

BREMSS Class Roster Submission

Navigate to our website: www.bremss.org

- Select: Education Tab > Instructor Portal
- Updates & Announcements are listed at the top. To access the portal, scroll to the bottom until you see “To Login to your Online Roster, please click here.”
- Login: (Your email address provided on the Instructor Candidate Application)
- Web Access Code: (assigned by BREMSS)
- Sign In

Course Information

- Course Group: (examples) *Rogers Dentistry, Perry Medical, Smithville Church*
- Course Location: (examples) *Knox Fire Department, Physicians Medical Center, 123 Main Street*
- Course Type: Choose from drop down box
- Course Date: Select from (square box) calendar
- Start time: Select from (square box)
- Comments: This area is **only** for invoice info (PO #'s, etc.) if invoice is selected for payment.

Instructors Assigned

- Name: First & Last name of instructor
- Email: Instructor’s email address
- If more than 1 instructor, Select: Add Instructor

Student Information

- First & Last name required
- Email address for student (required)
- If more than 1 student, Select: Add Student

Payment Options

Credit Card Payment

1. Payee First & Last Name
2. Email address of payee
3. Address of payee (Must match CC billing address)
4. Payment Type: Choose from drop down
5. Card Number
6. Name on Card
7. Expiration Date: Select from drop down
8. CVV: (3 digit # on back of card)
9. Discount Code: (ONLY APPLIES TO EMS CARDS)
10. Select: Submit

EMS Cards (Intent to Train Approval Code)

1. Select: Invoice as payment type (from drop down)
2. Discount Code: list assigned code here
3. Select: Apply
4. Select: Submit

*Invoice (Business ONLY) **No individual billing***

1. Select: Invoice as payment type (from drop down)
2. “Comments” section of roster (top right of page) list all billing info in this area
3. Select: Submit

eCard Prices – as of 1/2019:

- BLS Provider - \$10
- Heartsaver - \$20
- Heartsaver K-12 - \$7
- ACLS – \$15
- PALS - \$15
- PEARS - \$15

Successful Roster Submission – (ONLY) if you receive the following two statements

“Your course roster has been submitted successfully”

“You’ll be receiving a confirmation email shortly”

IMPORTANT

All AHA course roster submissions must include the following documentation uploaded in the BREMSS Instructor Portal: Course Sign-in sheets, Student written exam answer sheets, Student Psychomotor exam documents, Course evaluations. These can be uploaded in PDF, JPG, or PNG format.

**If you have problems during the roster submission, call (205) 934-2595 x7 or email bremssctc@uab.edu*