

# New CEU Provider Web interface.

The web site for providers is changing.

The site will now handles both Agriculture, and Structural Pest Control (PMD) Continuing Education reporting.

The Following are some of the Screens you will see.

## Course Attendance:

This is the Initial Attendance Screen:

On this Screen you will choose the date you presented the course(s).

Arizona Department of Agriculture

### Continuing Education Reporting

Online Reporting Tool for CE Providers

Arizona Department of Agriculture - Course Attendance

Course Date and Name

Class Date:

Course Name

[Go\\_To\\_Data\\_Entry\\_Page](#)

*Note: Please make sure that you allow pop-ups for this page. Error messages, and confirmation messages appear in them.*

Follow these steps:

1. Click on the Date box and choose the date, you can change the month and year using the dropdown at the top of the month view, select the day of the class. This will populate the Course List with your Courses that are active as of the class date.
2. Select 1 or more courses that all the students attended (hold down the control key <Ctrl> while selecting them ).
3. Tab or Mouse outside of the Course Name field. This will create the first input line.
4. Enter a License/Certificate number for the student. The system will look-up that number, if two or more persons have the same number but for different licenses you will be asked to choose between them.
5. Verify student info, check "Ignore" if name does not match your list.
6. Add additional students as in steps 4 & 5.
7. Hit submit.

The following will show the screens in the process.

Enter the date Course(s) were done, you will get a date choice popup.

Once a date has been selected the Courses will be populated with those that are active on that date.

Choose the course(s) that were presented. When you leave the Course Name field the first Student line will be presented. Enter a Department of Agriculture License or Certificate number for the student in the "Lic Number" field. The system will look for a person with that number that has a "Current" license on the class date. If none are found you will get a Message of "No records Found".

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If more than 1 person has a certificate or license that match that number you will be provide with a choice of persons.

The screenshot shows the 'Arizona Department of Agriculture - Course Attendance' interface. A pop-up window titled 'Attendance Save Response' is displayed, containing the following text: 'There are 2 persons with that cert number. Please select the one that attended the course'. Below the text is a dropdown menu with 'None Selected' selected, and two other options: 'BRIAN ROBERT DOWNS' and 'JERRY WILLIAM PALMER'. An 'Ok' button is at the bottom right of the pop-up. In the background, the 'Attendees' table has a license number '880792' entered, and the 'Course Name' dropdown is open, showing several course options.

Choose one of them, even if none are correct.

If the system provided ID, and Name do not match your attendance sheet then place a check in the "Ignore" checkbox.

The screenshot shows the 'Arizona Department of Agriculture - Course Attendance' interface. The 'Attendees' table is populated with the following data:

Lic Number	ID Number	Name	Ignore
880792	1000002525	RONALD LEE WALKER	<input type="checkbox"/>
593	1000013719	BRIAN ROBERT DOWNS	<input checked="" type="checkbox"/>

The 'Ignore' checkbox for the second row is checked. Below the table, there is a note: 'You need to fill in The License Number field for each student. When you leave the field (TAB out) the system will look up the ID, and Name from available sources, if more than 1 person has that number as a license You will be given a choice to get the correct one. If the found persons don't match what you have use the 'Ignore' box at the end of the line and it will be skiped'. The 'Course Name' dropdown is set to '8718, WHAT TO EXPECT DURING AN INSPECTION (PMD)'. Buttons for 'Submit', 'Clear Attendees', and 'Reset' are visible at the bottom.

*Note: Please make sure that you allow pop-ups for this page. Error messages, and confirmation messages appear in them.*

Keep entering certificate or license numbers, the system will populate the ID, and Name columns as you go.



After the number is entered in the correct column and you leave it then the system will populate the ID, and Name columns to allow you to verify the name. The system will also provide a new line for additional input.

You may continue this process till you have entered all attendees for the selected course, but the more you enter the longer the back-end will take to verify and update.

**Arizona Department of Agriculture - Course Attendance**

**Course Date and Name**

Class Date: 2017-02-10

Course Name: 8718, WHAT TO EXPECT DURING AN INSPECTION (PMD)

Lic Number	ID Number	Name	Ignore
880792	1000002525	RONALD LEE WALKER	<input type="checkbox"/>
593	1000013719	BRIAN ROBERT DOWNS	<input checked="" type="checkbox"/>
8363	1000024317	JOHN DOE	<input type="checkbox"/>
20249	1000025348	JANE E DOE	<input type="checkbox"/>
			<input type="checkbox"/>

You need to fill in The License Number field for each student. When you leave the field (TAB out) the system will look up the ID, and Name from available sources, if more that 1 person has that number as a license You will be given a choice to get the correct one. If the found persons don't match what you have use the 'Ignore' box at the end of the line and it will be skiped

Submit Clear Attendees Reset

*Note: Please make sure that you allow pop-ups for this page. Error messages, and confirmation messages appear in them.*

After You "Submit" You will receive a response of the students that got credit, those that already have current CEUs for the course ( they are taking the course a second time in a renewal cycle), and any errors.



- List Of Approved Courses
- Record Attendee
- Export Data
- Search For My Entries
- Add a Class
- Change Password
- Update Personal Information
- Send CE Questions To OPM
- OPM System Support
- Signout
- Admin Only! New Provider
- Admin Only! Edit Provider
- Admin Only! New Course
- Admin Only! Edit Course

Arizona Department of Agriculture

Course Date and Name  
Class Date: 2017-02-1

Attendees

Lic Number
880792
593
8363
20249

You need to fill in The Lic available sources, if more than what you have use the Ignore

Submit

### Attendance Save Response

The following IDs were updated: RULES & REGULATIONS - 2 HR  
CID:8350, 1000002525, RONALD LEE WALKER  
RULES & REGULATIONS - 2 HR CID:8350, 1000024317, JOHN DOE  
RULES & REGULATIONS - 2 HR CID:8350, 1000025348, JANE E DOE  
TEST COURSE 0 CREDITS CID:17232, 1000024317, JOHN DOE  
TEST COURSE 0 CREDITS CID:17232, 1000025348, JANE E DOE

The following have already taken the indicated since their last  
Renewal:  
17232, 1000002525, RONALD LEE WALKER

Ignore

- 
- 
- 
- 
- 

Name from  
as don't match

Reset

Ok

Note: Please make s

confirmation

In this case all students got credit for course 8350, but 1 had already taken 17232 since their last renewal.

Another new feature is the ability to publish your upcoming classes on the Department's website.

This will allow those looking for CEUs to find your course, and contact information so they can make arrangements to attend, or take your online course.

The Initial "Class" setup screen:

Arizona Department of Agriculture

## Continuing Education Reporting

Online Reporting Tool for CE Providers - You Are Signed In As ADA PEST MANAGEMENT DIVISION

Arizona Department of Agriculture - Publish Class

**Course Name**

Course Name: Please Select the Course that this Class is using

Start Date: (YYYY-MM-DD or MM/DD/YYYY format) mm/dd/yyyy

End Date: (YYYY-MM-DD or MM/DD/YYYY format) mm/dd/yyyy

Start Time: (hh:mm format) --:--

End Time: (hh:mm format) --:--

Street Address

City

State

Description (optional)

Submit Reset

You need to select one of your currently approved courses, and the Start and end times along with the location. You may also provide additional information for the class as follows.

Arizona Department of Agriculture

## Continuing Education Reporting

Online Reporting Tool for CE Providers - You Are Signed In As ADA PEST MANAGEMENT DIVISION

Arizona Department of Agriculture - Publish Class

**Course Name**

Course Name: 2017 PMD CE CLASS (PMD)

Start Date: (YYYY-MM-DD or MM/DD/YYYY format) 03/09/2017

End Date: (YYYY-MM-DD or MM/DD/YYYY format) 03/09/2017

Start Time: (hh:mm format) 09:00 AM

End Time: (hh:mm format) 04:00 PM

Street Address: 10 SOUTH 6TH ST.

City: COTTONWOOD

State: AZ

Description (optional): Two way video and audio link with the Prescott class

Submit Reset

The Confirmation screen that a class has been added.

The screenshot shows the Arizona Department of Agriculture's online reporting interface. At the top left is the department's logo and name. A notification box from 'opmssl.azda.gov' states 'Class has been Created' with an 'OK' button. Below this is a form titled 'Arizona Department of Agriculture - Publish Class'. The form contains the following fields:

- Course Name: 2017 PMD CE CLASS (PMD)
- Start Date: (YYYY-MM-DD or MM/DD/YYYY format) 03/09/2017
- End Date: (YYYY-MM-DD or MM/DD/YYYY format) 03/09/2017
- Start Time: (hh:mm format) 09:00 AM
- End Time: (hh:mm format) 04:00 PM
- Street Address: 10 SOUTH 6TH ST.
- City: COTTONWOOD
- State: AZ
- Description (optional): Two Way video and audio link with the Prescott class

At the bottom of the form are 'Submit' and 'Reset' buttons.

Students will see the class in the search results until the start date of the class.