

CentreLearn Training System Implementation Questions at a Glance

What credentials do your users have?

The CentreLearn Training System has built-in **Credentials** (ACLS, CCEMT-P, CPR, EMS State Certification/License, NREMT, PALS, PHTLS, and State Fire Service). If you would like to track other credentials with CentreLearn, such as driver's license, employee ID numbers, and Emergency Medical Dispatch go to **Training Manager**, access **Credentials**, and click **+New Credential**.

What categories for courses do you need?

The CentreLearn Training System has category collections for NREMT, NFPA, CCEMT-P, ISO, FP-C, and individual states. You can also create custom **Categories** for your courses and activities. Are there other categories you need? Add a **New Category** by going to **Training Manager** accessing **Categories**, and click **+New Category**.

How do you organize your personnel for training?

Organize your personnel in CentreLearn by going to **Training Manager** and accessing **Groups**. Most organizations have groups based on certification levels (i.e. EMT-P), positions (i.e. Drivers), stations, or shifts. What groups are you going to have for your organization? Do you want to require specific credentials for members in a group? This is done through **Groups**.

How do you want your training assigned?

Do you want training based on **Credentials**? If so, go to **Training Manager** and accessing **Training Plans**. Do you have monthly assignments? Do you want to share access to **Course Catalogs**? These can be done through **Training Manager** and accessing **Assignments**.



CONTACT US | 717.227.4655 | www.centrelearnsolutions.com

[Blog](#) [Facebook](#) [Twitter](#) [YouTube](#)

CentreLearn Training System Implementation Questions at a Glance

How do you want to add your users?

How many users do you have to add? Do you want to create the accounts for them? Do you want your users to create their own accounts? There are three ways to add user accounts: import users with a spreadsheet by going to **Training Manager** then **Utilities**, enter each user individually by going to **Training Manager** and accessing **Personnel**, or send invitations to your personnel so they create the account and are added to the correct groups by going to **Training Manager** and accessing **Groups**.

Which notifications would you like to receive about your users?

Notifications and other organization settings can be found by going to **Settings**. Update your header text, add a logo, and set notifications for new accounts, credential expirations, and course completions.

How do you want to let your users know CentreLearn is available?

If you imported users or manually added personnel while new account notifications were disabled (accessed by going to **Settings - General - Accounts - New Account Notification Emails**), you will need to let your personnel know their login information. Contact us for best practices and email templates to notify your personnel of their new CentreLearn account.

Where can you go for more information?

- Visit our CentreLearn Support Pages for [Personnel](#) and [Administrators](#)
- Take a look at our [YouTube channel](#)
- Contact your Account Manager with CentreLearn by phone or email
- Read our monthly Train Better Memo



CONTACT US | 717.227.4655 | www.centrelearnsolutions.com

[Blog](#) [Facebook](#) [Twitter](#) [YouTube](#)