

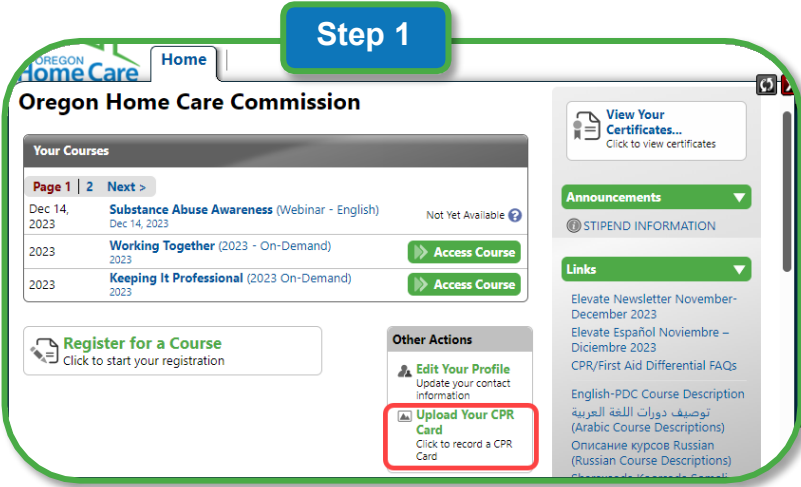
Uploading a CPR / First Aid Card on PACE

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.



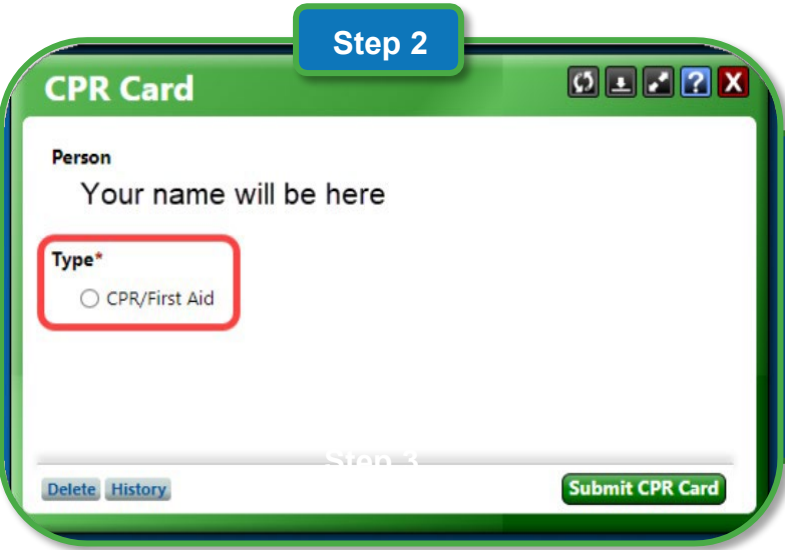
Questions? Please contact: training.ohcc@odhsoha.oregon.gov
PACE Link: <https://workspace.oregonstate.edu/ohcc>

Step 1



1. Register for a PACE account
2. Login to your PACE account.
3. On the **Home** screen, under **"Other Actions"** click on **"Upload Your CPR Card"**.

Step 2



On the next screen you will see your name. Under **"Type"** click the bubble next to **"CPR/First Aid"**.

Step 3



Enter the **training date** and the **expiration date** on your CPR/First Aid card. If no expiration date is listed, you will enter in the last day of the month 2 years from your training date on your CPR/First Aid card.

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

From your phone:

Uploading from your phone? Click **"Select files to Upload"**

- Go to your picture file & click on the photos you want to upload.
- Be sure to upload the photo of the front and back of the card; or
- Take a picture of the card as directed and upload the photo.

Make sure you look at the photo that uploads to ensure it is readable, redo it if it is not.

Step 5

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

From your computer file:

- Open your computer file and see the picture of your CPR card or of the Certification letter, then, drag it in to the spot that says, **"Drop PDF or image file here"**.
- After you do that, the CPR or Certification letter should appear on the screen.
- Be sure and include both sides of the CPR card.

Make sure you look at the photo that uploads to ensure it is readable, redo it if it is not.

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

LastName_FirstName_CPR-F....pdf (103KB) Remove
Uploaded 5/16/2023 8:27am by Nancy Namedos

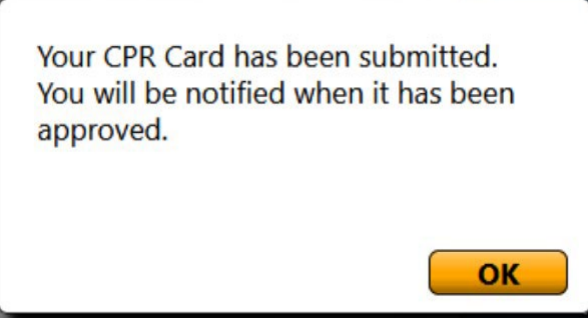
Select Files to Upload or Drop PDF or Image Files Here ?

Delete History Submit for Approval

After the uploading process is complete, you should see that the file was successfully uploaded.

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

Step 7



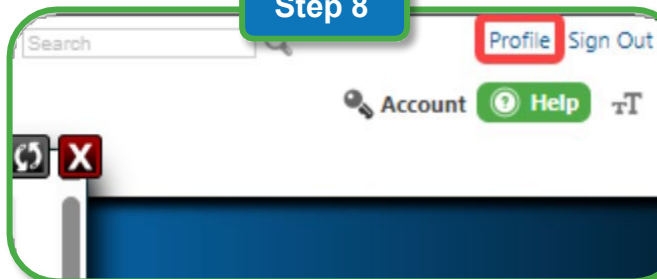
Your CPR Card has been submitted.
You will be notified when it has been approved.

OK

A pop-up screen that shows your card was submitted.

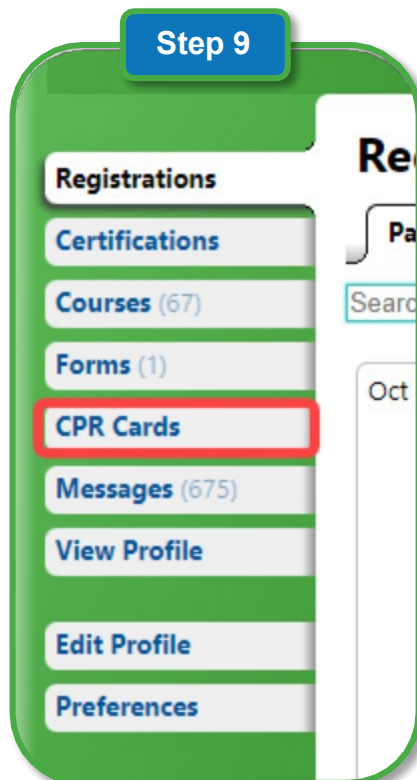
OHCC will review if your CPR/First Aid has a demonstration of skills. This takes a couple of days.

Step 8



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

Step 9



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

Step 10

CPR Card

+ New CPR Card Deleted CPR Cards (2)

Groups... Expiration D:



▲ Type Expires Actions

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.**