

This Document is a step-by-step guide on how to open (register) and close an NSP course. In order to get to the drop-down tabs, you must be a current NSP-certified instructor (OEC, Toboggan, MTR, Avalanche, Inst. Dev.) If you do not have instructor status, you will not be able to enter the web sites to do this. Please feel free to contact your Region Advisors/Instructor Trainers or the Region Director for any assistance.

Remember: Courses should be registered at least 4 weeks before the first class and closed within 2 weeks following the end of the course (final exam.)

How to open an NSP Course:

[http://www.nsp.org/members/oms/dwnlds/1/How to Register a Course.pdf](http://www.nsp.org/members/oms/dwnlds/1/How_to_Register_a_Course.pdf)

How to Register a Course

Step 1

The Instructor of Record logs onto member page at www.nsp.org

Step 2

From member page Education Tools drop down, select Register a Course

Step 3

To complete the registration form, fill in the following:

- Course Type
- Begin Date
- End Date
- Course Location
- Projected Enrollment
- Participating Patrol or Affiliate Group
- If OEC course select whether it is a Course or Challenge
- Send Certificates of Completion
- Send Course Completion Records
- Notes-(i.e. who to contact, contact numbers, or if they may need to bring anything.)
- Special Instructions or comments for National Office processing. (enter information National Office may need to know concerning the class).
- Verify Instructor of Record Information is correct.
- Submit

Once you have selected submit you will see your course number. You will also receive an email confirming the course has been registered.

If this is an OEC course, **Go to the Winter Catalog/Education/Instructors**

This option allows you to order the books and enrollment fees for the course.

How to Close an NSP Course:

1. When you registered the course, you were sent an email with the course number. **SAVE THIS NUMBER.**
2. Sometimes National will send you a copy of the course completion form along with certificates of completion and release forms. (Patroller 101).
3. If you need to find a course completion form, log in to the NSP web site and go to “Member Services”. Go to “Member Resources (email patrol.....”.
 - a. left side “Member Links”, under “My Bookshelf”, go to “Downloads”.

The screenshot shows the National Ski Patrol website in a Windows Internet Explorer browser. The address bar displays <https://www.nsp.org/public/default.aspx?>. The website header features the National Ski Patrol logo and navigation links: Home, Contact, Logon, About NSP, Members Services, Education, Safety, Press, Programs, and Resources. A banner image shows a snowy mountain landscape. Below the banner, there are links for Member Services, Log off, Member Resources (Rosters - Email Patrol and more), and a Cart icon. A welcome message reads "Welcome, Susan Hayes!". The main content area includes a "News" section with two items: "05.30.11 - RFBA 05-11 POSTED" and "05.30.11 - NSP MAY BOARD MEETING". There is also a "SHOP THE NSP CATALOG" section with a "CLICK HERE!" button. A "Quick Links" section lists various resources such as "P&P Manual and Guiding Documents", "Update Member Profile", "Current News", "Board News", "News Archive", "RFBAs", "NSP PRO Page", "Board Elections", "The Sweep", "Member Forum", "Press Releases", "Member Resources", "Refresher Study Guide", "Patrol Registration", "Ski Patrol Magazine", "Course Calendar", "Make a Donation", and "Update Password". At the bottom, there is a "CLICK HERE!" button for "OEC 5TH EDITION". The browser's taskbar shows the Start button, several open applications, and the system clock at 2:07 PM.

NSP Member Home - Windows Internet Explorer
http://www.nsp.org/members/oms/welcome.asp

File Edit View Favorites Tools Help
Links Google Rochester Public Library - Rochester, MN Minnesota Pandora Radio - Listen to Free Internet Radio, Find New Music! - # - # - # Mayo Clinic medical information and tools for healthy living - MayoClinic.com Links Home

NSP Member Home

NATIONAL SKI PATROL Home Contact Logon
The Gold Standard in Mountain Safety and Rescue Since 1938.
About NSP Member Services Education Programs Safety Press Programs Resources

Sign Out
Member Profile
Member Services
Member Links
Member News
Check Your Orders
NSP PRO Page
My Bookshelf
Member Forum
Who's Who
NSP Logos
Education Info

Susan Hayes's NSP Member Page | [Printer Friendly Profile](#)
[Edit Your Member Record](#) | [Change Your Password](#)

Member ID Number: 195037
Member Category: Alpine Senior
Mailing Address: 2719 Spyglass Court NW
Rochester, MN 55901
Home Phone Number: (507) 281-5702
Work Phone Number: (507) 255-5921
Email: hayes.susan@mayo.edu
Dues Paid Through: 12/31/2011
Active Member
Join Date: 1/1/1998
Your Patrol: [C140 - Welch Village](#)
Secondary Registration: No secondary registration information
Paid/Volunteer Status: V

[Report a Problem](#) © National Ski Patrol Systems, Incorporated [Feedback](#)

http://www.nsp.org/members/oms/my_bookshelf.asp
Start Inbox - Microsoft Outlook Pandora Radio - Listen t... NSP Member Home - ... H: | ORDERS: NO PATIENT S... How to Close an NSP Co... 4:33 PM

NSP Member Home - Windows Internet Explorer

http://www.nsp.org/members/oms/downloads.asp

NSP Member Home

NATIONAL SKI PATROL
The Gold Standard in Mountain Safety and Rescue

About NSP | Member Services | Education Programs

Sign Out
Member Profile
Member Services
Member Links
Education Tools
Education Resources
Instructor Resources
Education Info

[How to use this page...](#)

Award Forms
07-08 available forms can be found [here](#)

Education Forms
How to Register a Course - Instructor
Education Course Registration OEC Order Form (Instructor Use Only)
Course Evaluation Form
Course Completion Form
Division Course Completion Form
Education Programs Instructor
Instructor Activity Report
Personal Instructor Activity Log
Senior Candidate Application
Senior Core and Electives Activity
Instructions for Updating Senior
Certified Candidate/Recertification

Legal Documents
Corporate Records and Inspection
Use of National Ski Patrol Monitors

Operational Documents
Expense Request Voucher
NSP System Event/Training Request
Request for Board Action (RFB)
Activity Evaluation Guide (to accompany all RFB's) [DOC](#)
Catalog Order Form [PDF](#)
Catalog Order Return Form [PDF](#)

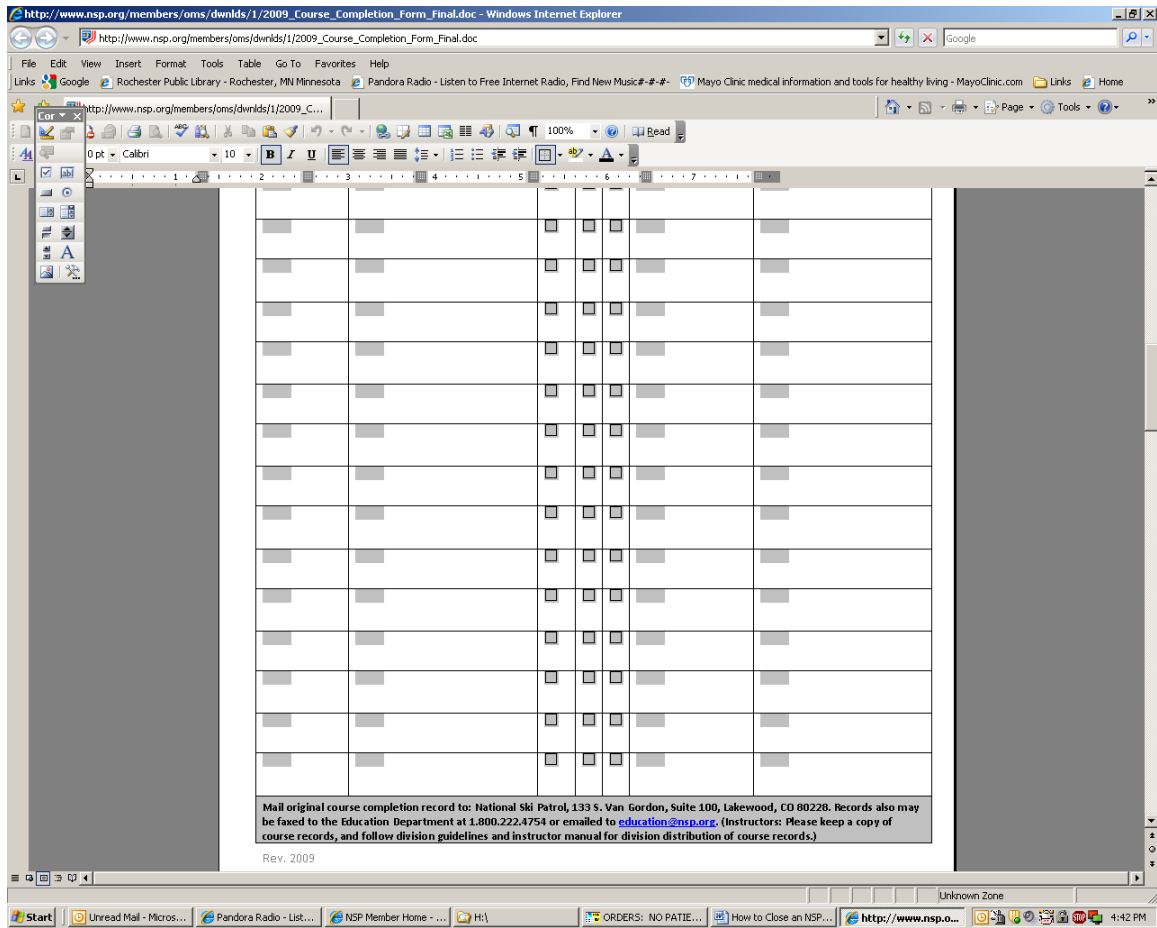
NATIONAL SKI PATROL EDUCATION PROGRAMS
COURSE COMPLETION RECORDS Pg.1

National course #	Course Location	Starting Date	Ending Date	Total Passed	Total Enrolled
INSTRUCTOR APPOINTMENT <input type="checkbox"/> OEC <input type="checkbox"/> Alpine Toboggan <input type="checkbox"/> Nordic Toboggan <input type="checkbox"/> PES <input type="checkbox"/> MTR <input type="checkbox"/> Avalanche Level 1 <input type="checkbox"/> Avalanche Level 2 <input type="checkbox"/> Instructor Development					
INSTRUCTOR TRAINER APPOINTMENT <input type="checkbox"/> OEC <input type="checkbox"/> Alpine Toboggan <input type="checkbox"/> Nordic Toboggan <input type="checkbox"/> PES <input type="checkbox"/> MTR <input type="checkbox"/> Avalanche <input type="checkbox"/> Instructor Development					
INSTRUCTOR RECERTIFICATION					
OEC COURSES <input type="checkbox"/> OEC Course <input type="checkbox"/> OEC e-course <input type="checkbox"/> OEC Challenge <input type="checkbox"/> OEC Refresher <input type="checkbox"/> Cycle A Year <input type="checkbox"/> Cycle B Year <input type="checkbox"/> Cycle C Year <input type="checkbox"/> Outdoor first Care <input type="checkbox"/> OEC Enhancement Seminar Modules: <input type="checkbox"/> Lower Extremities <input type="checkbox"/> Upper Extremities <input type="checkbox"/> Head, Face, Neck, & Back <input type="checkbox"/> Hip & Pelvis <input type="checkbox"/> Chest, Abdomen & Genitalia <input type="checkbox"/> Unresponsive or Altered Guest <input type="checkbox"/> Other (i.e. Special Olympics or Adaptive Skiers)					
SKI & TOBOGGAN COURSES Alpine <input type="checkbox"/> Alpine Skiing Enhancement Seminar <input type="checkbox"/> Alpine Skiing Enhancement					
SKI & TOBOGGAN COURSES Nordic <input type="checkbox"/> Nordic Skills <input type="checkbox"/> Nordic Skiing Refresher <input type="checkbox"/> Nordic Skiing Enhancement <input type="checkbox"/> Nordic Toboggan Enhancement <input type="checkbox"/> Telemark <input type="checkbox"/> Classic <input type="checkbox"/> Skate					
MOUNTAIN TRAVEL & RESCUE <input type="checkbox"/> MTR Fundamentals <input type="checkbox"/> MTR 1 <input type="checkbox"/> MTR 2 AVALANCHE COURSES <input type="checkbox"/> Avalanche Awareness <input type="checkbox"/> Intro to Avalanche Safety and Rescue <input type="checkbox"/> Standard Level 1 Avalanche <input type="checkbox"/> Level 1 Avalanche for Rescue Personnel - Upgrade <input type="checkbox"/> Level 1 Avalanche for Rescue Personnel <input type="checkbox"/> Level 2 Avalanche for Rescue Personnel AVALANCHE REFRESHERS <input type="checkbox"/> Level 1 Avalanche for Rescue Personnel Refresher <input type="checkbox"/> Stand Alone <input type="checkbox"/> Cycle 1					
SENIOR PROGRAM SENIOR MODULES <input type="checkbox"/> Senior Aid Room SENIOR OEC COURSES <input type="checkbox"/> SEM Clinic <i>(Non-Credited Prep Course)</i> <input type="checkbox"/> SEM Evaluation/Test <i>(Credited Course)</i> SENIOR SKIING & TOBOGGAN Training Clinics <i>(Non-Credited Prep course)</i> <input type="checkbox"/> Senior Alpine Skiing Clinic <input type="checkbox"/> Senior Alpine Toboggan Clinic <input type="checkbox"/> Senior Nordic Skiing Clinic <input type="checkbox"/> Senior Nordic Toboggan Clinic Evaluation Clinics <i>(Credited Course)</i> <input type="checkbox"/> Senior Alpine Skiing Evaluation <input type="checkbox"/> Senior Alpine Toboggan Eval. <input type="checkbox"/> Senior Nordic Skiing Eval. <input type="checkbox"/> Senior Nordic Toboggan Eval. <input type="checkbox"/> Senior Nordic (MTR2) require Senior Continuing Education <input type="checkbox"/> Senior Alpine Skiing CE <input type="checkbox"/> Senior Alpine Toboggan CE <input type="checkbox"/> Senior Nordic Skiing CE					

Unknown Zone

Error on page.

Start | Unread Mail - Micros... | Pandora Radio - List... | NSP Member Home - ... | H:\ | ORDERS: NO PATIE... | How to Close an NSP... | http://www.nsp.o... | Internet | 100% | 4:40 PM



- b. Other places to find the Course Completion Form:
- c. Left side, "Instructor Resources", S&T resources.

NSP Member Home - Windows Internet Explorer

http://www.nsp.org/members/oms/resourceinstructor/download.asp?src=src5

File Edit View Favorites Tools Help

Links Google Rochester Public Library - Rochester, MN Minnesota Pandora Radio - Listen to Free Internet Radio, Find New Music #-#-#- Mayo Clinic medical information and tools for healthy living - MayoClinic.com Links Home

NSP Member Home

Home Contact Logon

NATIONAL SKI PATROL
The Gold Standard in Mountain Safety and Rescue Since 1938.

About NSP Member Services Education Programs Safety Press Programs Resources

Sign Out
Member Profile
Member Services
Member Links
Education Tools
Education Resources
Instructor Resources
ID Instructor Resources
OEC Instructor Resources
S & T Instructor Resources

Transportation Instructor Resources

If you don't find a presentation here that was previously posted to the NSP Transportation Instructor Resources, contact education@nsp.org. We will attempt to locate it for you. Having trouble with a PowerPoint file? Try using the PowerPointShow file, (PPS File).

Available File(s) : 17

File Name :	File Size	Last Modified :
2007-Transportation-Program-Instructor_Information.pdf	149 KB	6/25/2007
2009_Course_Completion_Form_Final.pdf	124 KB	12/14/2009
Course Completion Form.doc	275 KB	2/9/2011
In Course Completion Form.doc	60 KB	2/3/2011
to Register a Course.pdf	208 KB	11/3/2009
ID Mentoring Completion Form.pdf	40 KB	5/2/2011
Intro-to-Ski-Patrolling.pdf	2309 KB	8/1/2005
Sample-Eval-1-5-ratings.pdf	315 KB	6/25/2007
Sample-Eval-Nordic.doc	60 KB	6/25/2007
Sample-Eval-Simple-Scoring-Ski-and-Toboggan.doc	26 KB	6/25/2007
Sample-Eval-ski-and-toboggan-10-point-scale.pdf	66 KB	6/25/2007
Sample-Eval-Ski-Snowboard.pdf	73 KB	6/25/2007
Sample-Eval-Ski-Snowboard.xls	29 KB	6/25/2007
Sample-Eval-skiing-and-tob.doc	104 KB	6/25/2007
Sample-Eval-Toboggan-Indiv.pdf	72 KB	6/25/2007
Senior-Course-Registration-Form.doc	58 KB	3/4/2008
Transportation-Program-Continuing-Ed.pdf	85 KB	1/12/2006

http://www.nsp.org/members/oms/resourceinstructor/download.asp?src=src5

Start Unread Mail - Microsoft ... Pandora Radio - Listen t... NSP Member Home - ... H:\ ORDERS: NO PATIENT S... How to Close an NSP Co... 4:45 PM

Left side, "Instructor Resources", OEC resources:

The screenshot shows the NSP Member Home website. The main content area is titled "OEC Instructor Resources". Below the title, there is a message: "If you don't find a presentation here that was previously posted to the NSP OEC Instructor Resources, contact education@nsp.org. We will attempt to locate it for you. Having trouble with a PowerPoint file? Try using the PowerPointShow file, (PPS File)."

Available File(s) : 11

File Name :	File Size	Last Modified :
Course Completion Form.doc	276 KB	4/13/2011
Cycle A 2008 Folder.zip	6551 KB	5/2/2011
B 2009 Folder.zip	63819 KB	5/2/2011
C 2010 Folder.zip	65136 KB	5/2/2011
n_instructor Activity Form.doc	60 KB	2/3/2011
ID Mentoring Completion Form.pdf	40 KB	5/2/2011
IMPORTANT EDITOR NOTE for chapter 36 (2).doc	23 KB	4/25/2011
OEC Test Fee Order Form .doc	55 KB	4/15/2011
OEC5thEditionDifferencesoec 4 and oec5.pdf	102 KB	4/25/2011
template for certificates of achievement ppt	15 KB	8/19/2008
Thumbs.db	48 KB	2/3/2011

Filling out the form:

Here is an example of an OEC Course. Student #1 (Rusty Parka), passed the final exam.

Student #2 (Joe Patroller) registered for the course but did not complete it. Joe Patroller gets marked as “incomplete”. If he returns and takes and passes the final exam, he will get a second Course Completion form sent in with the same registration number marked as “pass”.

Student #3 (Brad Pitt), did not pass the final exam and failed the course. When the retest is done and if he passes, that Course Completion form will have the same registration number and be marked “pass”.

National course # number given upon registration of the course	Course Location where?	Starting Date when?	Ending Date when?	Total Passed how many passed?	Total Enroll how started?
<p><u>INSTRUCTOR APPOINTMENT</u></p> <p><input type="checkbox"/> OEC <input type="checkbox"/> Alpine Toboggan <input type="checkbox"/> Nordic Toboggan <input type="checkbox"/> PES <input type="checkbox"/> MTR <input type="checkbox"/> Avalanche Level 1 <input type="checkbox"/> Avalanche Level 2 <input type="checkbox"/> Instructor Development</p> <p><u>INSTRUCTOR RECERTIFICATION CLINICS</u></p> <p><input type="checkbox"/> OEC <input type="checkbox"/> Alpine Toboggan <input type="checkbox"/> Nordic Toboggan <input type="checkbox"/> PES <input type="checkbox"/> MTR <input type="checkbox"/> Avalanche Level 1 <input type="checkbox"/> Avalanche Level 2 <input type="checkbox"/> Instructor Development</p>	<p><u>OEC COURSES</u></p> <p><input checked="" type="checkbox"/> OEC Course <input type="checkbox"/> OEC e-course <input type="checkbox"/> OEC Challenge <input type="checkbox"/> OEC Refresher <input type="checkbox"/> Cycle A Year _____ <input type="checkbox"/> Cycle B Year _____ <input type="checkbox"/> Cycle C Year _____</p> <p><input type="checkbox"/> Outdoor First Care <input type="checkbox"/> OEC Enhancement Seminar</p> <p>Modules: <input type="checkbox"/> Lower Extremities <input type="checkbox"/> Upper Extremities <input type="checkbox"/> Head, Face, Neck, & Back <input type="checkbox"/> Hip & Pelvis <input type="checkbox"/> Chest, Abdomen & Genitalia <input type="checkbox"/> Unresponsive or Altered Guest <input type="checkbox"/> Other (i.e. Special Olympics or Adaptive Skiers)</p> <p><u>SKI & TOBOGGAN COURSES</u> <u>Alpine</u></p> <p><input type="checkbox"/> Alpine Skiing Enhancement Seminar <input type="checkbox"/> Alpine Skiing Enhancement Seminar Women <input type="checkbox"/> Telemark Enhancement Seminar <input type="checkbox"/> Snowboard Enhancement Seminar <input type="checkbox"/> Alpine Toboggan Enhancement Seminar <input type="checkbox"/> Alpine Toboggan Enhancement Seminar Women <input type="checkbox"/> Toboggan Refresher</p> <p><input type="checkbox"/> STW- Ski Trainers Workshop <input type="checkbox"/> PAT- Intro to Ski Patrolling</p>	<p><u>SKI & TOBOGGAN COURSES Nordic</u></p> <p><input type="checkbox"/> Skiing Enhancement Seminar <input type="checkbox"/> Toboggan Enhancement Seminar <input type="checkbox"/> Telemark <input type="checkbox"/> Classic <input type="checkbox"/> Skate</p> <p><u>MOUNTAIN TRAVEL & RESCUE</u></p> <p><input type="checkbox"/> MTR Fundamentals <input type="checkbox"/> MTR 1 <input type="checkbox"/> MTR 2</p> <p><u>AVALANCE COURSES</u></p> <p><input type="checkbox"/> Avalanche Awareness <input type="checkbox"/> Intro to Avalanche Safety and Rescue <input type="checkbox"/> Standard Level 1 Avalanche <input type="checkbox"/> Level 1 Avalanche for Rescue Personnel - Upgrade <input type="checkbox"/> Level 1 Avalanche for Rescue Personnel <input type="checkbox"/> Level 2 Avalanche for Rescue Personnel <input type="checkbox"/> Level 1 Avalanche for Rescue Personnel Refresher <input type="checkbox"/> Stand Alone <input type="checkbox"/> Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/> Cycle 3</p> <p><u>CERTIFIED PROGRAM</u></p> <p><input type="checkbox"/> Avalanche <input type="checkbox"/> Explosives <input type="checkbox"/> Hill & Lift Operations <input type="checkbox"/> Medical <input type="checkbox"/> Risk Management <input type="checkbox"/> Rope Rescue <input type="checkbox"/> Ski/Snowboard <input type="checkbox"/> Toboggan <input type="checkbox"/> Transceivers <input type="checkbox"/> _____ <input type="checkbox"/> _____</p>	<p><u>SENIOR PROGRAM SENIOR MODULES</u></p> <p><input type="checkbox"/> Senior Aid Room</p> <p><u>SENIOR OEC COURSES</u></p> <p><u>SR. EMERGENCY MANAGEMENT</u></p> <p><input type="checkbox"/> SEM Clinic <i>(Non-Credited Prep Course)</i> <input type="checkbox"/> SEM Evaluation/Test <i>(Credited Course)</i></p> <p><u>SENIOR SKIING & TOBOGGAN Training Clinics</u> <i>(Non Credited Prep course)</i></p> <p><input type="checkbox"/> Senior Alpine Skiing Clinic <input type="checkbox"/> Senior Alpine Toboggan Clinic <input type="checkbox"/> Senior Nordic Skiing Clinic <input type="checkbox"/> Senior Nordic Toboggan Clinic</p> <p><u>Evaluation Clinics</u> <i>(Credited Course)</i></p> <p><input type="checkbox"/> Senior Alpine Skiing Evaluation <input type="checkbox"/> Senior Alpine Toboggan Evaluation <input type="checkbox"/> Senior Nordic Skiing Evaluation <input type="checkbox"/> Senior Nordic Toboggan Evaluation <input type="checkbox"/> Senior Nordic (MTR2 required)</p> <p><u>Senior Continuing Education</u></p> <p><input type="checkbox"/> Senior Alpine Skiing CE <input type="checkbox"/> Senior Alpine Toboggan CE <input type="checkbox"/> Senior Nordic Skiing CE <input type="checkbox"/> Senior Nordic Toboggan CE</p> <p><u>Senior Trainer/Evaluator Clinics</u> <i>(Non Credited)</i></p> <p><input type="checkbox"/> OEC Sr. T/E Clinic <input type="checkbox"/> EMM Sr. T/E Clinic <input type="checkbox"/> S&T Alpine Sr. T/E Clinic <input type="checkbox"/> S&T Nordic Sr. T/E Clinic</p> <p><u>INSTRUCTOR DEVELOPMENT</u></p> <p><input type="checkbox"/> ID course <input type="checkbox"/> ID e-course</p> <p><u>LEADERSHIP DEVELOPMENT</u></p> <p><input type="checkbox"/> PES</p>		

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Mail original course completion record to: National Ski Patrol, 133 S. Van Gordon, Suite 100, Lakewood, CO 80228. Records may be faxed to the Education Department at 1.800.222.4754 or emailed to education@nsp.org. (Instructors: Please keep a copy of course records, and follow division guidelines and instructor manual for division distribution of course records.)

Once the Course Completion form has been filled out completely, email the finished form to education@nsp.org

For OEC courses, cc Karen Hadden (HADDENK@bronsonhg.org) and Sue Hayes (schayes60@gmail.com)

For S&T courses, cc Dave Bramel (DBram@aol.com).

*****National Office will close the course and enter individual's completion into database. Courses taken will appear on Membership Card.

MAKE SURE YOU KEEP A COPY FOR YOUR RECORDS IF QUESTIONS ARISE