

# *LifeSavers Paperwork Protocol*

*Always assure you use the most current and updated forms. Please discard all outdated copies as they will be returned to you if sent to LifeSavers.*

***Roster and Participant Form-*** *Must remain 2 sided, one side does not mean anything without the other side filled in.*

- *Courses – Check one box on left side and all other applicable boxes on the right side according to the modules taught.*
- *Fill in the correct number of students taught*
- *Participant List – All names should be printed and legible.*
- *Exam scores for HCP courses only. Score must be 85% or higher. If score is below the 85%, you must have them correct the errors and then you must document the passing score. ie: 90/75*
- *If there is a comment needed, you should use the space under **Comments** to further explain.*
- *If the Form is not filled out in its entirety, it will be sent back to you.*

***Evaluation Form-*** *This is a mandatory form and it must be filled out by each course participant. It must be mailed to LifeSavers with the Roster and Participant Form. (Do not send separately, please paper clip it to the Roster Form.)*

***There is now a first aid evaluation form to be used for all first aid courses.***

***If you teach courses on a routine basis, you can send them together in one mailing instead of several mailings in a 2 week period.***

***Card Order Form – In order to receive certification cards for the course taught. You must send a completed card order form with the payment for the cards.***

***Please DO NOT send in Skills Checklists – Keep in your records only!!!!***

*If you have any questions regarding paperwork and mailings, please call Lifesavers. Do not send incomplete paperwork as it will be returned to you.*