, and feedback to prepare the students for work in a communication center. To be EMD-certified, the applicant must also be CPR-certified through the National Safety Council, American Heart Association, American Red Cross, European Resuscitation Council, or equivalent. We recommend this training be completed prior to attending the EMD course.

Lessons

Language English

1. Universal Day

If your PROFILE does not list an Agency ID, because you are not affiliated with a specific agency, the **Credit Card** purchase option will display.

If your PROFILE lists a valid Agency ID, then the two payment options will display (**Credit Card** and **Purchase Order**)

- Purchase Orders indicate that an invoice will be sent to the listed Agency ID after the class is complete.

Order Summary

Continue Shopping

[\$] US Dollars (USD)

Added:

10/1/2019 3:23 PM

[\[Remove\]](#)

EMD v13.0

Date: Saturday, October 12, 2019 8:00:00 AM-- Monday, October 14, 2019 5:00:00 PM

Instructor: Jerry Chaney

Venue: Corpus Christi PD

Address: 321 John Sartain St, Corpus Christi, TX, 78401, USA

USD \$365.00

Training Credits:

Select a payment method:

☐
☒ Credit Card

Apply Promo Code


USD \$365.00

USD \$365.00

Clear Cart


Proceed to Checkout

To pay by Credit Card, select the Cred Card radio button and then 'Proceed to Checkout'


Order Summary

[← Continue Shopping](#)[\$] US Dollars (USD) ▾

Added:
10/1/2019 3:23 PM
[\[Remove\]](#)

 **EMD v13.0**
Date: Saturday, October 12, 2019 8:00:00 AM-- Monday, October 14, 2019 5:00:00 PM **Instructor:** Jerry Chaney
Venue: Corpus Christi PD
Address: 321 John Sartain St, Corpus Christi, TX, 78401, USA

USD \$365.00
Training Credits:

Select a payment method:
☒  Credit Card

[Apply Promo Code](#)

USD \$365.00
USD \$365.00

[🗑️ Clear Cart](#)[🛒 Proceed to Checkout](#)

After proceeding to checkout, the below page will be displayed. Select Continue Order to continue checking out.

To add additional classes before checking out, select Continue Shopping located on the bottom right-hand corner.

Payment Information

Pay with Credit Card

EMD v13.0

USD \$365.00

Training Credits:

Total:

USD \$365.00

Continue Order

Back to Order Summary
Continue Shopping

If no additional classes need to be added, and you selected the Continue Order button, it will then take you to the Credit Card Information screen as shown on the right. Once you've entered all of your information, select the Complete Order button and it will take you to your confirmation screen.

Credit Card Information

Continue Shopping

Card Type*: Visa

Card Number*:

Card Verification Code*:

Card Expiry Month*: 01 2015

First Name*:

Last Name*:

Address Line 1:

Address Line 2:

City:

State: Select a state...

Zip:

Country: Select a Country...

Email:

Back To Cart View
Continue Shopping
Complete Order

To pay with a Purchase Order when registering for a class, select the Purchase Order radio button as shown below then select Proceed to Checkout:

Order Summary

Continue Shopping

[\$] US Dollars (USD)

Added:

10/1/2019 3:23 PM

[\[Remove\]](#)

EMD v13.0

Date: Saturday, October 12, 2019 8:00:00 AM-- Monday, October 14, 2019 5:00:00 PM
Instructor: Jerry Chaney
Venue: Corpus Christi PD
Address: 321 John Sartain St, Corpus Christi, TX, 78401, USA

USD \$365.00

Training Credits:

Select a payment method:

☐ Credit Card
☒ Purchase Order

[Attendees]

Apply Promo Code

USD \$365.00

USD \$365.00

Clear Cart

Proceed to Checkout

On the next page, it will prompt you to enter your Purchase Order Number (this should be provided to you by your agency). If you do not have a Purchase Order Number, you can put "N/A" or any other character in that field. By having selected Purchase Order, an invoice will still be sent to your agency for billing after the course is complete.

Once you have entered the information, select the "Order for these items complete" button as shown on the right:

Payment Information

Pay with Purchase Order

EMD v13.0

USD \$365.00

Training Credits:

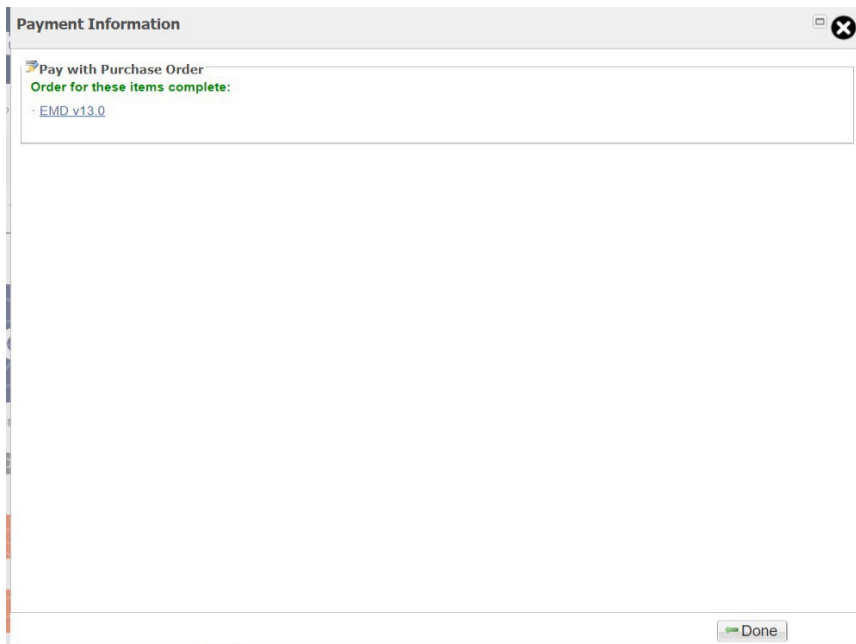
Total:

1234

Order for these items complete

Back to Order Summary

Continue Shopping

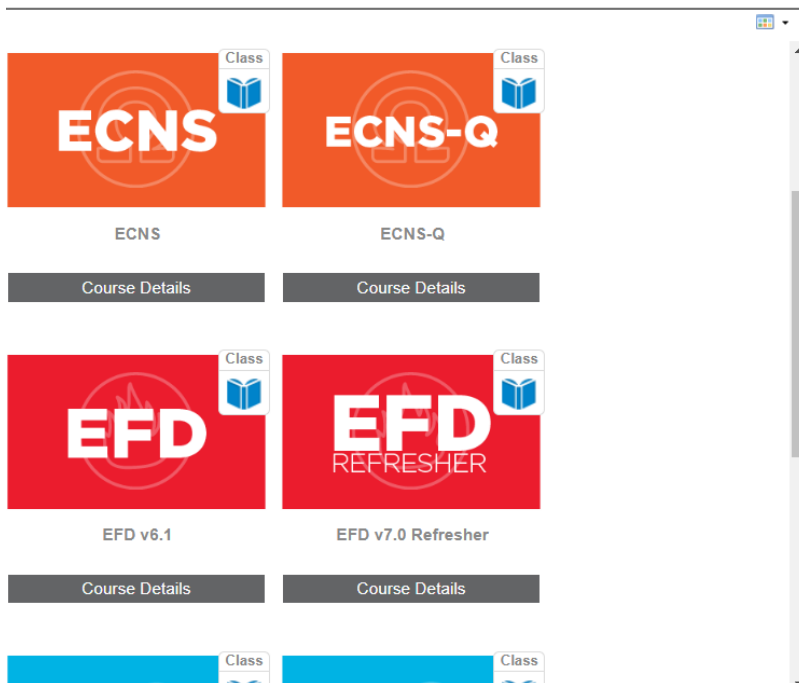


Once you have selected the “Order for these items complete” button, it will then take you to the completed/confirmation page:

Once you select the “Done” button on that page, it will then disappear, taking you back to the **TRAINING** home page.

The course icon for the specific discipline you have registered in will then be displayed on the right-hand side of the page, under “Enrolled Training”, as shown below:

Available Training



Enrolled Training



If you wish to unenroll from a class, locate it in the class list and you will see it outlined in red. The “UnEnroll” option will also populate on the same screen as shown below:

The screenshot displays a web interface for selecting a course. At the top, a blue header bar contains the text "Select Course > Select a Specific Class > Begin Lessons". Below this, a sidebar on the left lists available classes. The class "10/12/2019 - 10/13/2019" is highlighted with a red border. The main content area shows details for "23901 - EMD(134087)". A red box highlights the "UnEnroll" button in the top right corner. A red arrow points to the "UnEnroll" button. The class details include the date "Saturday, October 12, 2019", a "Details" tab, and a "Schedule" tab. The course description, status, instructor, cancellation policy, and address are listed. A "Lessons" section shows "1. Universal Day". A "Language" dropdown menu is set to "English".

Select Course > Select a Specific Class > Begin Lessons

Springfield,MO,USA

23901 - EMD(134087)

Saturday, October 12, 2019

UnEnroll

Details **Schedule**

Course [View Course Description](#)

Description:

Status: **Confirmed**

Seats Remaining: 24

Instructor: Jerry Chaney - jdcemdtc1@gmail.com

Cancellation Policy: [View cancellation policy](#)

Address: 321 John Sartain St Corpus Christi TX 78401 USA [Map](#)

Lessons

Language **English**

1. Universal Day

The Emergency Medical Dispatcher™ (EMD™) is an essential component of any effective EMS system. Proper and timely training in the use of the Medical Priority Dispatch System™ (MPDS®) helps EMDs deliver quality care to the calling public. Completion of this course provides students with confidence to begin using the protocol on-line in the busiest of communication centers. Classes use hands-on teaching, class participation, simulated and actual calls, and feedback to prepare the students for work in a communication center. To be EMD-certified, the applicant must also be CPR-certified through the National Safety Council, American Heart Association, American Red Cross, European Resuscitation Council, or equivalent. We recommend this training be completed prior to attending the EMD course.

Once you've "UnEnrolled" from the class, the UnEnroll button at the top and the red outline of the course will disappear and the Add To Cart button will populate again, confirming you have successfully unenrolled from the class. Once you exit out of the screen, you will then see the course icon that you initially registered for show back up on the left-hand side of the page under "Available Training" and will be removed from the "Enrolled Training" section.