

ConEdLink users,

From time to time, practitioners who have taken your con-ed classes may ask you for additional copies of their class completion certificates. Although you are not obligated to satisfy such requests, some of you do anyway. Until now, ConEdLink has been very "roster-centric", so satisfying such requests probably meant searching through old ConEdLink rosters for the practitioner making the request. It doesn't help that practitioners often don't remember the title or date of the class whose certificate they need.

Now ConEdLink gives you a "practitioner-centric" way to examine its records. Note the new "Practitioners" tab on the coned_sponsor_overview page:

Reference material **ConEdLink** Process improvement

Pennsylvania Ski Patrol: [logout](#) | [password](#) |

My profile Class **Practitioners** Logout

id: LOOKUP <--Lookup by partial or full name, certification number, or birth date New lookup

EMSRS attributes

These are the attributes that were successfully sync'd from EMSRS.

Last name:

First name:

Middle initial:

Certification number:

Notice that you can "LOOKUP" a practitioner by name, certification number, or birth date (if you know it):

id: LOOKUP <--Lookup by partial or full name, certification number, or birth date

By way of example, we will enter the name "diamond" and press the LOOKUP button:

diamond LOOKUP

In this example, two people whose names include "diamond" have taken classes from us, so ConEdLink displays controls to let us choose, or cycle, through those people's records:

id: diamond LOOKUP <--Lookup by partial or full name

(0/2) [Previous] [Next] [First] [Last] -- Select --

NOTE that ConEdLink will **only** return people who have actually taken your classes. If you try to "LOOKUP" someone who has not taken your classes, nothing will happen.

You can either click the blue-and-white *first*, *prior*, *next*, or *last* buttons, or you can click the "-- Select --" drop-down list and choose a person. Here we will choose one of the people from the drop-down list:

id: <--Lookup by partial or full name

(0/2) -- Select --

DIAMOND|AARON|111539

DIAMOND|PAUL|116297

EMSRS attributes

Now ConEdLink will display PAUL DIAMOND's attributes...

id: <--Lookup by partial or full name, certification number, or birth date [New lookup](#)

(2/2) DIAMOND|PAUL|116297|1954-01-19

EMSRS attributes

These are the attributes that were successfully sync'd from EMSRS.

Last name:

First name:

Middle initial:

Certification number:

Level:

Regional council:

Residence county:

Birth date:

Email address: [←Change](#)

Be instructor: ☐

NOTE before we go further that there is a way to change the practitioner's email address if necessary. The process is trivial, and won't be described here.

Birth date:

Email address: [←Change](#)

Be instructor: ☐

Scroll the page down, and you will see which of your classes the practitioner has taken:

Be instructor: ☐

ConEdLink attributes

These attributes are managed in real-time via ConEdLink.

Range: 2 classes

<input type="checkbox"/>	Class #	Course title	Location	Region	Start	End	M/T	Oth	Inst
<input type="checkbox"/>	02-006967-130795	NSP 2013 OEC Refresher	ALPINE MT E333	Eastern	2013-08-11 0900	2013-08-11 1700	8.0	0.0	
<input type="checkbox"/>	02-006967-130786	NSP 2013 OEC Refresher	Alpine Mt Ski Area - E333	Eastern	2013-12-22 08:00	2013-12-22 16:00	8.0	0.0	

For selected (☒) classes...

- [Email completion documentation](#)
- [Print completion documentation](#)

Use ☒ in header row to select or unselect all classes at once.

NOTE:

- You can adjust the **Range** filter. The default value is "Last 3 years". Other available values are "All", "Since Jan 1st", and each calendar year (2013, 2012, etc).
- You can click on a column heading to re-sort the list.

Check one or more of the checkboxes in the left column, and you can email or print the corresponding certificates for the practitioner. (If using email, be sure the practitioner's email address is right first.)

To start the whole process over again, click the "New lookup" link near the top:

<--Lookup by partial or full name, certification number, or birth date [New lookup](#)

You will only be able to "LOOKUP" practitioners who appear on your own ConEdLink rosters. You will not be able to see classes that the practitioner has taken from other sponsors.

We hope these features make your life a little easier. **We would like to thank Wolfgang Boernert of the PA Ski Patrol (con-ed sponsor) for suggesting these improvements.**

As always, sponsors should contact their regional council with any questions or concerns. Regional Council staffers should contact us directly.

Thanks!

-- Kevin Andrew Lipscomb
 -- ConEdLink Application Administrator
 -- FromPaper2Web.com

<http://frompaper2web.com/ConEdLink>