

Course Sponsor Guide

(revised 12/31/2022)

Brought to you by:



Accessing the Course Sponsor Tool – ADMSPN

Enter your NJLMN username and password at <u>https://njlmn.njlincs.net/admspn</u>. Press Submit.

NJ)H	ealth tracet of Health	New Jersey's	New Jersey L	NJLMN earning Management Network resource for public health workforce development	!
Home	Course Catalog	Library	Contact Us	About NJLMN	
Velcome The New 2 mergenc	to the NJLMN Cours Jersey Learning Mai y preparedness pro	se Sponsor A nagement Ne fessionals.	dministrator Too	l stop shop for New Jersey's public health and	User Login Username Password: Immediate Submit Forgot Password?

Hint: If you can't log in, make sure that your browser isn't autofilling the username, password or both. Try manually typing username and password or try using another browser.

If you've forgotten your password, use the Forgot Password link.



Enter your NJLMN username, click the captcha box and press Send. Your password will be emailed to the email used for your username.

Home						
	Course Catalog	Library	Contact Us	About NJLMN	License Verification	
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***If you forgot your username, contact the helpdesk at 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

*These documents are samples. You can use your own sign in sheet, and attendance certificate. Both documents must include the NJDOH required wording as indicated in the sponsor policy and procedures guide.

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Course Clo	oning			Clone a Cour	se		

Creating A New Course Application:

Select either:

- 1. On-demand 24/7. This is exactly how it sounds for courses available on demand 24/7.
- 2. Fixed Date/Time for courses that are on a specific day(s) at a specific time. Fixed Date/Time includes webinars/zooms that are offered on a specific day(s) at a specific time.

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Course Cloning		c	Clone a Course			

<u>Note:</u> 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 fields #1-19 on the COURSE APPLICATION tab titled "General Course Information"

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

- 1. Application Type Displays application type selected On-demand 24/7 or Fixed Date/Time
 - Recertification Course when checked you can offer a maximum of 3.00 credits
- 2. Sponsoring Organization Name
 - 2a. Additional Text Add co-sponsor or additional sponsor information
- 3. Course Title the title of the course
 - 3a. Evaluation URL optional field to include a link to any course evaluation.

in Menu	Attendance Certificate	Sign In Sheet Template	Course Template	Course Sponsor Guide		
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Sponsoring Organization Website Address – Must include http://before.websiteURL. For example, www.nj.gov is NOT acceptable. You must include https://www.nj.gov.

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

- 1. **Contact Name** The contact information entered will be posted directly to the Catalog -- *please make sure that it is accurate.*
- 2. Phone
- 3. Mobile Phone (optional)
- 4. Fax (optional)
- 5. Email Address
- 6. # 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 (ie-PH, CHES, NCH), are based on your office's approved providership status(es).

6.	Phone * 732-932-9271	Contact Information entered will
7.	Mobile Phone	now display on course catalog
8.	Fax	
9.	Email *	
	njimn@njaes.rutgers.edu	
10.	# of CEs* (The PHCE Contact hours will determine the number of MAX	(Hours in the Dates Times and Locations section)
	FACE (Public Health CE) Cleans If Selected, Please fill in the following: Total Contacts Hours (99.99) 5.00 NO CEs Offered	Credit types available on course application are dependent on the type
	NCH (Nurse Contact Hours - NJSNA) Credits If Selected, Please fill in the following: Total Contacts Hours (99.99)	or Providersnip(s) each office has.
	NO CEs Offered	
	 CHES (Certified Health Education Specialist) Credits If Selected, Please fill in the following: Total Contacts Hours (99.99) 	

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

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

11,	Course Description *
	471 characters left
	Enter course description HERE
12.	Agenda/Additional Information (text entered in this field will appear on the NJLMN catalog) 420 characters left
	Enter additional text, such as Agenda, directions, registration link, food, etc.
13.	Clone My Course: (This check box will allow other Course Sponsors to duplicate and sponsor this course) 目
14.	Presenter(s) * Add a presenter 1. Presenter 1
	2. Presenter 2
	3.
15.	Target Audience(s) * Please Select Audience(s)
	Health Officer remove
	Registered Environmental Health Specialist (REHS) remove
	42 characters left
	Other target audience(s)

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

- 12. Course Fee Amount entered will display on the course catalog (alternate fees can be added to additional text field# 12)
- **13. Catalog Display Options:**
 - Accepting Registrations Students register on NJLMN. 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
- 14. Notes to NJLMN Catalog Administrator Special Notes to Administrator (not required; will not display on catalog)
- 15. 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.

17.	Catalog Display Options.
	a. Course Registration Status? *
	 Accepting Registrations (Use NJLMN to accept registrations)
	Maximum Enrollment * 600 IMPORTANT - New Feature: MAXIMUM ENROLLMENT applies only when selecting "accepting registrations"
	 MAXIMUM ENROLLMENT has been initially set to a high number (600) and will not create a waiting list. Unless you want to create a waiting list - DO NOTHING; proceed with application. Modifying the MAXIMUM ENROLLMENT value will create a waiting list for registrants above the number you enter.
	Outside Registration (Course Sponsor will be point of contact for registrations)
	 Save the Date (Course will appear on catalog; No registrations accepted)
	O Archived (Course will NOT appear on catalog)
18.	Notes to NJLMN Catalog Administrator
	- limit text to 250 characters (approx. 50 words).
	250 characters left
	· · ·
19.	MRC Standard Curriculum Checklist *
	Please Select Curriculum
	CORE: IS 700 remove

Complete All Fields - DATES / TIMES/ LOCATIONS Tab

Note: This tab <u>will not</u> be active for **On-Demand 24/7** 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. DO NOT LEAVE LOCATION BLANK. If online, use "online" or "webinar" etc for location.
- 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.

	5.00			
Must equal start time to end	time minus the non-credit ac	tivity of the Course Applicatoin ta	h shove)	
	The PACE CONTACT HOURS IN #10	on the Course Applicatoin ta	D above.)	
Add an Offering				
OFFERING 1				
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Date: 2012-04-16	Date:	Date:	Date:	Date:
Start Time: 9:00 AM	Start Time:	Start Time:	Start Time:	Start Time:
End Time: 3:00 PM	End Time:	End Time:	End Time:	End Time:
Non-Credit Activity	Non-Credit Activity	Non-Credit Activity	Non-Credit Activity	Non-Credit Activity
(Lunch/Breaks/Other)	(Lunch/Breaks/Other)	(Lunch/Breaks/Other)	(Lunch/Breaks/Other)	(Lunch/Breaks/Other)
Cook College	123 street	123 street	123 street	123 street
Compute Contor Now (E)	city, state	city, state	city, state	city, state

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 <u>email</u> to olph.licensure@doh.nj.gov.
- Secondary Administrator changes can be sent by <u>email</u> to njlmn@njlincs.net.
- 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 njlmn@njlincs.net.

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 anline resource for public health workforce development
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Home Course Catalog Library Forum Practice Exchange Community Calendar Contact Us
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 Koad Mercarville , NJ 08619
Poster Televanies
Contact Information
609-984-6157
609-292-4997 courses linevick Bidek ai new
mer frammennen mer Men og profiliging .
Credits and Continuing Education Units
Public Health CE 417714: 4.50 hour(s)
NCH: 4.50 hour(s)
Description
The New Jansey Department of Health (NIDOH) Office of Local Public Health (NI DH), in cellaboration with the New Jansey
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 excemence in public means 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 safeouard public health and save lives.
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Creating an On-demand 24/7 Course Application:

- Select **On-demand 24/7** 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. You MUST email njlmn@njlincs.net to renew. Otherwise it will expire off the catalog.
- Complete General Course Information and then SAVE your application

Section Gene * Re	e Application Dates Times and Locations on Updated 1:13:12 PM eral Course Information equired Field]
	The date selected (less than 3 years from today) determines when this online course and credits expire. The course will be removed from the catalog on the expiration date. * 2018-12-31	
1.	Check If this is a Recertification Course	
2.	Sponsoring Organization Name Ocean County Health Department	

Editing an In Progress Course Application:

At the Main Menu select the link for the <u>In Progress</u> 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.

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or Ru	App Version	QA Office	- Appro	ved Provider Course Title	Contact Name	App Status	Last Updated	Last Sent	App Form
My IN For Ru App Id 8560	App Version 2	QA Office App Type Under Development CLASSROOM	- Appro Creation Date	Course Title	Contact Name Susan Girgis	App Status Application Saved, but not yet sent	Last Updated Aug 17, 2015 - 10:08:05 AM	Last Sent	App Form Edit Copy
My IN for Ri App Id 8560	App Version 2	QA Office App Type Under Development CLASSROOM	- Appro	Course Title	Contact Name Susan Girgis	App Status Application Saved, but not yet sent	Last Updated Aug 17, 2015 - 10:08:05 AM	Last Sent	App Form Edit Copy Delete Edit

Viewing and Copying Completed Course Applications:

At the Main Menu select the link for <u>Processed</u> 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.

NJLMN New Jersey Learning Management Network New Jersey's principal online resource for public health workforce development											
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App Id	App Version	Арр Туре	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 <u>Current Sponsored Offerings</u> -- 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

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Course Functions: Registering Attendees

At the Main Menu select the link to either <u>Current Sponsored Offerings</u> or <u>Archived Sponsored Offerings</u> -- 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.

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Course Functions: Submitting Course Attendance

At the Main Menu select the link to either <u>Current Sponsored Offerings</u> or <u>Archived Sponsored Offerings</u> -- 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

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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 <u>Policy</u> <u>and Procedures Manual</u>.

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 (<u>njlmn@njlincs.net</u>).

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