

WELCOME TO SPC'S ONLINE CEUs FOR FIRE INSPECTORS AND INSTRUCTORS

The following information will walk you through participating in this program:

How to Register and Pay

- Under each class name you will find a description of the class and the word 'registration form'
- Print and complete the registration form in its entirety
- **You MUST** include your complete social security number and your BFST student number
- Please include your SPC student number. If you do not have a student number, one will be assigned to you at the time you register for this class. More information under login...
- **All registration forms must be returned signed** (return information on form)
- Please allow 5 business days, from the time we receive your registration, for processing

Finding your Student Number & Establishing Your Password

- Once you have paid and are in the system...
- Go to www.spcollege.edu
- Click on MySPC student portal (left side of page)
- On MySPC home page (in center of page) click on 'Look Up Your User ID/Student Number' and follow directions
- Once you have your student number return to MySPC home page and click on create a password

Login

- Please allow 5 business days, from the time we receive your registration, for processing
- Once you have a student ID number and password go to <http://www.spcollege.edu/ac/fireservice.htm>
- Select CEU class from drop down menu
- Click on Login to Course
- Login to the class you paid for and complete the class

General Information

- The online CEU program will offer more and more classes as time goes on and is designed to be offered continuously
- You can register and pay for any class anytime
- Each class is designed to be approximately 4 hours in length
- The CEUs will vary depending on the class
- There is a short test at the end of each class that must be taken in order to complete the class
- You will be able to print off a certificate of successful completion after passing the test
- If you have any problems with accessing the classes you can contact the Help Desk at 727-791-2795
- The class will be audited weekly and updated accordingly
- Once you have successfully completed the class we will enter information into FCDICE for CEU credit
- While the class list is small now, we will strive to continue adding more classes covering a broad topic range as requested by you...our customer
- If you have any general questions, comments, or concerns about the CEU program contact Phillip Bailey at bailey.phillip@spcollege.edu or call 727-302-6853 or 6873