NJLMN

New Jersey Learning Management Network

Course Sponsor Guide

(revised 7/2018)

Brought to you by:

NJ Health
New Jersey Department of Health

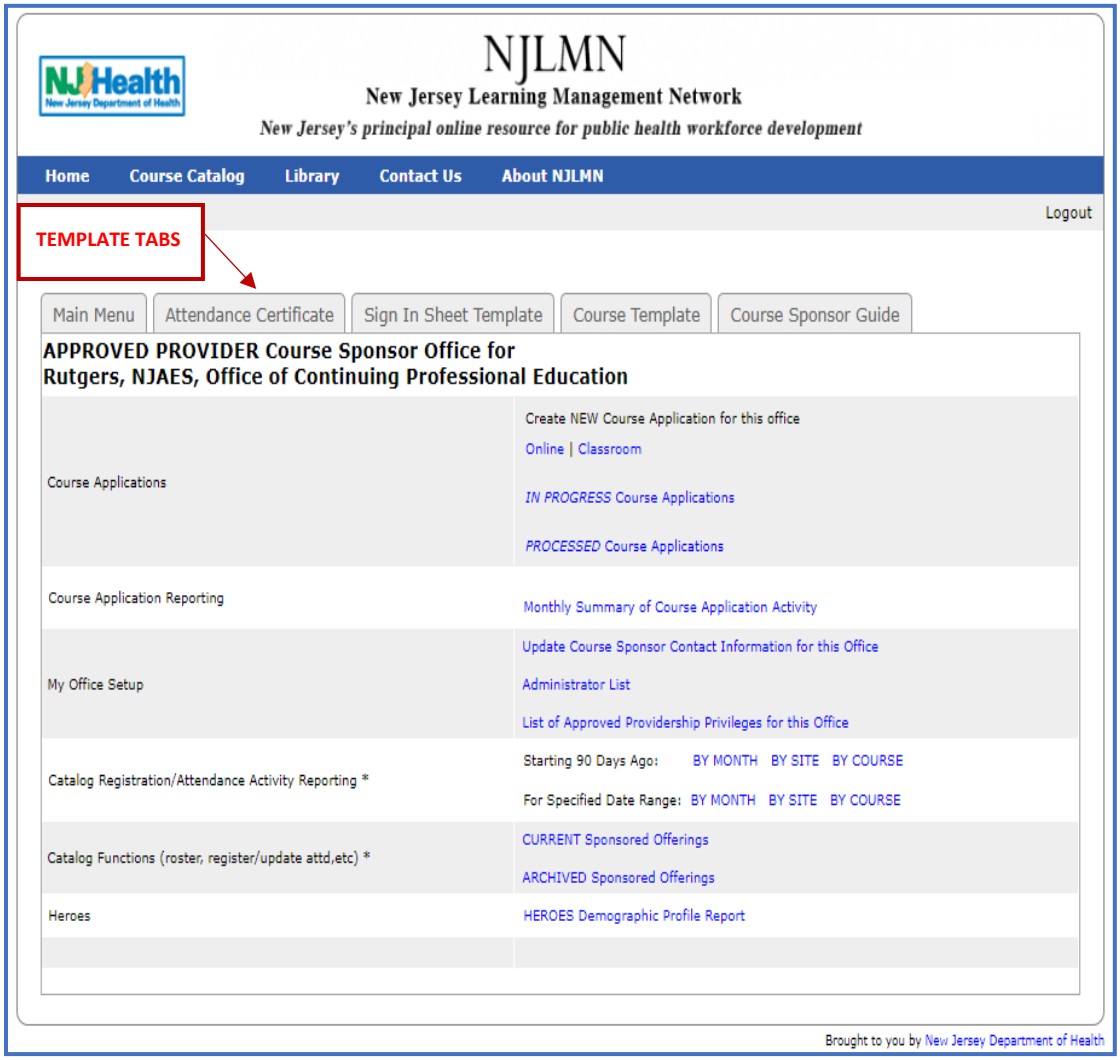
Accessing the Course Sponsor Tool – ADMSPN

- Go to https://njlmn.njlincs.net/admspn
- Log in with your NJLMN email and password

****Contact the NJLMN Helpdesk at 609-358-1218 – njlmn@njlincs.net****

Across the Main Menu are Template Tabs:

- *Main Menu* – use this tab to return to the main menu from any page
- *Attendance Certificate* – a blank certificate for NJLMN courses (includes NJDOH statement)
- *Sign In Sheet Template* – a blank sign in sheet to record attendance (includes NJDOH statement)
- *Course Template* – use this document as a course outline for **your** records (optional)
- *Course Sponsor Guide* – a copy of this guide



Creating A New Course Application:

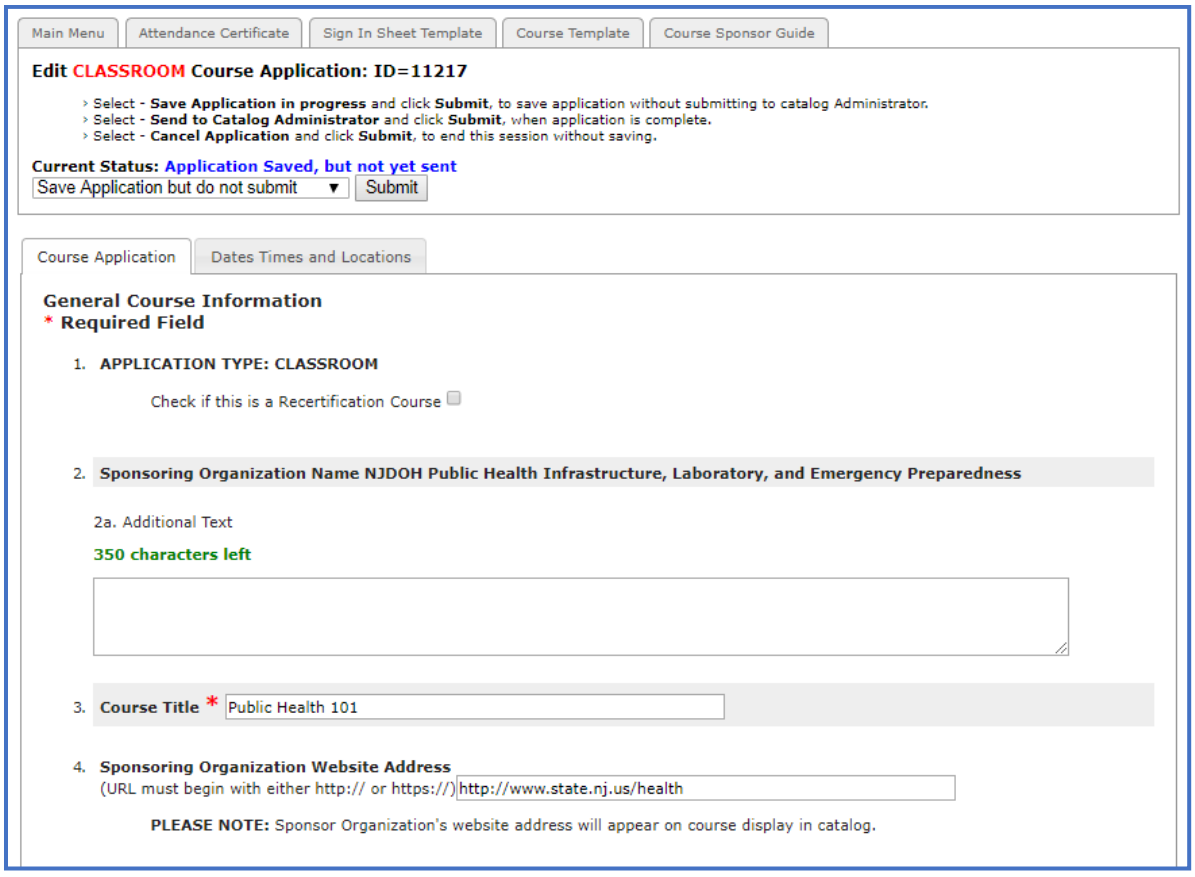
- At the Main Menu, scroll down to Course Applications
- Select the course application type (***Online or Classroom***)

Note: Classroom courses = held ***on-site*** on a specific date/time – course may be online or webinar format; Online courses = ***self-paced*** programs, primarily web based; expiration date required; course can be renewed up to additional 3 years

Complete All Fields on the COURSE APPLICATION tab: General Course Information

General Course Information Section: (*Red Asterisk indicates required fields)

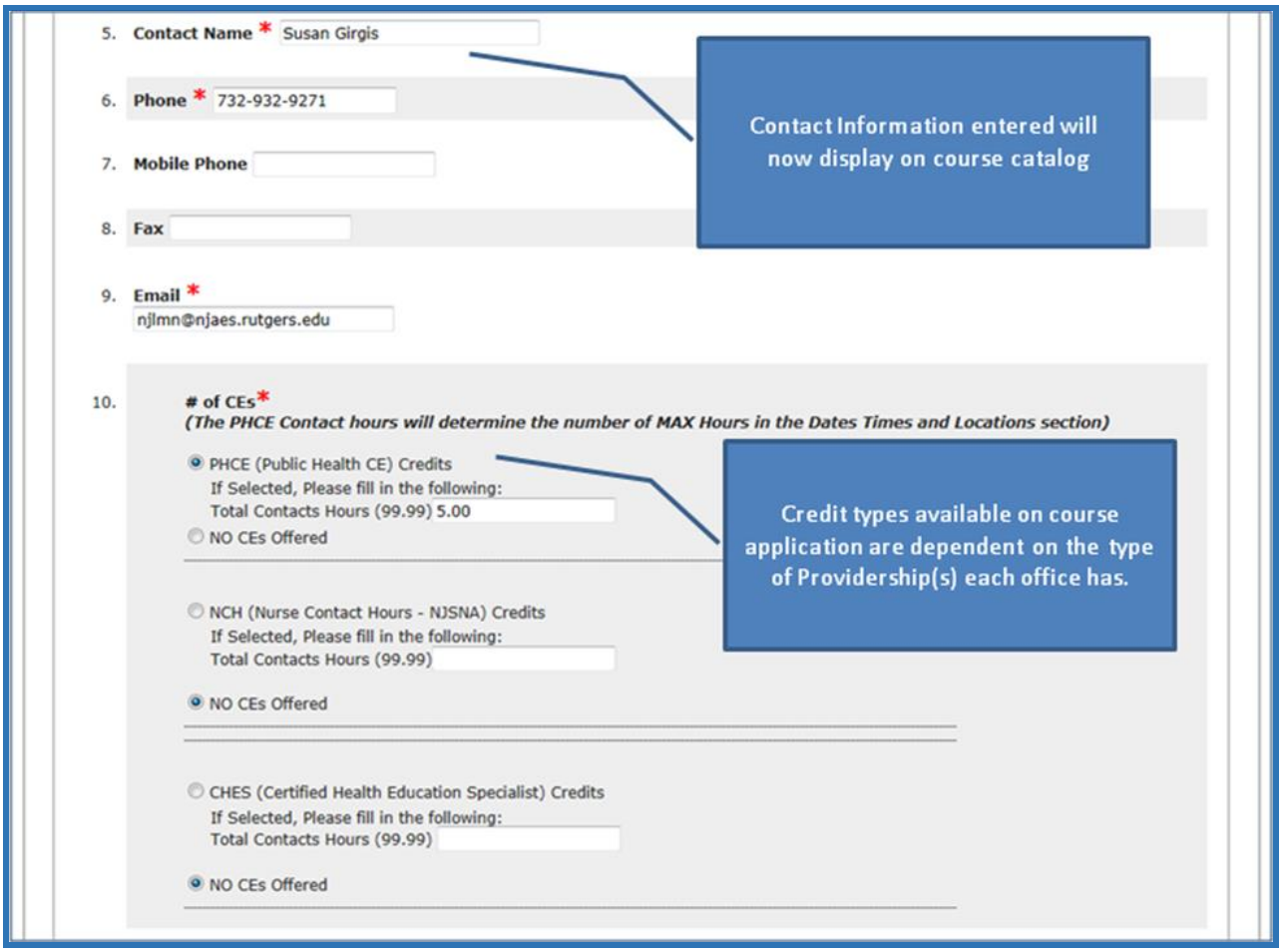
1. **Application Type** – Displays application type selected - Classroom or Online
   - **Recertification Course** – when checked = Maximum of 3.00 credits
2. **Sponsoring Organization Name**
   - **2a. Additional Text** – Add co-sponsor or additional sponsor information
3. **Course Title**
4. **Sponsoring Organization Website Address** – Must include http:// before website URL.



General Course Information Section (continued): (*Red Asterisk indicates required fields)

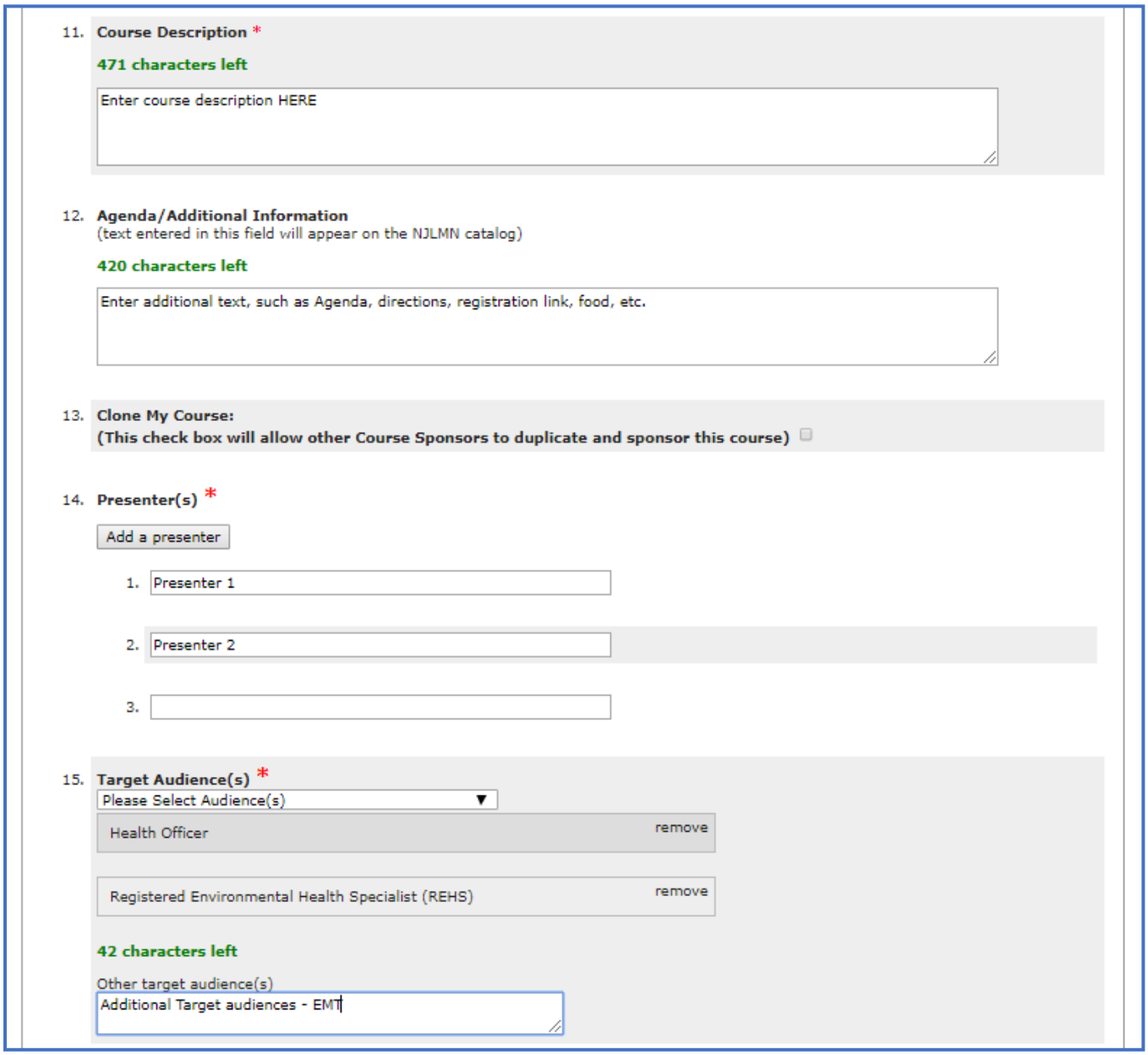
5. **Contact Name -** The contact information entered will be posted directly to the Catalog -- *please make sure that it is accurate*.
6. **Phone**
7. **Mobile Phone** (optional)
8. **Fax** (optional)
9. **Email Address**
10. **# Of CEs –** this number must match the number of contact hours calculated on the Dates/Times/Locations tab.

Note: Types of Credits available on course application, are based on your office's approved providership status(es).



General Course Information Section (continued): (***Red Asterisk** indicates required fields)

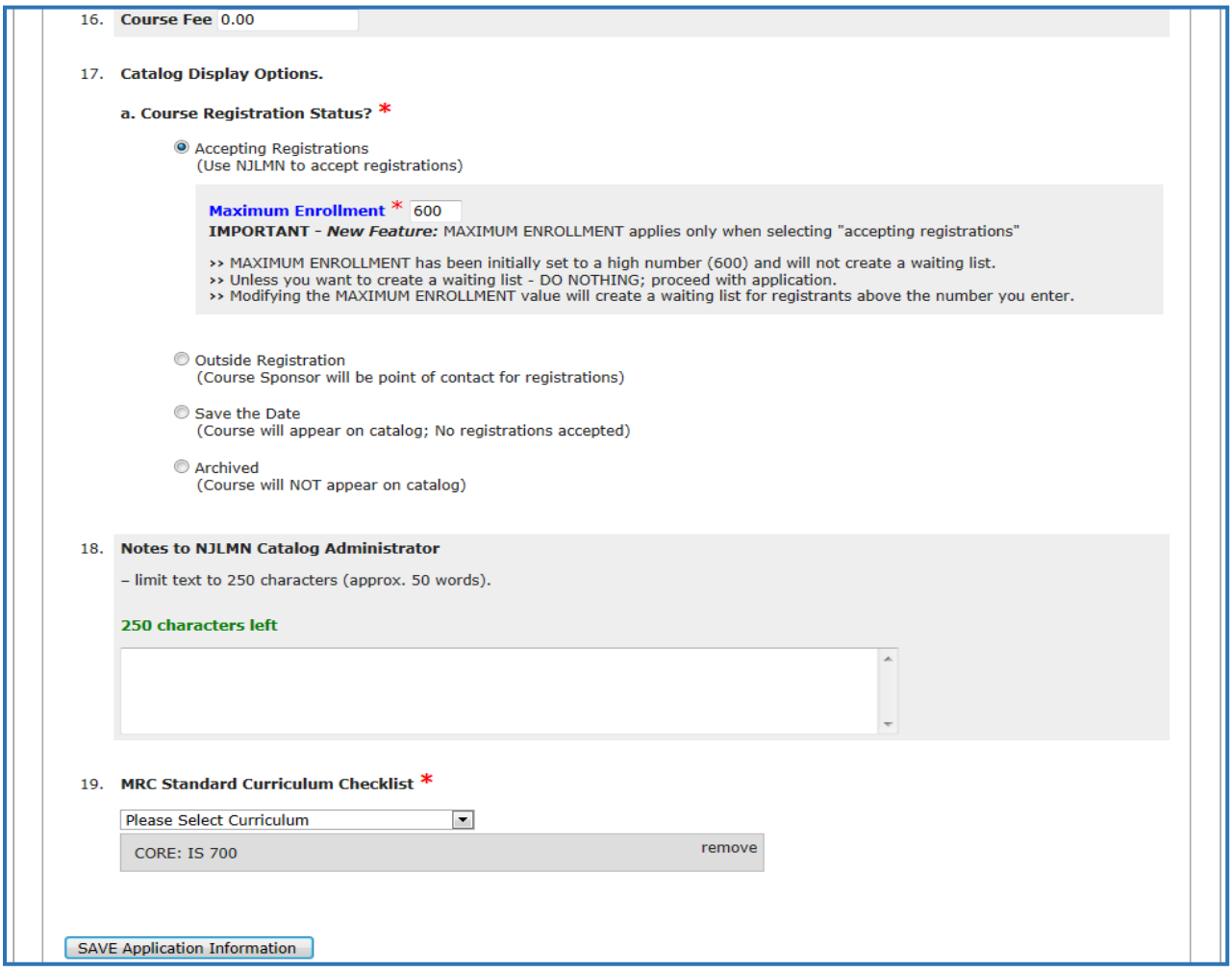
11. **Course Description** – Enter up to 500 characters of text
12. **Agenda/Additional Information** – Optional text field for additional course information (i.e. links to website, registration info, additional fees, parking information)
13. **Share My Course** – Allow other course sponsors to copy this course (*Currently available to participating County Coordinators*)
14. **Presenter(s)** – up to 10 presenters may be added
15. **Target Audience(s)** – select as many as applicable



General Course Information Section (continued): (*Red Asterisk indicates required fields)

16. **Course Fee** – Amount entered will display on the course catalog (alternate fees can be added to additional text field# 12)
17. **Catalog Display Options:**
    - **Accepting Registrations** – Maximum enrollment feature will display when selected. Enter registration amount to activate the Waitlist feature.
    - **Outside Registrations** – Sponsor will be contacted for all registration
    - **Save the Date** – No registration option available
    - **Archived** – Course will not display on current catalog
18. **Notes to NJLMN Catalog Administrator** – Special Notes to Administrator (not required; will not display on catalog)
19. **MRC Curriculum** – This field will only display in MRC-Approved Provider offices

IMPORTANT: Click **SAVE Application Information** button to save information on this tab before proceeding.

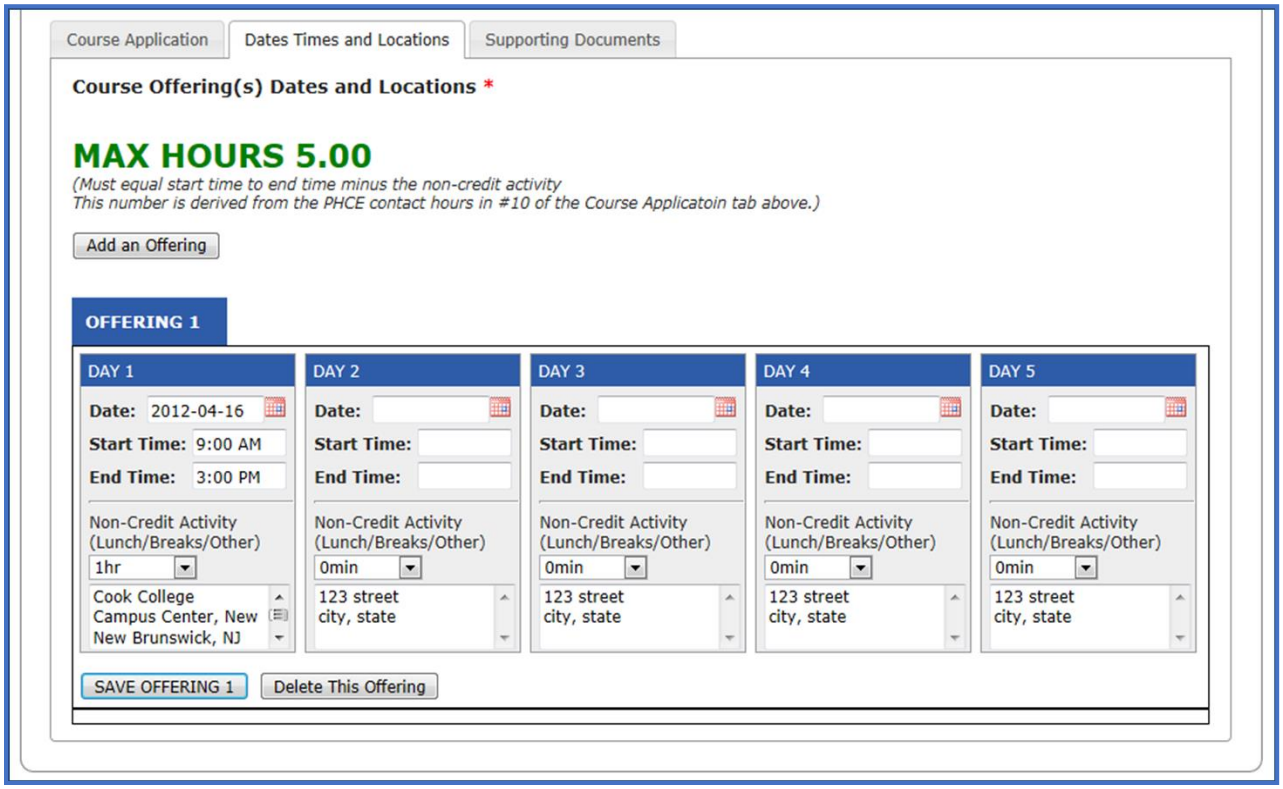


Complete All Fields - DATES / TIMES/ LOCATIONS Tab

Note: This tab *will not* be active for **Online** Course Applications.

- **MAX HOURS** displayed are the **# of CEs** entered on item 10 on the General Information tab.
- Enter **Dates, Times, and Locations** for each offering of the course.
- Use the calendar icon to enter dates.
- Set **Start and End times** – choose AM or PM (time selected will appear on the catalog)
- Select the total amount of **Non-Credit Activity** (i.e. introduction, breaks, lunch, evaluation period)
- Enter **location** information in text box – enter as much or as little of the address as you would like displayed on the catalog
- Multi day courses/conferences - add the date/time/location information for Day 1, Day 2, Day 3…etc. of the course under 1 offering.
- Click **SAVE OFFERING**
- Add additional offerings as necessary – click **Add an Offering** button above Offering 1 (i.e. same course offered on different dates/times/locations)

IMPORTANT: Number of Credits entered in **Item 10 (# of CEs)** on the General Information tab must equal Total Time Entered ***minus*** Non-Credit Activity time. An error message will appear if these numbers don't match.

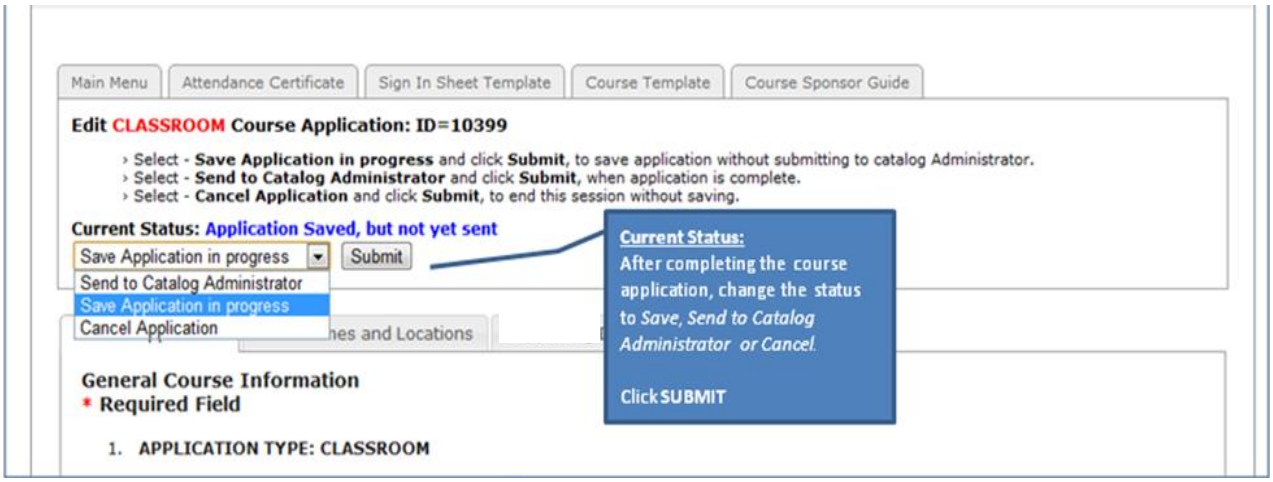


Update the CURRENT STATUS of The Application:

Now you are ready to submit the course application for posting.

- Use the dropdown menu under Current Status
- Select **SEND TO CATALOG ADMINISTRATOR**
- Click **SUBMIT**

You may also **SAVE** the current application for later submission or **CANCEL** the application at this point.



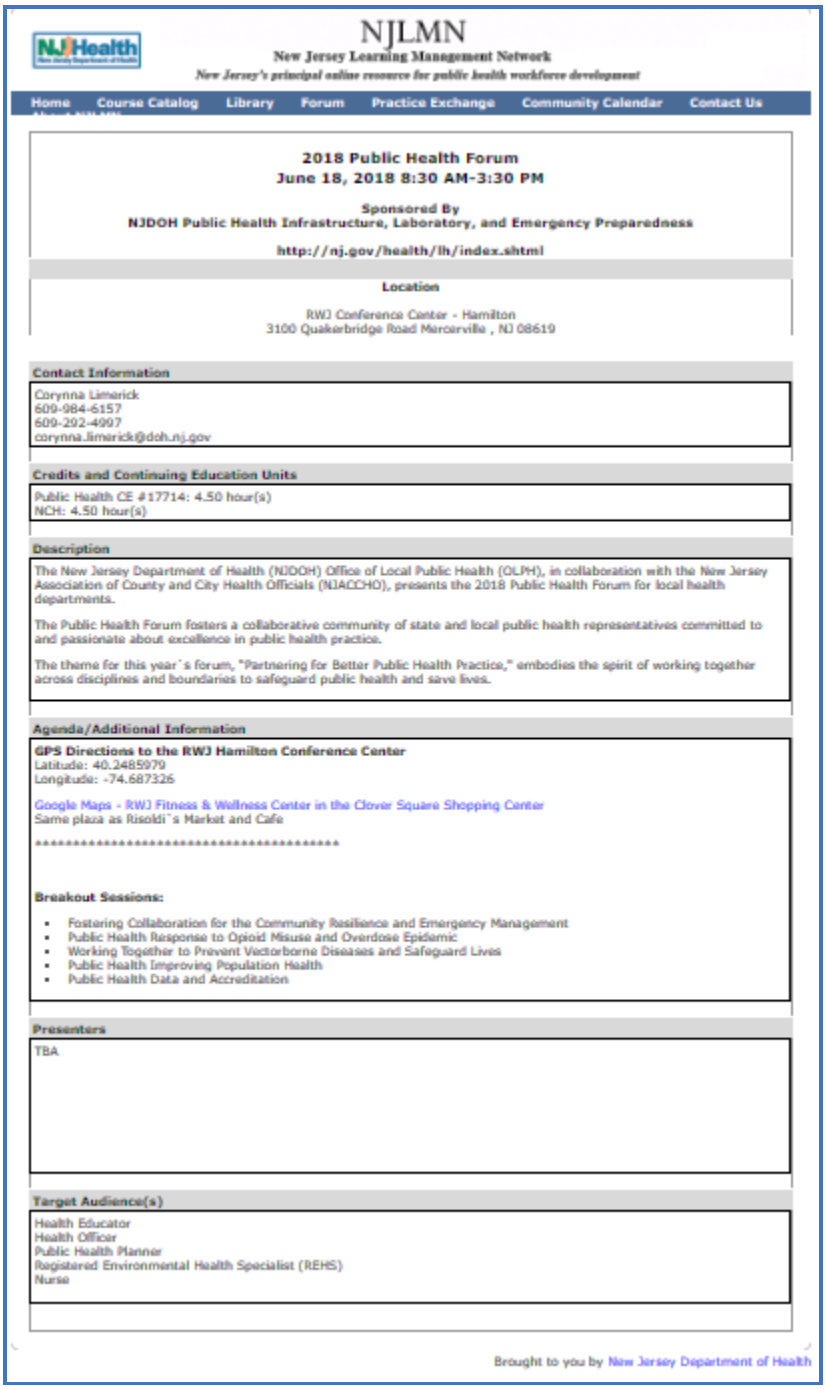
IMPORTANT TIPS:

- Remember to **SAVE** your Application information (bottom of the General Information tab).
- Verify all information is *complete* and *accurate* before submitting to the Catalog Administrator.
- Primary Administrator changes must be sent by mail to Angela Derry-McKithen at NJDOH.
- Secondary Administrator changes can be sent by email to Susan Girgis.
- If you have submitted an application and need to add additional offerings, a new application is not necessary. Send the dates/times/location of additional offerings via email to the Catalog Administrator.

****Contact the NJLMN Helpdesk at 609-358-1218 – njlmn@njlincs.net****

How Courses Display on the Catalog:

The course application allows course sponsors to enter information that will be directly displayed on the course catalog. This vertical format provides registrants with essential course information, such as course descriptions, course contacts, credits, fees, and presenters.



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New Jersey's principal online resource for public health workforce development

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2018 Public Health Forum
June 18, 2018 8:30 AM-3:30 PM

Sponsored By
NJDOH Public Health Infrastructure, Laboratory, and Emergency Preparedness

http://nj.gov/health/lh/index.shtml

Location

RWJ Conference Center - Hamilton
3100 Quakerbridge Road Mercerville , NJ 08619

Contact Information

Corynna Limerick
609-984-6157
609-292-4997
corynna.limerick@doh.nj.gov

Credits and Continuing Education Units

Public Health CE #17714: 4.50 hour(s)
NCH: 4.50 hour(s)

Description

The New Jersey Department of Health (NJDOH) Office of Local Public Health (OLPH), in collaboration with the New Jersey Association of County and City Health Officials (NJACCHO), presents the 2018 Public Health Forum for local health departments.

The Public Health Forum fosters a collaborative community of state and local public health representatives committed to and passionate about excellence in public health practice.

The theme for this year's forum, "Partnering for Better Public Health Practice," embodies the spirit of working together across disciplines and boundaries to safeguard public health and save lives.

Agenda/Additional Information

GPS Directions to the RWJ Hamilton Conference Center
Latitude: 40.2485979
Longitude: -74.687326

Google Maps - RWJ Fitness & Wellness Center in the Clover Square Shopping Center
Same plaza as Risoldi's Market and Cafe

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Breakout Sessions:

- Fostering Collaboration for the Community Resilience and Emergency Management
- Public Health Response to Opioid Misuse and Overdose Epidemic
- Working Together to Prevent Vectorborne Diseases and Safeguard Lives
- Public Health Improving Population Health
- Public Health Data and Accreditation

Presenters

TBA

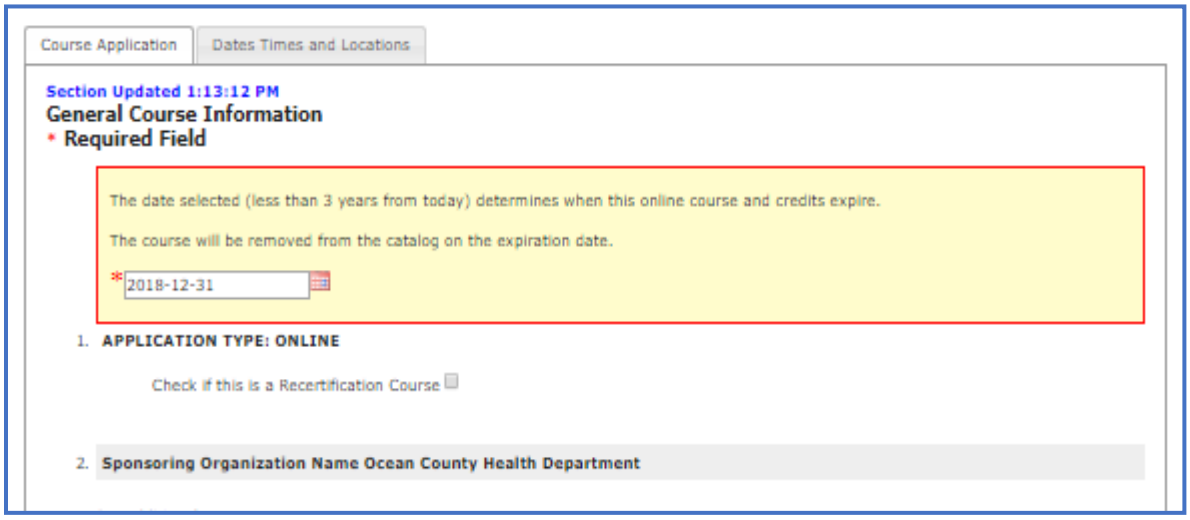
Target Audience(s)

Health Educator
Health Officer
Public Health Planner
Registered Environmental Health Specialist (REHS)
Nurse

Brought to you by New Jersey Department of Health

Creating an Online Course Application:

- Select **Online Application** from the Main Menu to begin
- **Expiration Date** may be up to 3 years from Application Date (course can be renewed after expiration)
- One roster will be created for all registrants for the duration of the course offering
- **Date/Time/Location** tab is not applicable for online courses
- The course will be Archived from the catalog after the expiration date and will be eligible for renewal at that time
- Complete **General Course Information** and then **SAVE** your application

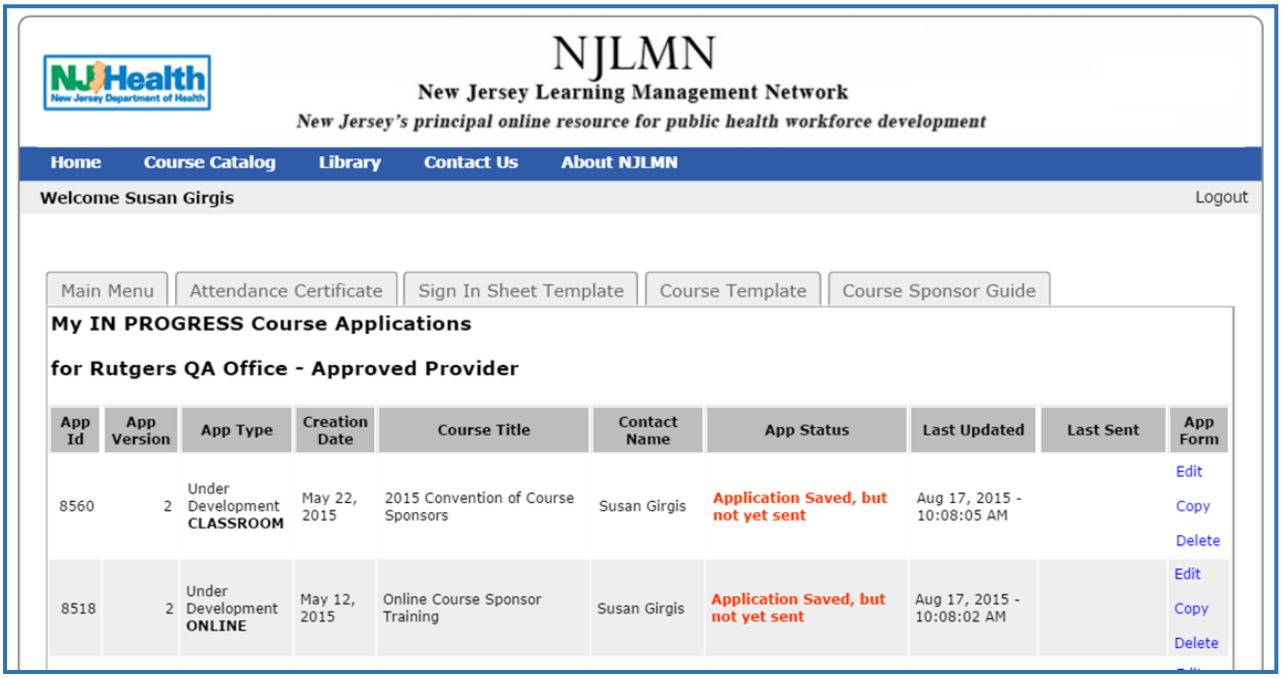


Editing an In Progress Course Application:

At the Main Menu select the link for the **In Progress Course Applications** -- this link will display a list of course applications that your Office has started but has not yet submitted for posting to the catalog.

Managing In Progress Course Applications:

- Changes can be made to the course application that are displayed on this page
- Click **Edit** to continue editing a course application that has not yet been submitted to the Catalog Administrator
- Click **Copy** to copy this course application. The copy will display in this In Progress list
- Click **Delete** to remove a course application from your Office. This option is only available for course applications that are In Progress and have not been submitted or approved by the Catalog Administrator.

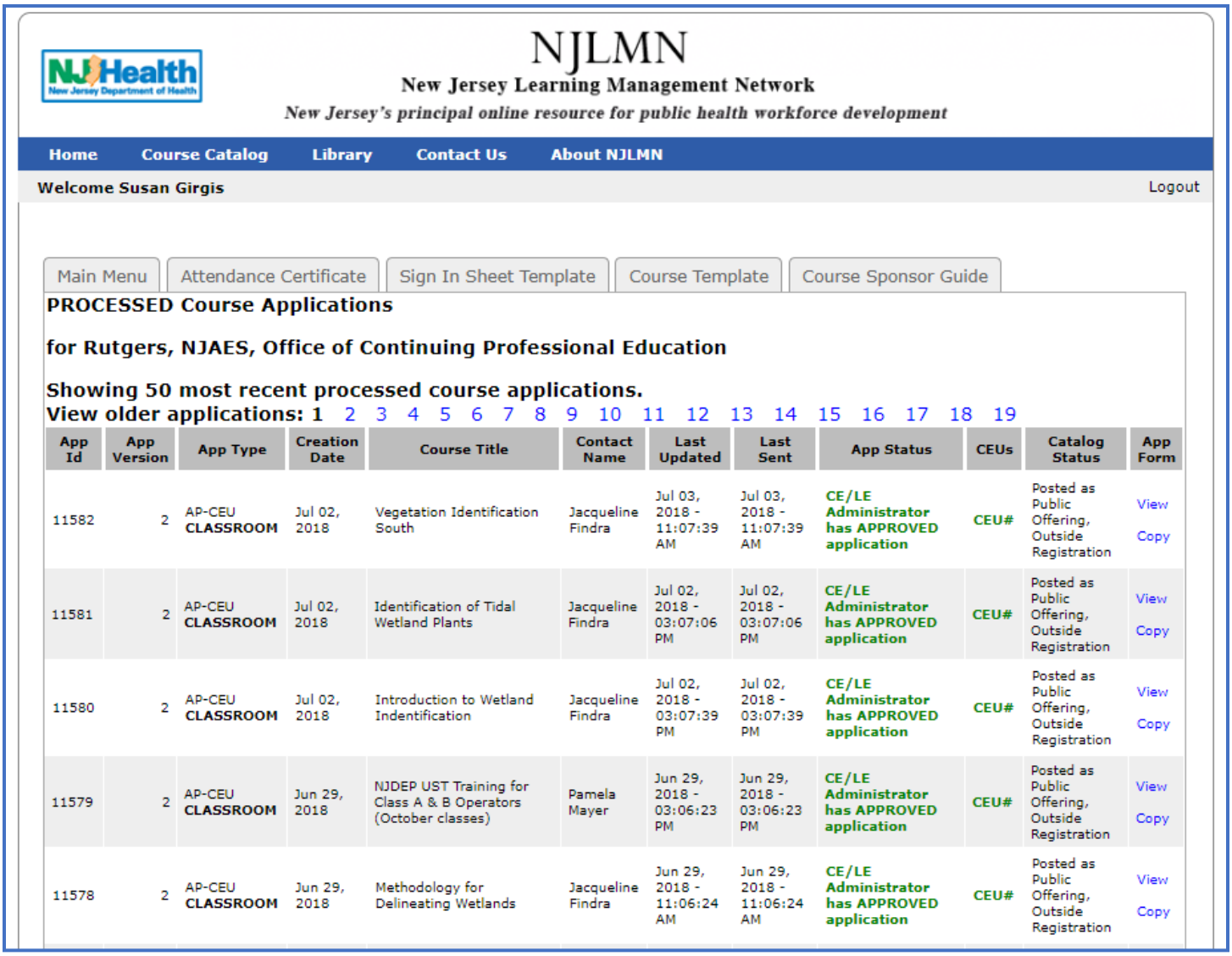


Viewing and Copying Completed Course Applications:

At the Main Menu select the link for **Processed Course Applications** -- this link will display a list of course applications that your Office has submitted and posted to the course catalog.

Processed Application Queue:

- View or copy course applications that have been submitted to the Catalog Administrator
- Course applications in this list have already been posted to the course catalog and cannot be edited.
- Clicking **Copy** for a course application from this list will create a new, editable copy of the application in the **In Progress** application list (see previous page). All information from the **General information** tab will be copied. However, the date/time/location information will not transfer to the new application.



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Welcome Susan Girgis — Logout

Main Menu | Attendance Certificate | Sign In Sheet Template | Course Template | Course Sponsor Guide

PROCESSED Course Applications

for Rutgers, NJAES, Office of Continuing Professional Education

Showing 50 most recent processed course applications.
View older applications: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

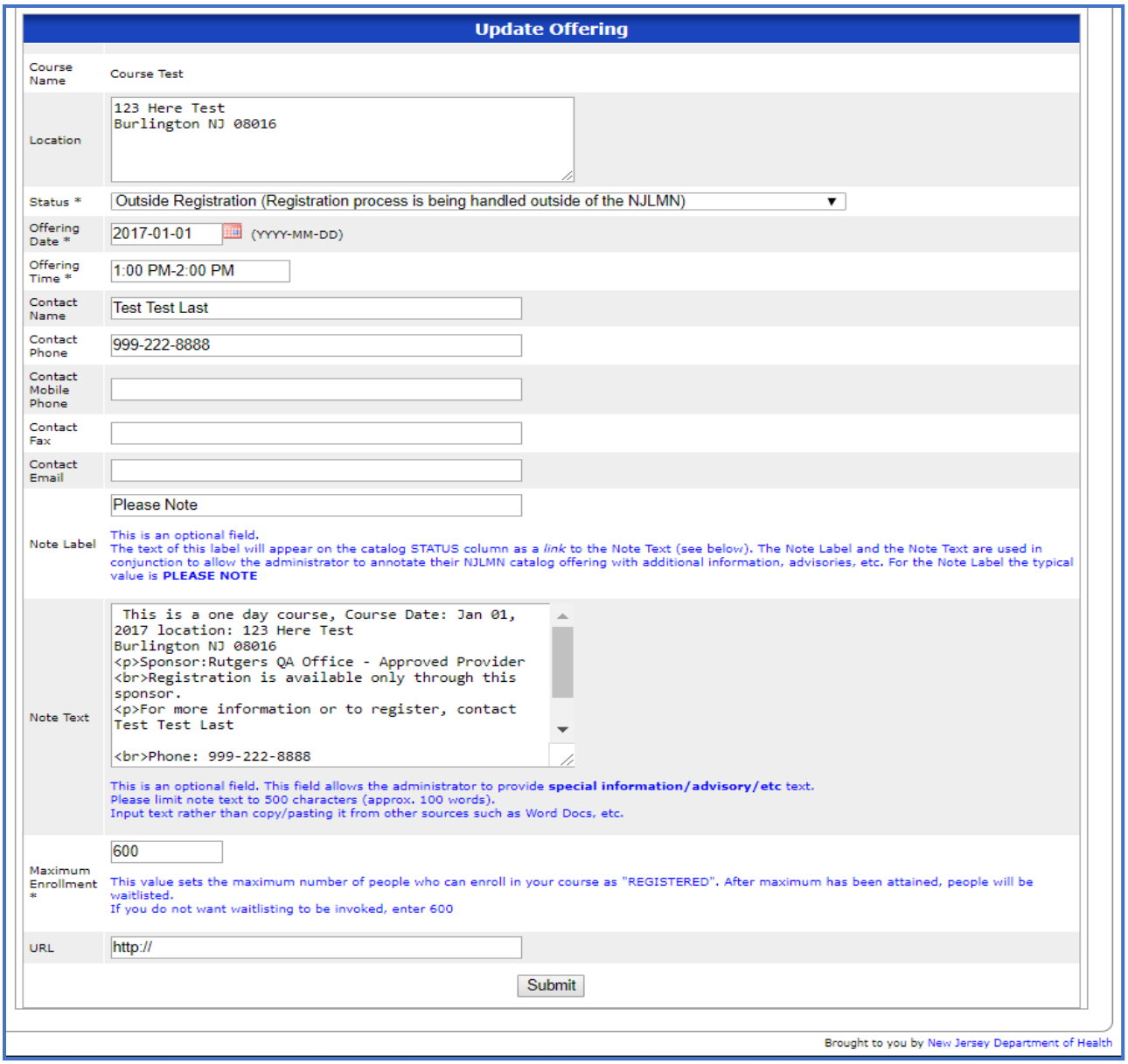
App Id	App Version	App Type	Creation Date	Course Title	Contact Name	Last Updated	Last Sent	App Status	CEUs	Catalog Status	App Form
11582	2	AP-CEU CLASSROOM	Jul 02, 2018	Vegetation Identification South	Jacqueline Findra	Jul 03, 2018 - 11:07:39 AM	Jul 03, 2018 - 11:07:39 AM	CE/LE Administrator has APPROVED application	CEU#	Posted as Public Offering, Outside Registration	View Copy
11581	2	AP-CEU CLASSROOM	Jul 02, 2018	Identification of Tidal Wetland Plants	Jacqueline Findra	Jul 02, 2018 - 03:07:06 PM	Jul 02, 2018 - 03:07:06 PM	CE/LE Administrator has APPROVED application	CEU#	Posted as Public Offering, Outside Registration	View Copy
11580	2	AP-CEU CLASSROOM	Jul 02, 2018	Introduction to Wetland Indentification	Jacqueline Findra	Jul 02, 2018 - 03:07:39 PM	Jul 02, 2018 - 03:07:39 PM	CE/LE Administrator has APPROVED application	CEU#	Posted as Public Offering, Outside Registration	View Copy
11579	2	AP-CEU CLASSROOM	Jun 29, 2018	NJDEP UST Training for Class A & B Operators (October classes)	Pamela Mayer	Jun 29, 2018 - 03:06:23 PM	Jun 29, 2018 - 03:06:23 PM	CE/LE Administrator has APPROVED application	CEU#	Posted as Public Offering, Outside Registration	View Copy
11578	2	AP-CEU CLASSROOM	Jun 29, 2018	Methodology for Delineating Wetlands	Jacqueline Findra	Jun 29, 2018 - 11:06:24 AM	Jun 29, 2018 - 11:06:24 AM	CE/LE Administrator has APPROVED application	CEU#	Posted as Public Offering, Outside Registration	View Copy

Course Functions: Update Offering

At the Main Menu select the link for **Current Sponsored Offerings** -- click this link to view all of your Office's current (upcoming) course offerings that have been posted to the catalog.

Update Offering Tab

- This tab allows you to update event Location, Registration Status, Date, Time, Note Text, and Maximum Enrollment amount (if Accepting Registrations is selected) and Course Contact information
- **Registration Status** can be updated to Closed, Cancelled, Archived, Outside Registration, or Save the Date

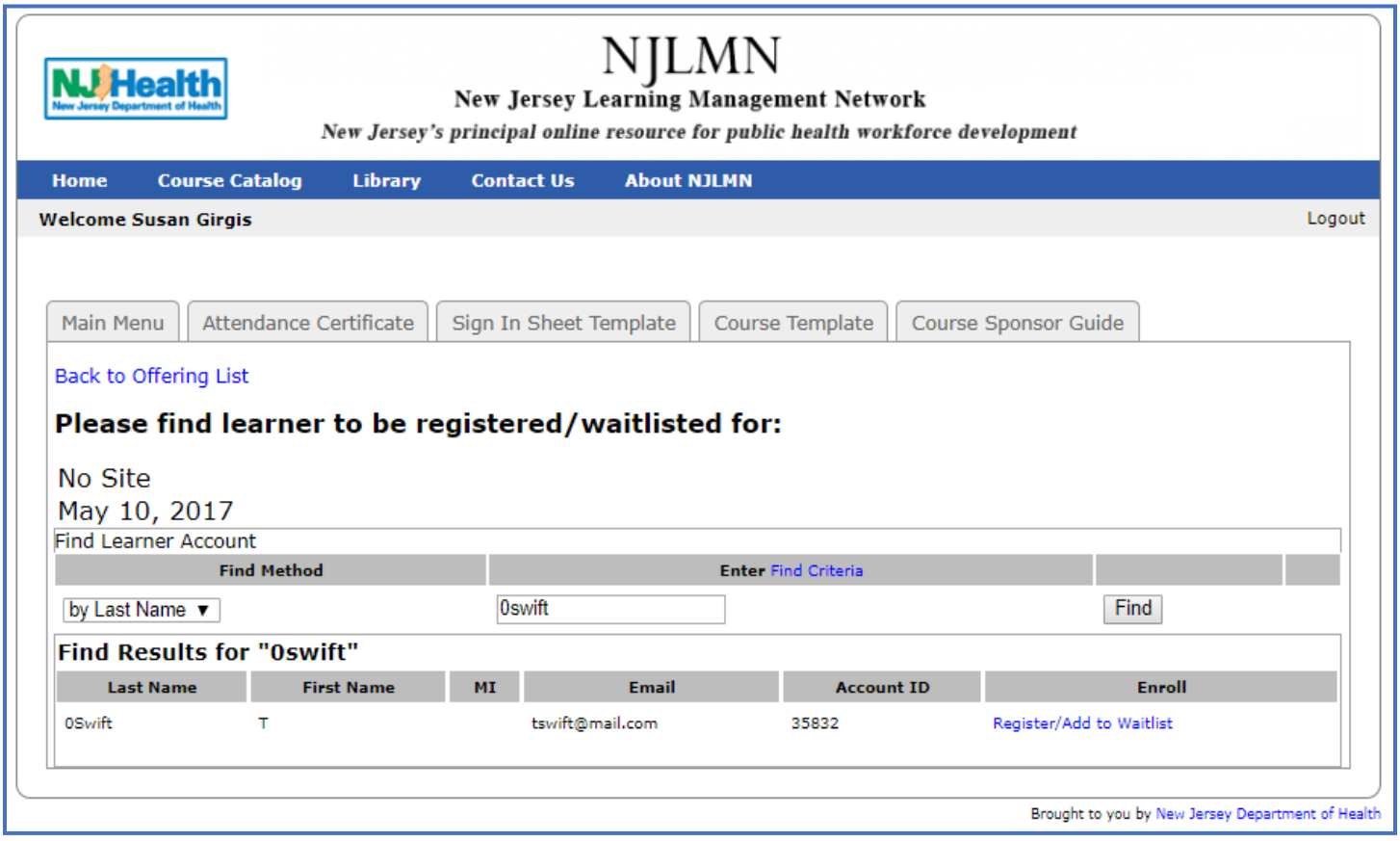


Course Functions: Registering Attendees

At the Main Menu select the link to either **Current Sponsored Offerings** or **Archived Sponsored Offerings** -- click these links to view all of your Office's current (upcoming) and archived (past) course offerings that have been posted to the catalog. For each offering, tabs are available to **view and update the roster and waitlist**.

Register/Add to Waitlist Tab:

- When Accepting Registration is selected, the NJLMN will create a roster when individuals register.
- When Outside Registration is selected, the registration roster and attendance will need to be created by the course sponsor.
- Click **Register/Add to Waitlist** to begin
- Search for individuals in our database by Last Name or Email address to add registrants to the roster.
- You will be prompted to confirm registration the registration to the roster or waitlist.



Course Functions: Submitting Course Attendance

At the Main Menu select the link to either **Current Sponsored Offerings** or **Archived Sponsored Offerings** -- click these links to view all of your Office's current (upcoming) and archived (past) course offerings that have been posted to the catalog. For each offering, tabs are available to **view and update the roster and waitlist.**

Show Roster Tab:

- Use the check box under Attended to mark attendance
- Click **Submit Attendance** button to confirm attendance (save your changes) and update transcripts
- Submitting attendance can be done multiple times without duplicating credits on individual transcripts

Where to Store Supporting Documents and Course Records

This table can be found on page 18 of the New Jersey Public Health Continuing Education Providership Program's Policy and Procedures Manual.

Stored on the NJLMN in the Course Application Form	Stored by the Approved Provider Organization electronically or in hard-copy
• Title of the educational program	• Description of the need for / purpose of the course (participant learning objectives and goals)
• Course agenda which justifies the number of CEs assigned to the educational program	• CV, resume, or Speaker Biographical Data Form for any persons involved in planning and/or presenting the educational program (if using Speaker Biographical Data form, the Approved Provider Organization is responsible for storing these records)
• Description of the course to be posted on the NJLMN Catalog	• Marketing materials (if applicable)
• Description of the need for / purpose of the course (participant learning objectives and goals)	• Copies of any course materials distributed to participants
• Course contact information and names of individuals presenting the educational program	• If the educational program received commercial support, documentation detailing how program integrity was maintained
• Number of CEs assigned to the educational program	• Process to verify participant completion of the educational program and how participants were informed of these requirements, including participant attendance form(s)
• Target audience	• Written or electronic verification of attendance
• Date(s) / Time(s) / Location(s) of the educational program	• Co-Providership Agreement (if applicable)
• Participant names / NJLMN user names (emails) / number of contact hours awarded	• Copy of the evaluation tool(s), completed evaluations, and a summative evaluation report

The NJLMN Course Application Supporting Documents:

Documents (ie. Directions, agenda, handouts, presentation slides) that need to be linked to the course offering should be emailed to NJLMN Catalog Administrator for posting (**njlmn@njlincs.net**).

All course information needs to be stored according to the NJDOH Approved Provider Manual.