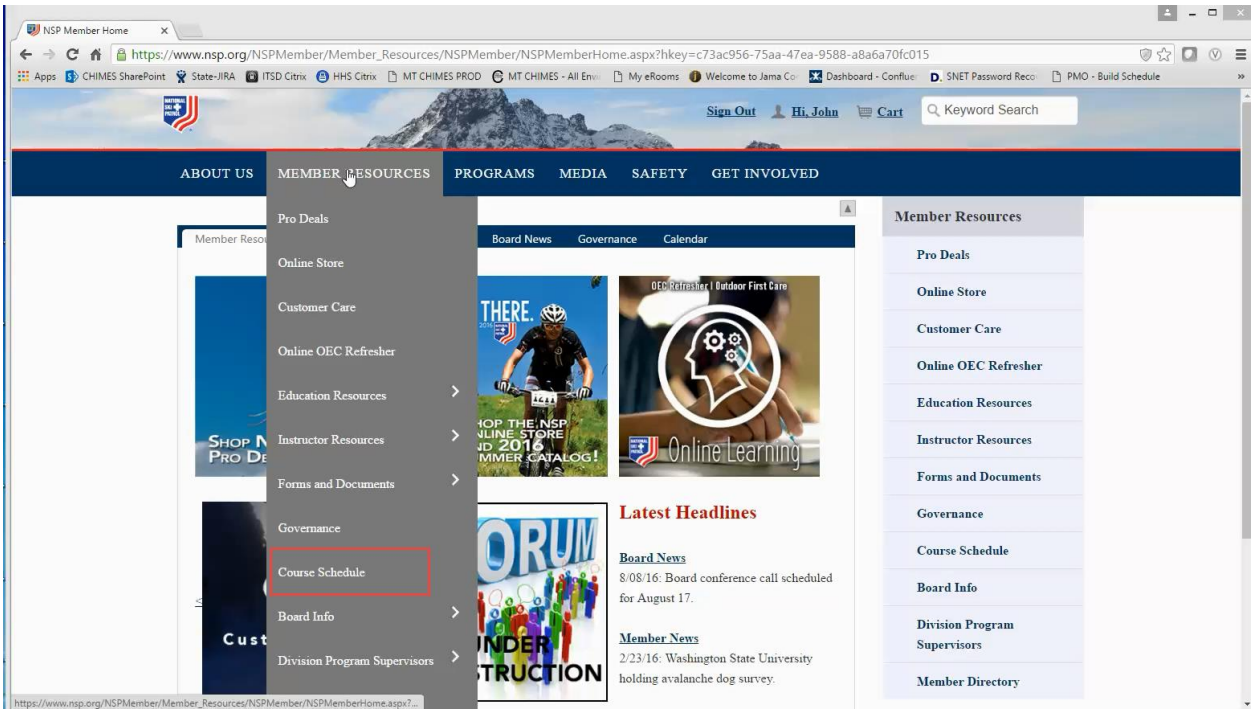
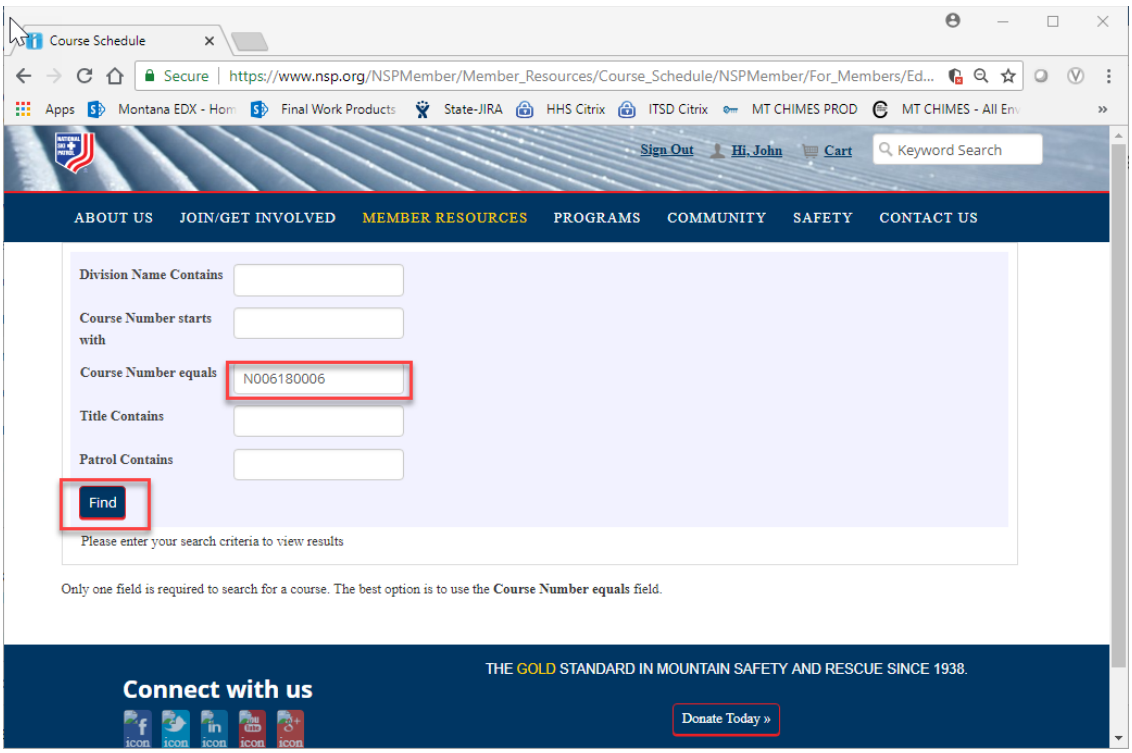
Registering for the Division Refresher or Local Refresher

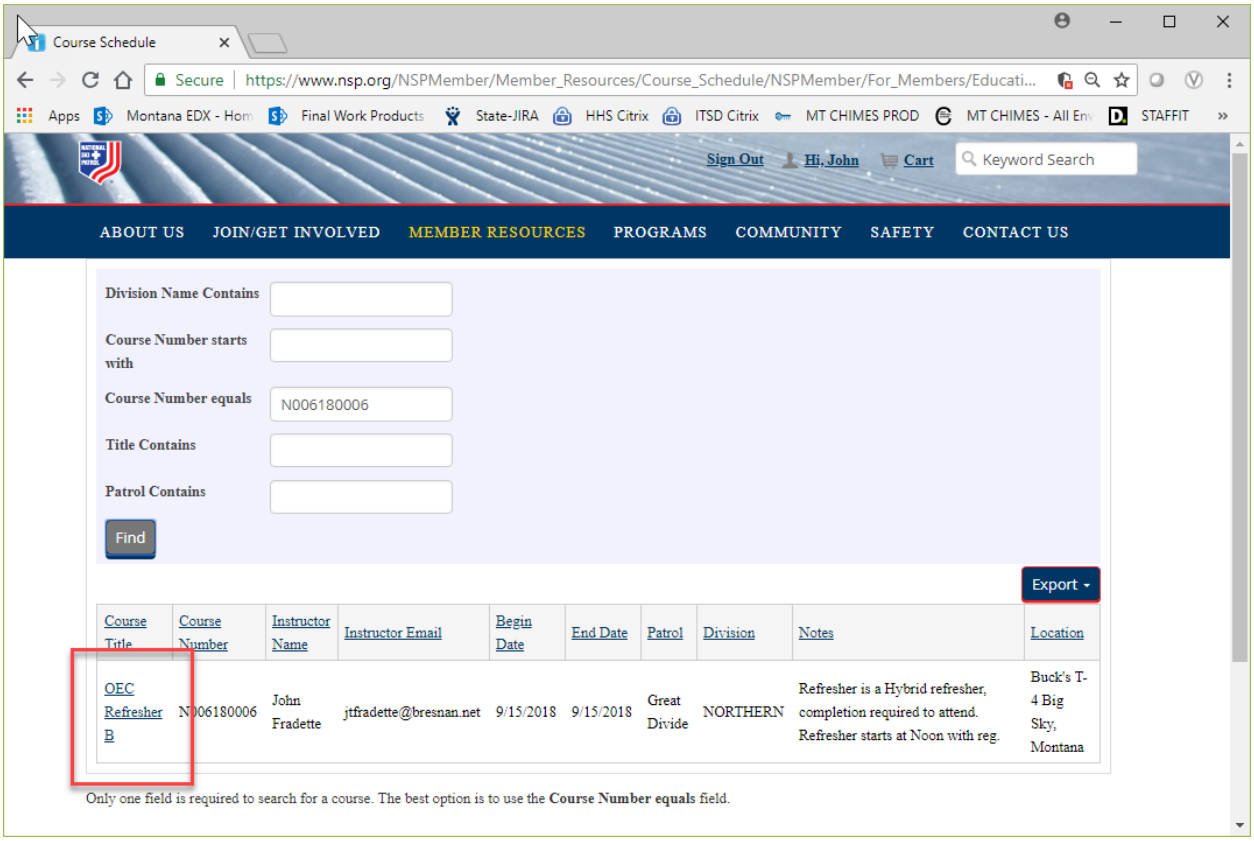
1. After logging into your NSP account, from Member Resources select “Course Schedule”



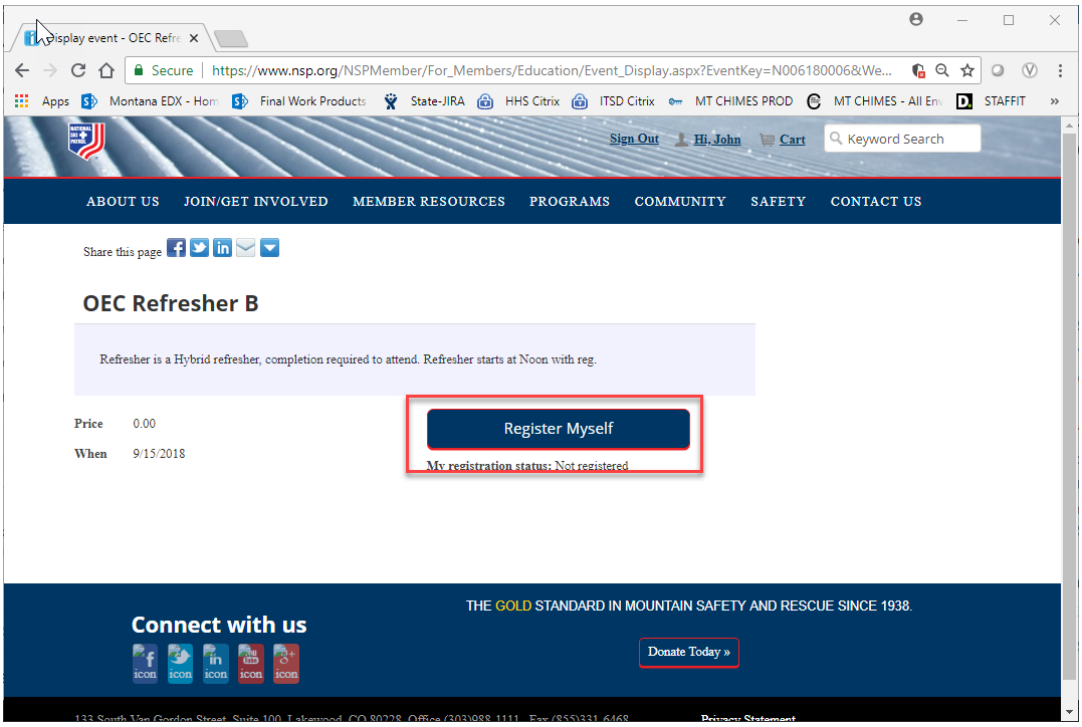
2. From the course schedule page enter the refresher course number or use other search criteria and click find. Division Refresher course number is N006180006



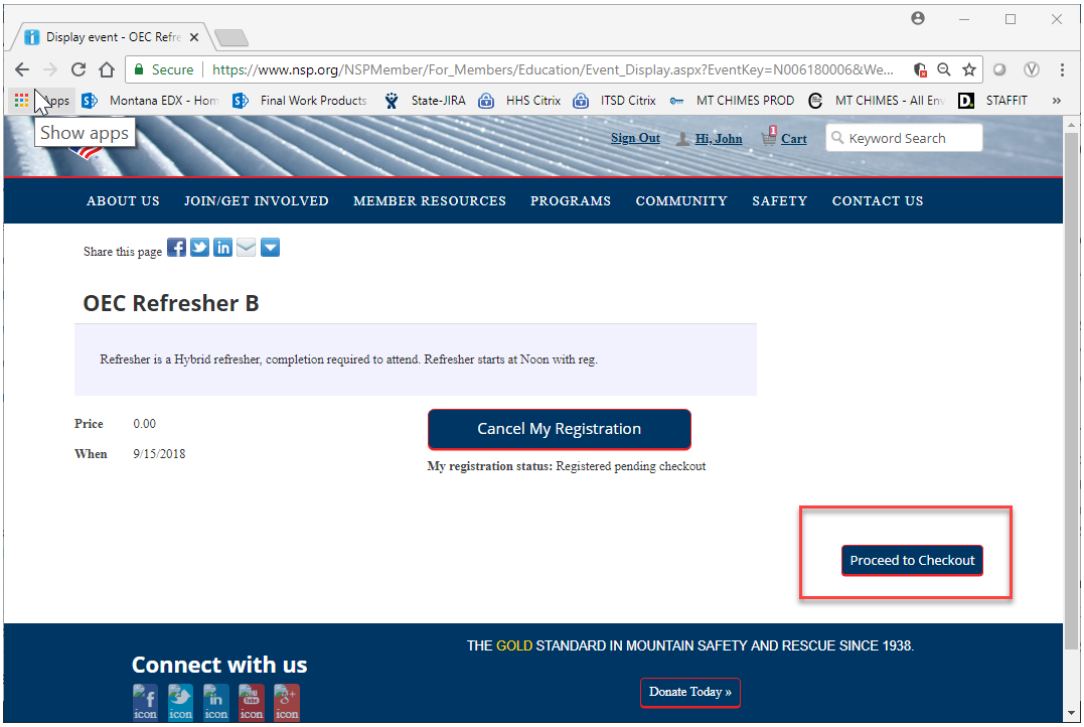
3. Your search results will be displayed. Select the course you want to register for.



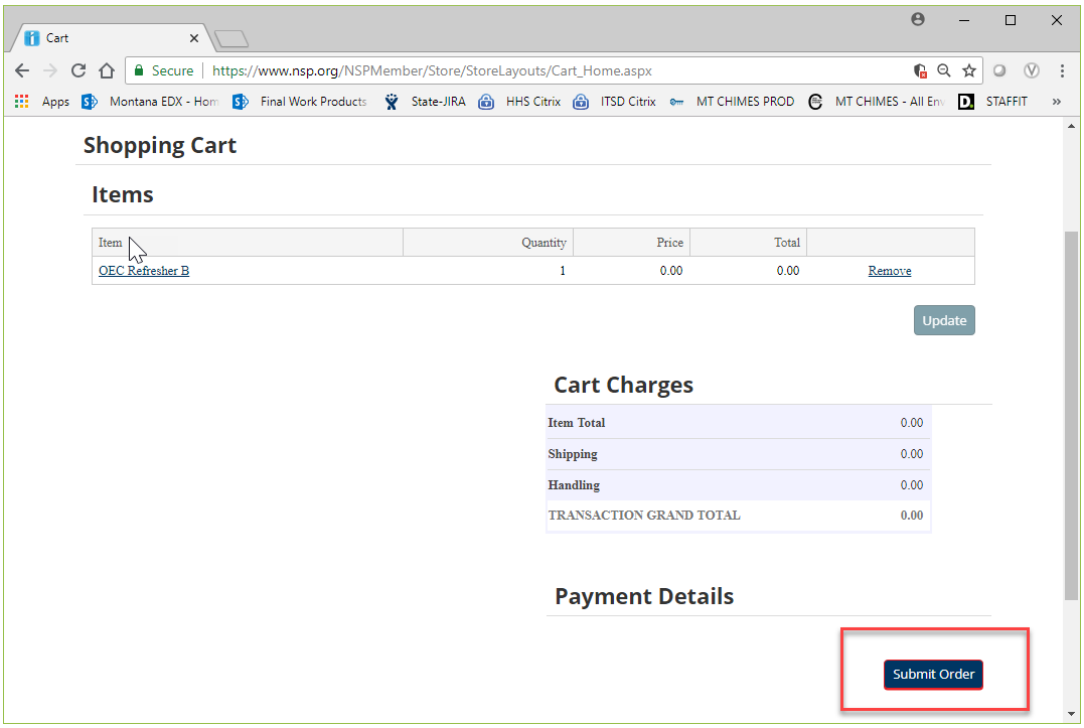
4. When the course displays select "Register Myself"



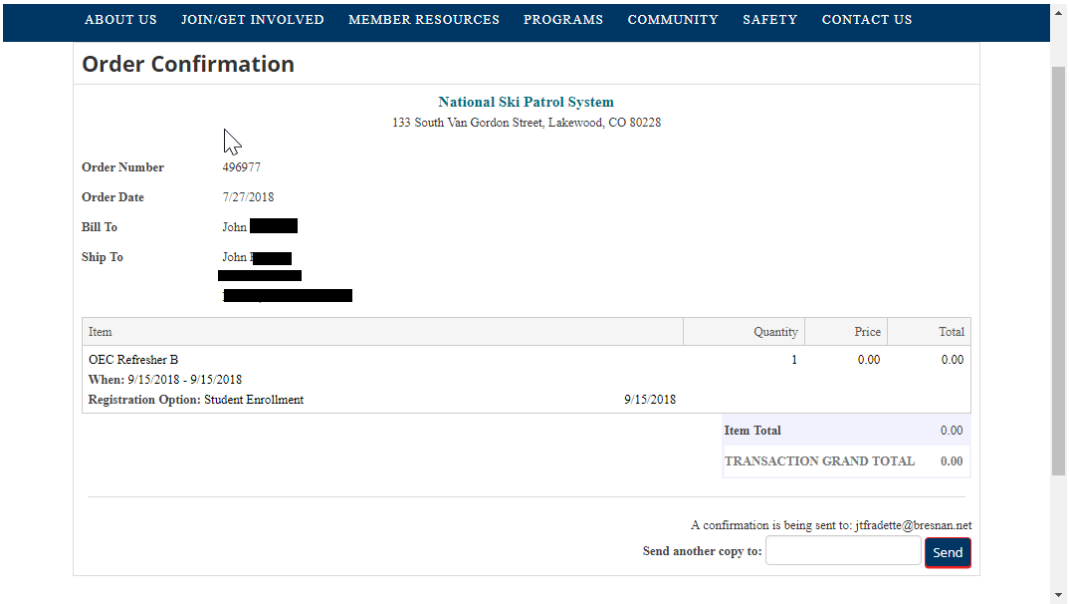
5. Once you have selected to register you need to finalize by proceeding to the checking out



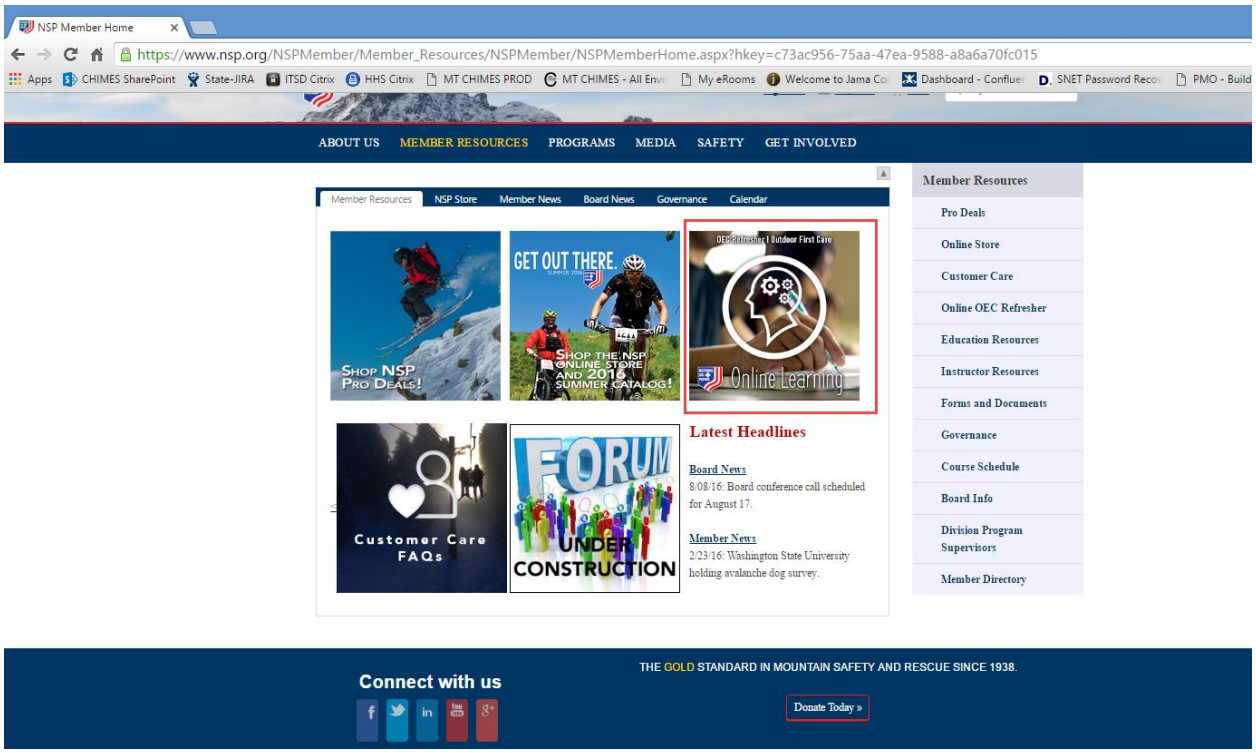
6. At Check Out just click "Submit Order"



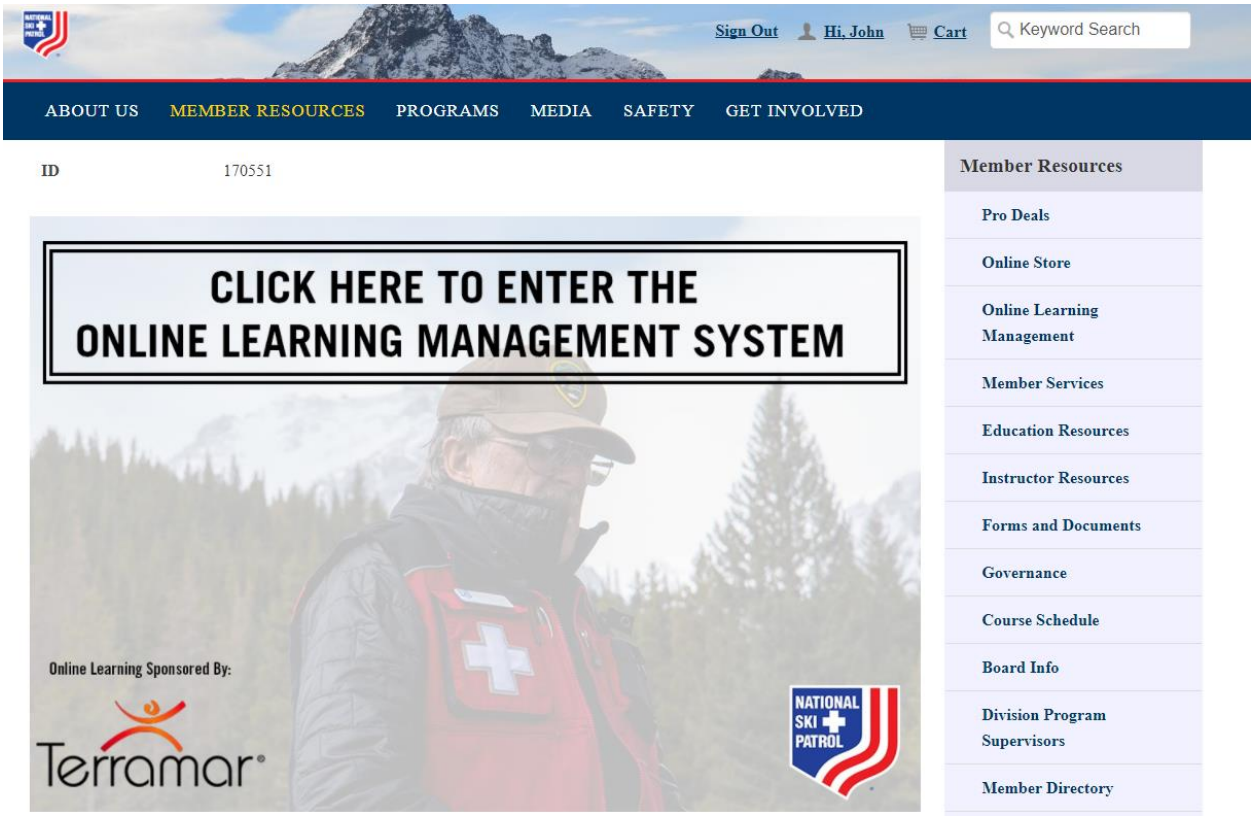
7. When see your order confirmation you are officially registered for the refresher.



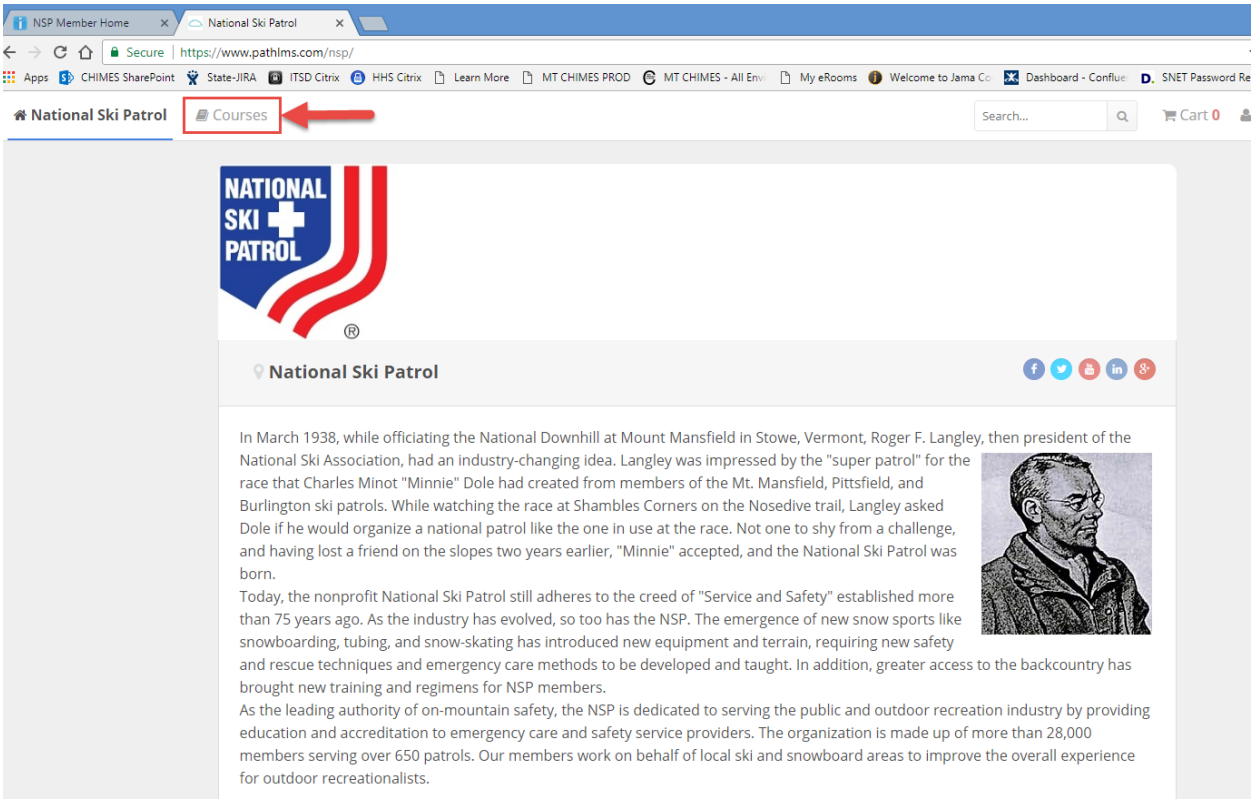
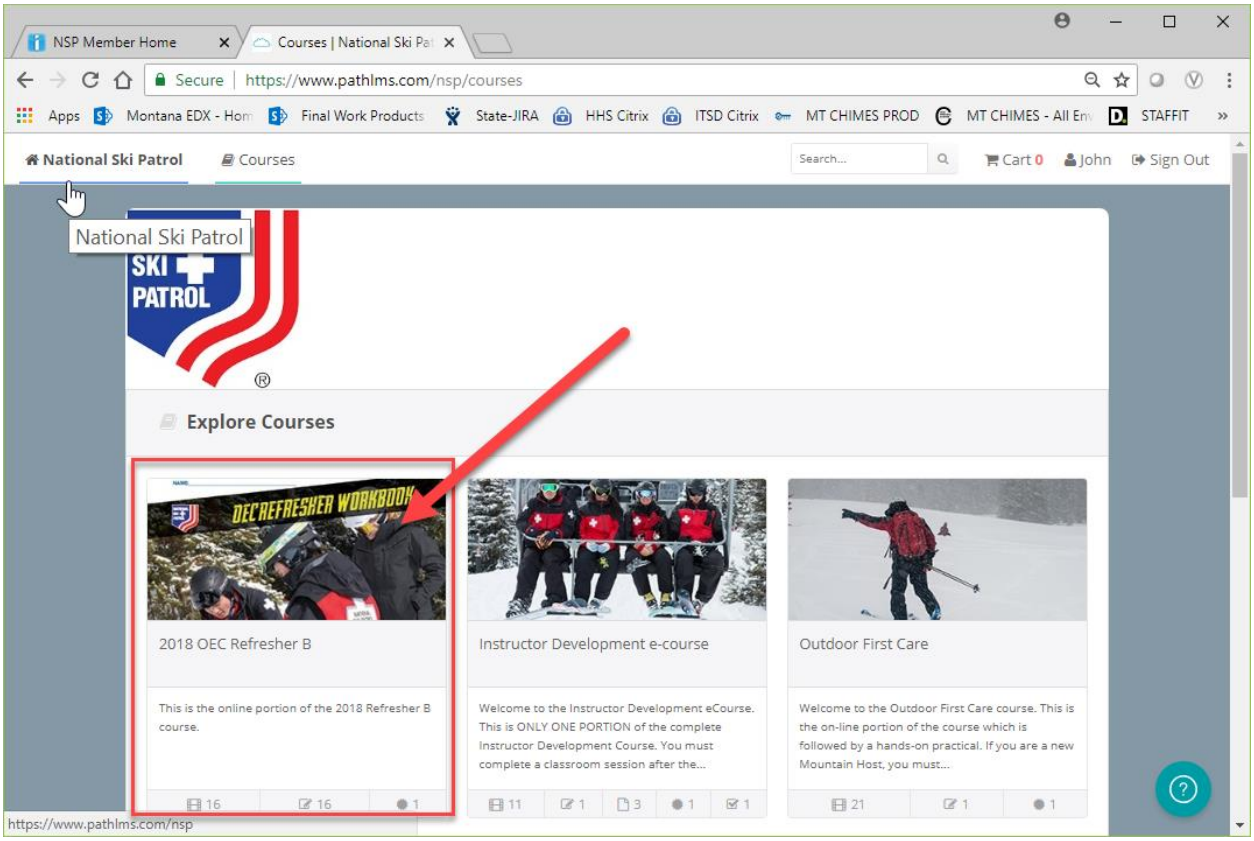
8. For the Online portion of the refresher you need to complete the online course to start that process go back to the Member Reources page and select the Online Learning link.



9. You will be taken to this landing page. Please click the box to go to the Learning Mangement System (LMS). Please note: This is a new LMS and there is no login or password required.



10. When the LMS display click on the “Courses” tab in the upper left.



11. When the Course page shows up select the “2017 Refresher A” course. Please be sure to print your certificate at the end and take to the refresher as proof you have completed the online portion of the refresher.