

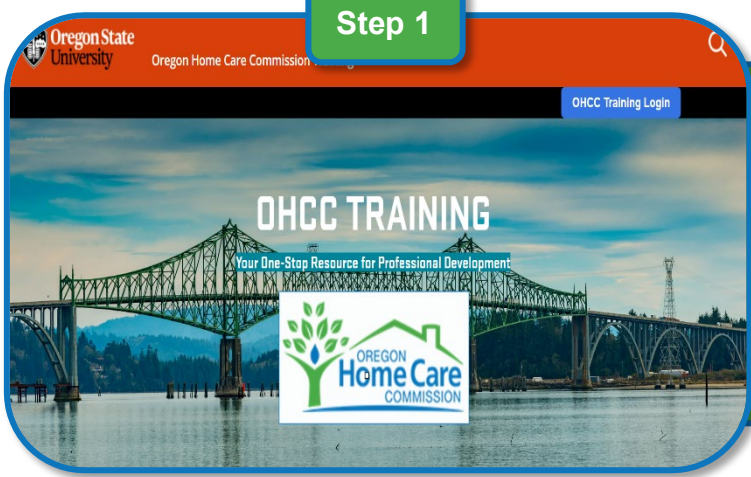
# Registering for PACE

This guide is to help providers register for OHCC's learning management system, PACE, for registration of OHCC courses, uploading of CPR/First Aid cards/certificates, and more.



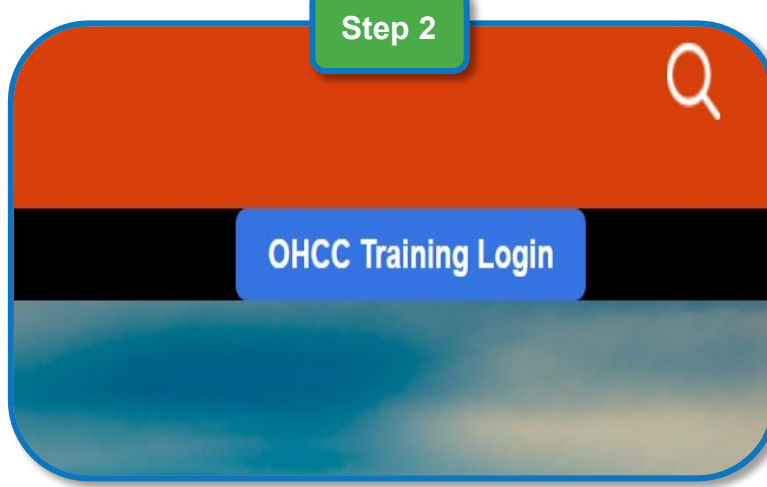
Questions? Please contact: [training.ohcc@odhsoha.oregon.gov](mailto:training.ohcc@odhsoha.oregon.gov)

## Step 1



Go to this link (either hold down the CTRL key and click on it or type it in a web browser's address bar): <https://workspace.oregonstate.edu/ohcc>  
It will take you to OHCC's PACE home page.

## Step 2



In the top, upper right of the screen, click the blue button labeled **OHCC Training Login**.

## Step 3



Next, click on the button that matches your email account. These are the email accounts that can be used to register for PACE: Microsoft (Outlook, Live, or Hotmail), Google, Facebook, and LinkedIn.  
**You will not use the ODHS/OHA or OSU login option.**

## Step 4

On the next screen, choose the correct email address you want to use to set-up your PACE account. Depending on the type of email you have (Google, Outlook, etc.) the screen may either ask you to input your email address or choose your email address, if you have multiple.

## Step 5

**About You**  
Please complete the requested information and click *Continue*

Name: **quashana susan**

**Email Addresses**  
providerpaceexample@gmail.co

Why are you asking for multiple email addresses?  
 I agree to Ideal-Logic's **Terms of Service**.  
Click here to view a **brief summary** of these terms.

**Cancel** **Continue >**

**Need Help?**

This is a custom system built in Oregon by **Ideal-Logic**

At the **About You** screen your email address that you just entered or selected on the previous screen will appear. **Do not enter any other email addresses on the following lines:** you do not need multiple email addresses for PACE, just one.

Next, click on the box for “I agree to **Ideal-Logic’s Terms of Service**” and then the green button labeled **Continue**.

## Step 6

Oregon Home Care Commission

**Step 1: Submit Your Provider Number**  
Click to fill out the form.

**Enhanced**  
Enhanced

**CPR/First Aid Certification**  
CPR/First Aid **Add CPR Card...**

**Enhanced Course**  
Enhanced Certification

**Other Actions**  
Edit Your Profile  
Upload Your CPR Card

**Announcements**  
STIPEND INFORMATION  
Have your stipend direct deposited!  
FREE CPR/FIRST AID TRAINING

**Links**  
Elevate Newsletter  
Elevate Español

You will now be in PACE on your provider dashboard however, **it is not active yet**. To activate your provider dashboard, in the upper left click on the green link **Step 1: Submit Your Provider Number**.

**Do not attempt to go anywhere else on the dashboard before submitting your provider number.** Your dashboard will **not** be active, and any submissions will **not** be approved (such as submitting your CPR/First Aid card/certificate).

## Step 7

The screenshot shows the 'New Form' interface. At the top left, there is a 'Provider Number' field with a 'Details...' link and an 'Open' button. Below this is the 'Participant Information' section, which includes a 'Participant Details' header for 'Quashana Susan'. The 'Name' field contains 'Quashana Susan' and the 'Email Address' field contains 'providerpaceexample@gmail.com'. The 'County\*' field is highlighted with a red box, and a dropdown menu is open, showing a list of Oregon counties with 'Select' buttons next to each. The 'Form Status' section on the right shows a progress bar at 83%, 'In Progress', and 'What's Missing?'. The 'Participant' section shows a profile icon and the name 'Quashana Susan'. The 'Form' section shows the 'Provider Number' field and a 'Need Help?' section with instructions to click the 'Help' button, send an email, or call.

On the next screen, labeled **New Form** in the upper left, first enter the county where you live.

## Step 8

The screenshot shows the 'New Form' interface. The 'County\*' field now displays 'Baker County, OR' with a 'Remove' link and a dropdown arrow. Below this is the 'Provider ID' section, which is highlighted with a red box. It contains the instruction 'Please select at least one of the following ID types to provide.\*' and three checked checkboxes: 'Homecare Worker ID', 'Personal Care Attendant ID', and 'Personal Support Worker ID'. Below these are three input fields for 'Homecare Worker ID\*', 'Personal Care Attendant ID\*', and 'Personal Support Worker ID\*'. The 'Form Status' section on the right shows a progress bar at 80%, 'In Progress', and 'What's Missing?'. The 'Participant' section shows the name 'Quashana Susan'. The 'Form' section shows the 'Provider Number' field and the 'Need Help?' section. At the bottom, there are 'Save for Later' and 'Submit Form' buttons.

Then, on the same screen, choose your provider type (HCW, PSW, or PCA) and enter your provider number. If you have multiple provider types, submit all provider numbers.

When done, at the bottom click the green button labeled **Submit Form**.

## Step 9

**Thank You**

Your form has been received. You may view this form at anytime by logging back into this system. You will be notified when approval has been obtained for Provider Number.

[Print Confirmation](#)

**Provider Number**

Thank you for registering to access OHCC training! You will be able to access training once our team confirms your provider number and eligibility. We'll complete this review within the next working day, and you'll receive a follow-up email at that time. At that point, you will be able to register for training.

**Form**

Oregon Home Care Commission  
**Provider Number** [Details...]  
Waiting for Approval  
Dec 11, 2023 1:13pm

**Participant**

**Quashana Susan**  
providerpaceexample@gmail.com  
County: Baker County, OR  
Provider ID Options: Homecare Worker ID  
Homecare Worker ID: 654321

[Done](#)

**Form Status**  
Submitted

**Participant**  
 Quashana Susan

**Form**  
Provider Number

**Need Help?**  
Click the [Help](#) button above, send us an email, or call us at .

After submitting the form, the OHCC Training Unit staff will receive your submission for review. The review process may take up to **two business days**.

## Step 10

You will receive an email stating “OHCC training account approved” in your inbox, from OHCC to the email address you used to register for PACE (there is not an email box in PACE). If you do not see it in your inbox, check to see if it was sent to your spam/junk folder accidentally.

## Step 11

**OREGON Home Care Commission** Home

**Register for a Course**  
Click to start your registration

**Other Actions**

- [Edit Your Profile](#)  
Update your contact information
- [Upload Your CPR Card](#)  
Click to record a CPR Card

**Certifications** Courses/Forms (1)

**Professional Development** [Details](#)

PDC

- Core Courses
- Safety Courses (5 hours required)
- Electives (5 hours required)
- CPR/First Aid Certification **1 recorded**

**Enhanced** [Details](#)

Enhanced

- CPR/First Aid Certification **1 recorded**
- Enhanced Course

**Announcements**

- STIPEND INFORMATION [Dismiss](#)
- Have your stipend direct deposited! [Dismiss](#)
- FREE CPR/FIRST AID TRAINING [Dismiss](#)

**Links**

- Elevate Newsletter November-December 2023
- Elevate Español Noviembre – Diciembre 2023
- English- PDC Course Description
- CPR/First Aid Differential FAQs [Add Links...](#)

Once approved, your PACE account will be activated. In addition to receiving the OHCC approval email you can also tell if your account is activated if you see the green link **Register for a Course** towards the upper left (instead of Step 1: Submit your Provider Number).

With an activated dashboard you can now register for classes and upload CPR/First Aid cards/certificates.