Upload CPR/First Aid Cards in PACE

PACE is the online learning system for the Oregon Home Care Commission (OHCC).

- This guide explains how to **upload your CPR/First Aid card** into PACE.
- You need to set up a PACE account before you can upload cards.
- Cards **must show** your legal name and the date you were certified or trained.

If you need help, email training.ohcc@odhs.oregon.gov.

Step 1 – Sign in to PACE

Go to: workspace.oregonstate.edu/ohcc

- Click **OHCC Training Login**. It is the blue button near the top of the screen.
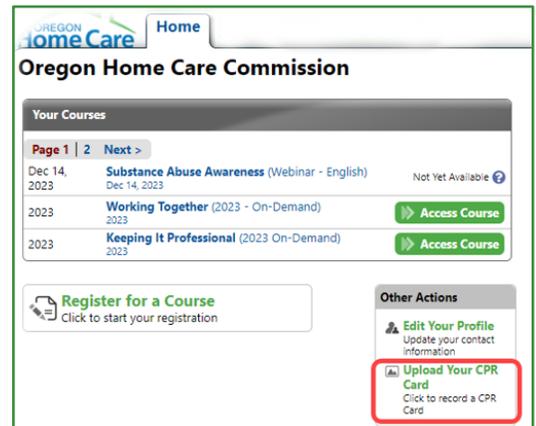- **Sign in** using your email address.

If you don't have a PACE account, follow these steps to set up your account.

Step 2 – Go to the Home tab

You'll go through a few steps to upload your card.

- Start at the **Home** tab.
- Look under **Other Actions**.
- Click **Upload Your CPR Card**.

Step 3 – Select the type of card

On the next screen, you'll see your name and a section for **Type** of card.

- Click **CPR/First Aid**

Step 4 – Enter card details

Look at your CPR/First Aid card and enter the details into PACE.

- Enter the **training date** shown on your card.
- Enter the date your card **expires**.
  - If your card **doesn't have** an expiration date, enter the last day of the month that is 2 years after your training date.
  - Example: If your training was on January 1, 2026, you would enter January 31, 2028.

Step 5 – Upload pictures of your card (front and back)

To upload from a phone:

- Click **Select Files to Upload**.
- Upload pictures of the **front and back** of your card. You can either:
  - Go to your picture files and click the photos you want to upload, **or**
  - Take a picture of the front and back of your card as directed and upload the photos.
- After you do that, your files should show on the screen.
- Check to make sure your pictures are readable, and redo if needed.

To upload from a computer:

- Click **Select Files to Upload**.
- Upload pictures of the **front and back** of your card. To do this:
  - Open the computer folder where your pictures are located.
  - Drag the files to the spot that says **Drop PDF or Image Files Here**.
- After you do that, your files should show on the screen.
- Check to make sure your pictures are readable, and redo if needed.

Step 6 – Submit for approval

After you've made sure your pictures were uploaded correctly, you'll submit for approval.

- Look under **CPR Card Image** and make sure you see the files you uploaded.
- Click **Submit for Approval**.
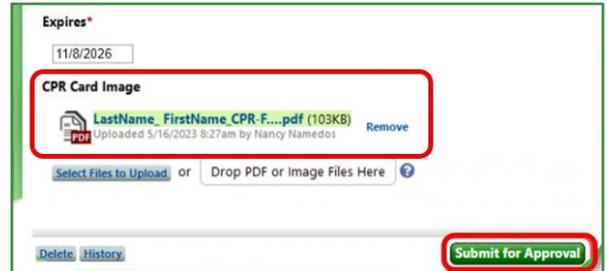
You should see a pop-up message on your screen that says, "Your CPR card has been submitted. You will be notified when it has been approved."

- Click **OK**.

Step 7 – Wait for approval

OHCC will review your card to make sure it meets the requirements. This can take a few days.

You will **get an email from OHCC** when your card is approved. The email will come to the address you use to sign in. If you don't see the email, check your spam or junk folder.

Step 8 – Check the status of your submission

You can check to see if your card is approved:

- Sign back into PACE.
- Click **Profile** in the upper right corner.
- On the next screen, you'll see a **menu** on the left.
- Click **CPR Cards**.
  - If your card has been approved, it will say **Approved**.
  - If your card is not approved yet, it will say **Waiting for Approval**.

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