

# **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/or 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 3-5 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 (after 3-5 business days)...
- Go to [www.spcollege.edu](http://www.spcollege.edu)
- Click on Go to 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 Go to MySPC home page (in center of page) and click on create a password

## **Login**

- Please allow 3-5 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
- If you have any problems with accessing the classes you can contact the Help Desk at 727-791-2795

## **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
- You will have approximately **60 days to complete** your selected course. After 60 days you will have to **re-register and re-pay** for the course
- 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 passed in order to complete the class
- You will be able to print off a certificate of successful completion after passing the test
- 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](mailto:bailey.phillip@spcollege.edu) or call 727-302-6853 or 6873
- If you have **any problems** with accessing the classes you can **contact the Help Desk at 727-791-2795**