

ECSI Skills Testing Center Scenarios

When a student takes an online, interactive course through ECSI, they can either purchase the access code for the course directly from ECSI or your Education Center may purchase the access code for them. Please review the process for each scenario below.

If the student purchases an access code directly from ECSI:

- 1 The student will complete the online portion of the course and receive a certificate for the online portion only.

EMERGENCY CARE & SAFETY INSTITUTE

Online Course Completion Date: 12/16/2020
Name: Jessica Jones
Address: 40 Main Street
City, State, Postal Code: Boston, MA, 01234

This certifies that the above named individual has successfully completed the
Emergency Care & Safety Institute (ECSI) online course:

First Aid, CPR, and AED Interactive

To receive an official ECSI course completion card, this form must be presented to
an authorized ECSI Education Center Coordinator or Instructor within 30 days and
the required on-site skills check must be completed.

- 2 At an agreed upon time, an instructor at your Skills Testing Center can test the student on their skills.*
- 3 The student must bring you a copy of this certificate as well as their **invoice number from Jones & Bartlett Learning** (the exclusive publisher for ECSI).
NOTE: The student is responsible for showing you their certificate for the online portion as proof of completion. If they do not have the certificate with them, they can log into their **JBL account** from any device to access.
- 4 Once the student has successfully completed their skills, you can redeem their invoice and issue the Course Completion Card.*
 - How to Redeem an Invoice | [Watch now](#)
 - How to Create and Submit a Course Roster | [Watch now](#)

***Please note:** Your ECSI Skills Testing Center sets the price for testing students on their skills and issuing the Course Completion Card.

If you are unable to redeem the invoice provided, or if the student is unable to provide the invoice number, please send a copy of the online certificate to info@ECSInstitute.org along with your Education Center name and we can add the seat for you.

ECSI Skills Testing Center Scenarios

If your Education Center purchases the access code for the student:

- 1 Once you have purchased the access code, please email it along to the student. **Please note, your ECSI Skills Testing Center sets the price for testing students on their skills and issuing the Course Completion Card.**
- 2 The student will complete the online portion of the course and receive a certificate for the online portion only.
NOTE: The student is responsible for showing you their certificate for the online portion as proof of completion. If they do not have the certificate with them, they can log into their **JBL account** from any device to access.

EMERGENCY CARE & SAFETY INSTITUTE

Online Course Completion Date: 12/16/2020
Name: Jonathan Smith
Address: 5 Main Street
City, State, Postal Code: Burlington, MA, 12345

This certifies that the above named individual has successfully completed the
Emergency Care & Safety Institute (ECSI) online course:

First Aid, CPR, and AED Interactive

To receive an official ECSI course completion card, this form must be presented to
an authorized ECSI Education Center Coordinator or Instructor within 30 days and
the required on-site skills check must be completed.

- 3 At an agreed upon time, an instructor at your Skills Testing Center can test the student on their skills.
- 4 Once the student has successfully completed their skills, you can redeem their invoice and issue the Course Completion Card.*
 - How to Create and Submit a Course Roster | [How to Create a Roster](#)

ECSI Skills Testing Center Scenarios

If the student has taken the online course through ECSI's sister company, ClickSafety:

- 1 The student will complete the online portion of the course and receive a certificate for the online portion only.
- 2 The student must bring you a copy of this certificate to the skills test.

NOTE: The student is responsible for showing you their certificate for the online portion as proof of completion. If they do not have the certificate with them, they can log into their [JBL account](#) from any device to access.

EMERGENCY CARE & SAFETY INSTITUTE

Online Course Completion Date: 12/16/2020
Name: Brian Reynolds
Address: 156 Pleasant Street
City, State, Postal Code: Leawood, KS, 01564

This certifies that the above named individual has successfully completed the
Emergency Care & Safety Institute (ECSI) online course:

First Aid, CPR, and AED Interactive

To receive an official ECSI course completion card, this form must be presented to
an authorized ECSI Education Center Coordinator or Instructor within 30 days and
the required on-site skills check must be completed.

- 3 Please email the name and email address of the student coming in to perform their skills test to info@ecsinstitute.org. The subject line of the email should be "Seats needed for ClickSafety Skills Testing." Once you receive an email confirming the seats have been added to your account, you may complete the skills test for the student.
- 4 At an agreed upon time, an instructor at your Skills Testing Center can test the student on their skills.*
- 5 Once the student has successfully completed their skills, you can redeem their invoice and issue the Course Completion Card.*
 - How to Redeem an Invoice | [Watch now](#)
 - How to Create and Submit a Course Roster | [Watch now](#)

***Please note:** Your ECSI Skills Testing Center sets the price for testing students on their skills and issuing the Course Completion Card.

If you are unable to redeem the invoice provided, or if the student is unable to provide the invoice number, please send a copy of the online certificate to info@ECSInstitute.org along with your Education Center name and we can add the seat for you.