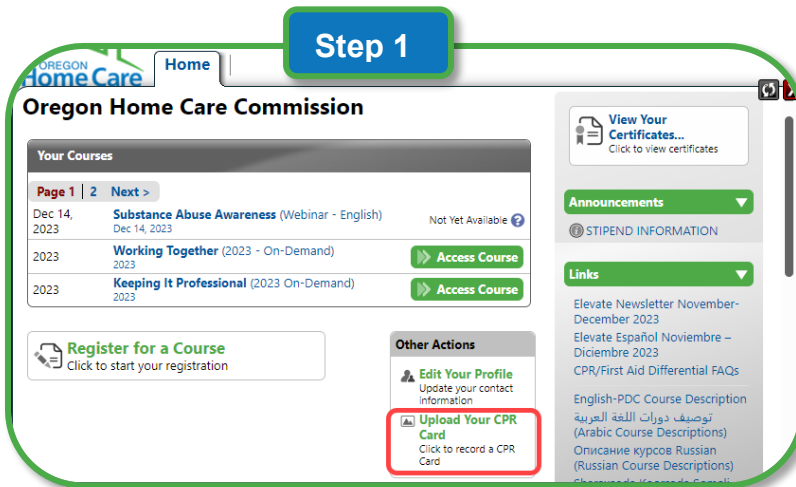


# Uploading a CPR / First Aid Card on PACE

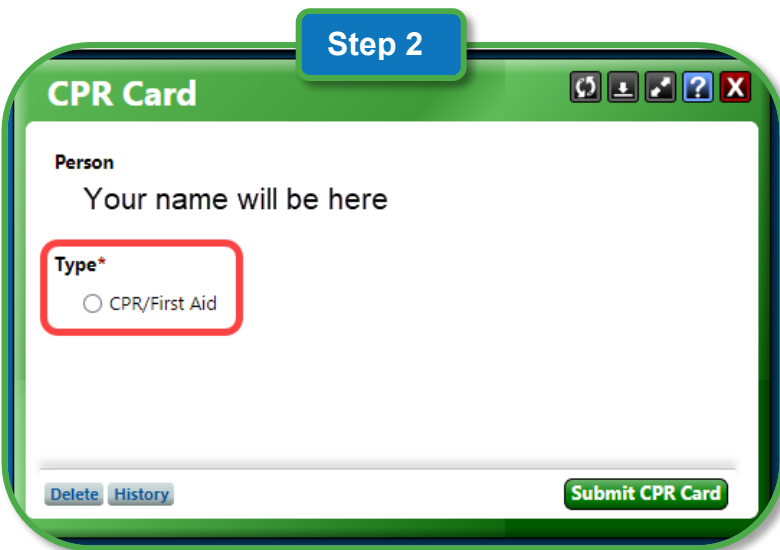
This guide is to help providers upload their CPR / First Aid cards on to PACE correctly. **Please note:** The card/certification must have your legal name and the date of completion/certification.



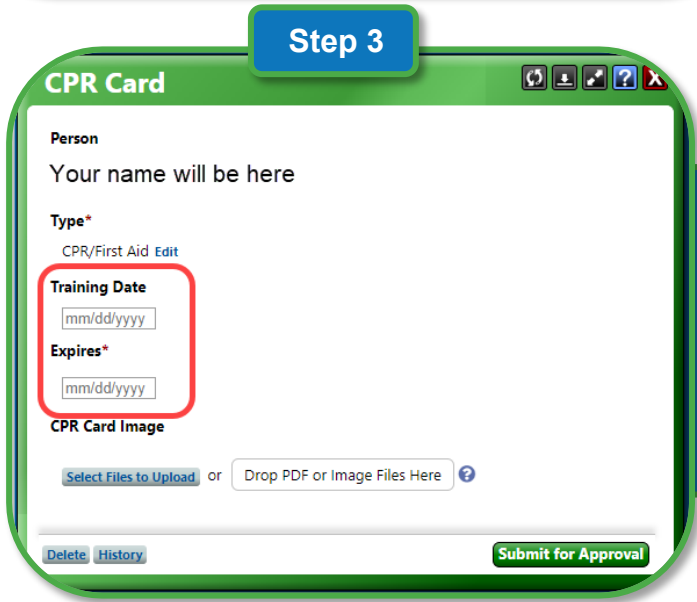
Questions? Please contact: [training.ohcc@odhsoha.oregon.gov](mailto:training.ohcc@odhsoha.oregon.gov)



Login to your PACE account. On the Home screen, towards the right, you will see a link labeled **Upload Your CPR Card**. Click on that link.



On the next screen you will see your name (and picture if you uploaded one). Click the bubble next to **CPR/First Aid**.



When you click on the bubble, additional fields will appear on the screen. From your CPR/First Aid card/certificate enter the **Training Date** and the **Expiration Date**.

## Step 4

**CPR Card**

Person  
Your name will be here

Type\*  
CPR/First Aid Edit

Training Date\*  
Nov 8, 2023 Edit

Expires\*  
11/8/2026

CPR Card Image

Select Files to Upload or Drop PDF or Image Files Here ?

Delete History Submit for Approval

You will next upload an image of your card. Click on **Select Files to Upload** and choose the correct file that contains the image of your certificate/card. Or, if on a computer, you can drag and drop the file with the image from it's folder to **Drop PDF or Image Files Here**.

## Step 5

Type\*  
CPR/First Aid Edit

Expires\*  
02/28/25

CPR Card Image

Uploading File(s)  
CPR\_FA\_cert\_2023.jpg (62341 bytes) Processing

Select Files to Upload or Drop PDF or Image Files Here ?

After uploading the image, a green bar will appear showing that the file is being uploaded and is processing.

**Important note:** it is required that both the **front** and **back** of cards be uploaded if it contains information or, spread the card out so both sides are visible. The image must be clear and easy to read.

## Step 6

**CPR Card**

Person  
Your name will be here

Type\*  
CPR/First Aid Edit

Training Date\*  
Nov 8, 2023 Edit

Expires\*  
11/8/2026

CPR Card Image

PDF LastName\_FirstName\_CPR-F....pdf (103KB) Remove  
Uploaded 5/16/2023 8:27am by Nancy Namedos

Select Files to Upload or Drop PDF or Image Files Here ?

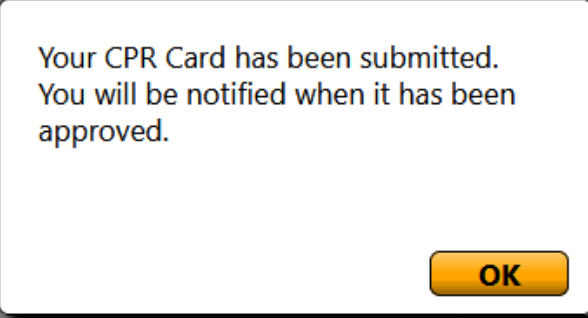
Delete History Submit for Approval

After the uploading process is complete, you should see the image or PDF icon, which will indicate that the file was successfully uploaded.

**Important note:** do not submit multiple copies/versions of your card/certification. You can always click **Remove** next to the file, if you have multiple uploads of the same file.

When done, click the green **Submit for Approval** button at the bottom.

### Step 7



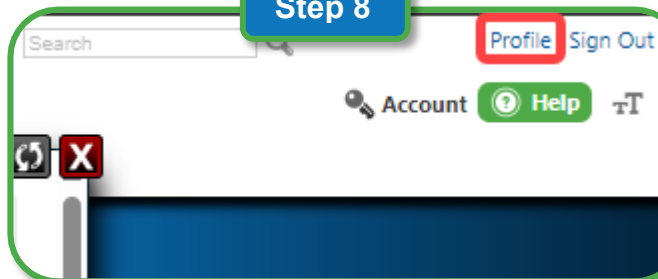
Your CPR Card has been submitted.  
You will be notified when it has been approved.

OK

After submitting your card/certification, you will receive a pop-up screen indicating that your card was submitted.

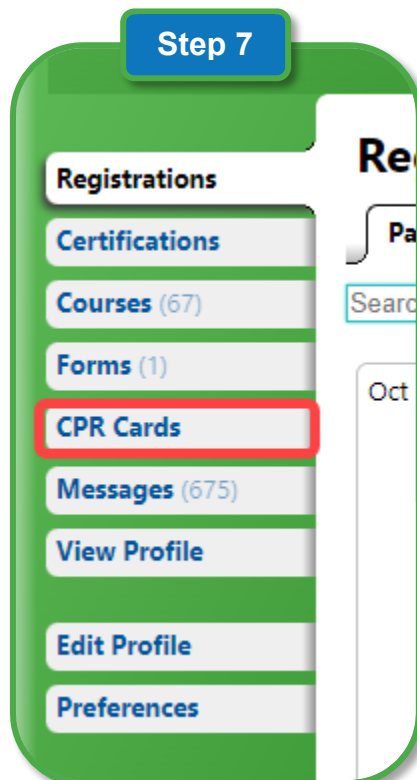
A team member from OHCC will review your card/certification for approval.

### Step 8



To check the status of your submission, in the upper right corner of the PACE screen click on the blue **Profile** link.

### Step 7



On the next screen, you will have a menu of tabs to the left. Click on the **CPR Cards** tab.

## Step 8

### CPR Card

+ New CPR Card Deleted CPR Cards (2)

Groups... Expiration D:...

▲ Type Expires Actions

Waiting for Approval

CPR/First Aid

Valid Until Feb 28, 2025

View

If not approved yet, you will see **Waiting for Approval** for your submission. Once OHCC has reviewed the card/certification and has approved it, the **Type** column will change to **Approved**.

## Step 9

Status: Active (2) N/A (1)

Search... Groups... Expiration D:...

▲ Type Expires Actions

In-Progress

CPR/First Aid

Empty

Edit

CPR/First Aid

Valid Until Feb 28, 2025

Edit

Waiting for Approval

CPR/First Aid

Valid Until Feb 28, 2025

View

If you have submitted multiple CPR/First Aid cards/certifications, you will have to remove them. **Unless you have an expired card, you should only see one entry.**

Click on **Edit** to the right of any submissions that need to be deleted.

## Step 10

### CPR Card

Person

Your name will be here

Type\*

CPR/First Aid Edit

Training Date

mm/dd/yyyy

Expires\*

mm/dd/yyyy

CPR Card Image

Select Files to Upload or Drop PDF or Image Files Here

Delete History

Submit for Approval

In the bottom left corner click the **Delete** button to permanently delete.