

How to Register and Access Online Fire In-Service CEU Classes in MyCourses

1. Register and Pay

- Under [each course name](#) you will find a description of the course and the link 'Registration Form'
- Print and complete the registration form in its entirety
- You MUST include your SPC student ID (if you have one already) and/or your Bureau of Fire Standards and Training (BFST) student number
- If you do not have a student number, one will be assigned to you at the time you register for this course. More information under login...
- All registration forms must be returned signed (return information on form)
- Please allow 1-2 business days, from the time we receive your registration, for processing

2. Finding your student number and establishing your password

- Once you have paid and are in the system (after 1-2 business days)
- Go to MySPC at <https://my.spcollege.edu>
- On "MySPC" homepage (in center of page) click on "Look Up Your User ID/Student Number" and follow the directions
- Once you have your student number, return to the "MySPC" homepage (in center of page) and click on create a password and follow directions

3. Login to your course

- Once you have a student ID number and password you may access your course through MyCourses at: <https://mycourses.spcollege.edu/login.asp>
- When you login, you'll see a link for the class you enrolled in.
- If you have any problems with accessing the courses you can contact the Help Desk at 727-791-2795

General Information

- The online CEU program will offer additional courses in the future and is designed to be offered continuously.
- You may register and pay for any course anytime.
- You 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 course is designed to be approximately 3 to 4 hours in length.
- The CEUs will vary depending on the course.
- There is a short quiz at the end of each course that must be passed with a minimum of 70% to be successful.
- After passing the quiz, you will be able to print a certificate of successful completion.
- The courses will be audited weekly and updated accordingly.
- Once you have successfully completed the course we will enter information into FCDICE for CEU credit.
- If you have any general questions, comments, or concerns about the CEU program, please feel free to contact Gabrielle Bain, Program Coordinator at 727-302-6853 or bain.gabrielle@spcollege.edu
- If you have any problems with accessing the courses you can contact the Help Desk at 727-791-2795