



ENLS Live Course Host Information/FAQs

General Information

Host Application

All ENLS Live Courses require hosts to pay the \$25, non-refundable host application fee. Course organizers must have an NCS account to pay this fee. Once the fee is paid, a confirmation email will be sent with the link to a Docusign form. This form must be completed, signed, and submitted **at least three weeks** before the event to be approved. The link to the host application fee can be found [here](#). After application submission, someone from NCS will follow up within 3 business days with further information.

Note: If you plan to host several courses within a year, you must pay the application fee and complete a host application for each live course.

Trainers/Faculty

All ENLS live course hosts **must provide their own instructors**. Each instructor will need to be approved by NCS. NCS recommends 2-5 trainers. The requirements are as follows:

1. Active NCS membership
2. Valid ENLS Certification (must have completed course within two years of course date)
3. Valid ENLS Train-the-Trainer Certification (must have completed course within four years of course date)

Trainers must have their materials completed at least 48 hours prior to the course to be approved. If the course falls on a Monday, all requirements must be completed by 4 PM CST the Friday prior. Course organizers will be responsible for letting the trainers know of their approval status and what needs to be completed. NCS will follow up with a reminder at least two weeks prior to the course if trainers have not yet met requirements.

All ENLS slide decks will be available to trainers in the Train-the-Trainer course. Please note that the trainer must have a valid certificate to access these materials.

Certification vs. Recertification

Due to changes with the new learning platform, all users will take the initial certification course regardless of their prior ENLS certification status. This will allow for better user experience within the online learning platform.



Course Fees and Invoicing

Pricing

Initial certification pricing can be found [here](#).

ENLS Manuscripts (recommended, optional companion): \$69 + shipping

ENLS Simulation Scenarios - \$100 for six scenarios.

Course Deposit

Upon processing of host application, NCS will send a \$300 deposit invoice to the course organizer. The deposit must be paid to receive course access codes and instructions. This deposit is to ensure course commitment while preventing several invoices from being created if course participant numbers change between the time the host application is submitted and the course date. This \$300 deposit will be taken off the total of your final course invoice.

If indicated in the host application, you will also be charged for the ENLS manuscripts in the deposit invoice.

Final Course Invoice

NCS staff will reach out within 2 business days of the course to ask for final course participant numbers. You will be asked to report course numbers in this format:

| <u>ENLS</u> | |
|-------------------------------|--|
| Physicians | |
| Non-physicians (RN, PA, etc.) | |
| Student/resident/fellows | |

Group Discounts

All groups over 25 participants will be eligible for a 50% discount on the course fees. This group can be a mixed group of physicians, non-physicians, and students/residents/fellows and can be a mix of initial certifications and recertifications.

If your group is smaller than 25 but you have at least 5 students/residents/fellows, the students/residents/fellows will receive a 50% discount.



Payment

Payment can be made by credit card, check, or wire transfer. NCS staff will send specific payment instructions with the course deposit. NCS does not accept individual payments from participants, course organizers must pay the full amount invoiced. Please note that check payment can take up to 6 weeks to receive and process.

Course organizers have the discretion to charge their participants to cover the cost of the course, and any materials/fees associated with hosting the course. This is separate from the agreement with NCS.

Course Procedures

Pre-Course

After the course deposit is received, the course organizer will receive a payment confirmation email.

An NCS staff member will reach out at least three weeks prior to the course date to follow up with a reminder on course trainer statuses if there are still trainers that have not completed their requirements.

The course code and access instructions will be sent 1-2 weeks prior to the course date. If you would like course access further in advance, please contact ENLS@neurocriticalcare.org. Deposit payment must be received to release code.

Course Agenda

NCS does not have a required course agenda or order that modules need to be taught. Below is a sample agenda that course organizers can use as a guide:

| Time | Topic | Speaker |
|---------------------|---|---------|
| 8:00 – 8:05 AM | Introduction | |
| 8:15 – 8:25 AM | ENLS Welcome and Introduction | |
| 8:30 – 9:30 AM | Meningitis/encephalitis/status epilepticus | |
| 9:30 – 10:00 AM | Cardiac arrest | |
| 10:00 – 11:00 AM | Traumatic brain injury/traumatic spinal cord injury | |
| 11:00 – 11:45 AM | Coma/Elevated intracranial pressure | |
| 11:50 AM – 12:40 PM | Lunch | |
| 12:55 – 1: 40 PM | Pharmacology | |



| | | |
|----------------|--|--|
| 1:40 – 2:15 PM | Spinal cord compression/acute non-traumatic weakness | |
| 2:15 – 3:00 PM | Acute ischemic stroke | |
| 3:00 – 3:30 PM | Intracerebral Hemorrhage | |
| 3:30 – 4:00 PM | Subarachnoid Hemorrhage | |
| 4:00 – 4:30 PM | Airway/ventilation/sedation | |
| 4:45 – 5:45 PM | Emergency Neurology Simulations | |

Post-Course

All live course participants must enroll in the online course and complete the required module assessments and final course survey to receive their certificate of completion and claim CME credits. Course organizers will be responsible for sending the enrollment instructions and group code provided by NCS.

Course organizers can request a list of those who have utilized the course code by contacting ENLS@neurocriticalcare.org.