To enroll in CEMP training for ACFs click

https://www.nylearnsph.com

1. **If you have a LMS Username and Password then login and proceed to Step 3. If you do not have a LMS Username and Password then proceed to Step 2.**

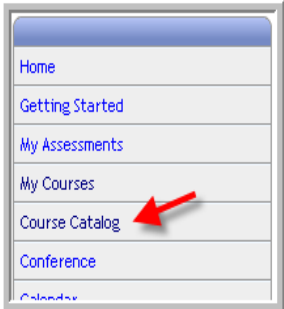   **If you forgot your Username and Password use the "Password Retrieval" function.**

   If you do not yet have an LMS account (Username and Password), click on the "Click here" link at the login

2. **Select *CLICK HERE* to register** and complete the registration form
   - **Choose your own** username & password
   - Fill in all required fields, denoted with an asterisk (*****)
   - Please <u>include</u> your **organization's name** in the first line of your work address
   - Birth year, while not required, is requested to help identify duplicate records
   - Please include your Agency Information.
   - Click **Submit Your Registration**.

3. Now that you are logged into the LMS select **Course Catalog** from the **navigation menu** on the left side of the screen.

4. Enter course keyword **OHEP-CEMPONLINE** and then click "**Search**"

5. After clicking "Search" on previous page you will be brought to the next page. Scroll down and click on Course Name: **"Comprehensive Emergency Management Plan Online Training"** Course #: **"OHEP-CEMPONLINE".**

6. Click Enroll button for the training date you are available to attend. Please note dates of training are in <u>descending</u> order.

After clicking the "**Enroll**" button you will be taken to a page that confirms successful enrollment in the course.

7. Once you are enrolled you will receive a confirmation email from NYLearnsPH@cade.uic.edu. Please check your SPAM if you do not receive the confirmation email to ensure that future emails from NYLearnsPH@cade.uic.edu are

not blocked by your server.

NYSDOH Learning ManagementSystem (LMS)
Direct questions to edlearn@health.state.ny.us or call 518474-2893.