Class Submission Checklist

*The following paperwork must be submitted to the Training Center <u>within 10 days</u> of the class

1. Excel Spreadsheet

   *PDF/printouts will not be accepted
   *Exclude class times and middle initials

2. Roster Cover Sheet

3. Blended Learning/Heartcode Certificates (if applicable)

4. eCard Order Form

5. Payment:

   ☐ Check (payable to UnityPoint Health CTC)

   ☐ Credit Card (can be called to the CTC or kept on file)

*Class paperwork instructors must maintain for <u>3 years.</u> Paper or electronic is acceptable.

All Courses	Roster Excel Sheet Blended Learning/Heartcode Certificates (if applicable)

AND

Heartsaver	Adult CPR Child and/or Infant CPR (if module was included)
Heartsaver First Aid	First Aid Skills Adult CPR Child and/or Infant CPR (if module was included) Additional modules taught
BLS	Adult CPR skills Infant CPR skills Written exam answer sheets
ACLS	BLS skills Airway Management Megacode Written exam answer sheets
PALS	Child BLS Infant BLS Vascular Access (new provider course only) Rhythm Disturbance (new provider course only) Airway Management (new provider course only) 2 Core Case Scenarios Written exam answer sheets