

How to schedule a CPR/AED course

1. Read through the attached *CPR/AED Course Policies*.
 2. Complete the attached *CPR/AED Course Request Form* and fax to Karen Heinrich in the Employee Wellness Program 410-780-9480.
 3. You will be contacted to confirm the date and time of your course within one week of receipt of the CPR/AED Course Request Form.
 4. After the course date is confirmed, please complete the attached *CPR/AED Course Sign-Up Sheet*. Please have all interested participants read and sign the *Course Sign-Up Sheet* and give payment to you. The deadline for signing-up for the class is two-weeks prior to the course date. Anyone who signs up commits to attending the class (no “maybes” please).
 5. Two-weeks prior to course date, please fax the *CPR/AED Course Sign-Up Sheet* to the Wellness Program and forward course payment via interoffice mail to the Wellness Program Attn Karen Heinrich, Pulaski Park, Suite #219. **If the Wellness Program does not receive complete payment one week prior to course, the course will be cancelled.**
 6. After the course, please ensure a copy of the course roster is packed with CPR/AED supplies to be returned to the Wellness Program or fax a copy to Karen Heinrich in the Employee Wellness Program 410-780-9480.
- ♥ CPR cards will be sent to the school within 30 days after course date. Please distribute to course participants.

Please keep a copy of this form so you can follow the procedures listed above.

**Please contact
Karen Heinrich at 410-887-6397 or kheinrich@bcps.org
if you have any questions.**

CPR/AED course requests must be made at least 4 weeks in advance. Courses are scheduled on a first-come, first-served basis. All arrangements will be made to accommodate your requested training date; however, dates may change according to instructor availability. Return of these forms to Employee Wellness is mandatory. Forms may be sent through interoffice mail, faxed, or emailed. Without receipt of these forms, we cannot guarantee that your request will be filled.

CPR/AED Course Policies

- CPR/AED course requests must be made at least **4 weeks** in advance. Courses are scheduled on a first-come, first-served basis.
- **Heartsaver CPR/AED** (Adult, Child, and Infant CPR) is the standard CPR course offered to the lay public, including BCPS employees. The course is approximately 3 hours in length.
- **Number of Participants:**
Minimum number of participants: **8**
Maximum number of participants: **15**
- **Participant fee:** \$30 for BCPS employees, \$20 for BCPS coaches, and \$40 for PTA members. BCPS is only registered to train employees, coaches, PTA members, or students as part of a class curriculum. Participants must pay for the course two-weeks prior to course date (cash or check made payable to Balto. Co. Public Schools is accepted). Participants should give money to the contact person who arranged course.
- **Space requirement:** The school library is ideal if carpeted; otherwise, a cafeteria or gym may be used. Enough floor space should be available for all participants to practice CPR skills.
- A **TV/VCR** must be available to show the required video.
- **Cancellation Policy:** One week notice of cancellation is required for full refund. Participants who cancel with less than one week notice will receive a credit for a future class.
- **School Closings:** If schools are forced to close on the day of your scheduled class due to any circumstances other than high temperatures, the class will be cancelled as stated in the Superintendent's Rule #6114. In this instance, a full refund or a credit for a future class will be given to all registered participants.

Please complete the next page
to request a CPR/AED course for your worksite.

CPR/AED Course Request Form

To request a CPR/AED Class for your worksite, please complete the following and return to the Wellness Program at Pulaski Park Suite 219 or fax to 410-780-9480.

- 1) School/Office: _____
- 2) Contact person: _____ Job title: _____
- 3) Phone number of contact: _____
- 4) Number of people expected to enroll and attend: _____
- 5) Requested date: _____ (first choice)
Requested date: _____ (second choice)
- 6) _____ I understand that 4:30pm is the start time of most courses due to instructor availability and confirm that 4:30pm is the requested start time of this course.
_____ I request a start time of _____. I understand this may not be possible due to instructor availability.
- 7) Location of course (be specific...school library, cafeteria...)

Is this space carpeted: _____?

NOTE: Courses generally begin at 4:30 p.m., due to availability of CPR Instructors and are approximately 3 hours in length. If you have special time requests we will try to accommodate; however, we cannot guarantee the availability of instructors to meet any special scheduling needs.

***Please return this completed form to,
Employee Wellness Program, Pulaski Park, Suite 219
or fax to 410-780-9480.
You will be contacted upon receipt of this form
to confirm/discuss your request.***

***Please be advised that courses may be rescheduled or cancelled by
this office due to instructor availability.***

CPR/AED Course Sign up Sheet

Please return this completed form with payment in full to the Employee Wellness Program, Pulaski Park Suite 219, at least one week prior to scheduled course.

School/Office: _____ **Course Contact:** _____

Course Date: _____ **Course Start Time:** _____ (course is approx. 3 hrs)

Participant Fee: \$30 for BCPS employees, \$20 for BCPS coaches, and \$40 for PTA members. Cash or check made payable to Baltimore County Public Schools is due to course contact at time of registration, at least two weeks prior to scheduled course.

Cancellation Policy: One week notice of cancellation is required for a full refund. Participants who cancel with less than one week notice will receive credit for a future course. **Please sign-up only if you are sure you can attend. No “maybe” please!**

Please read the above information, before registering for the CPR course!

<u>NAME</u>	<u>EMPLOYEE</u>	<u>PTA MEMBER</u>	<u>COACH</u>	<u>Amount PAID</u>
	(Please check the status that applies)			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				