

How to schedule a CPR/AED course

Before scheduling a CPR course:

1. Be sure you have the minimum 8 employees needed to schedule CPR training at your school.
2. Inform all interested of course fee. (\$40 for PTA members and \$30 for employees)
3. Read CPR/AED Course Policies. (Page 2 of this document)
4. Find a date that works for all interested. (Generally at least one month notice is needed for our office to arrange a course).
5. Have a second choice date available in case it is needed.
6. Be sure you have a room in your school/office available.
7. Get approval from your principal/supervisor.
8. Be sure you have a working TV/DVD player necessary for the training.

When all 8 steps are completed, contact Karen Heinrich at kheinrich@bcps.org for a CPR Course Request Sheet.

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. Please feel free to contact me with any question you may have.

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: **16**
- **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 BCPS is accepted). Participants should give money to the contact person who is arranging the course.
- **Payment is nontransferable and nonrefundable.**
- **Space requirement:** The school library is ideal but any room with enough floor space for all participants to practice CPR skills would be fine.
- A **TV/DVD** must be available to show the required video.
- **Cancellation Policy:** If the minimum number of employees have not signed up and paid to attend the training at least two weeks prior to the training date the training will be cancelled
- **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 ***CPR/AED Course Request*** form in order to request training at your worksite.

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CPR/AED Course Request Form

To request CPR/AED training 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: _____ email _____
- 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...)

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, Suite219 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.