

LifeSavers Paperwork Protocol

Always assure you are only using the 2012 forms. Please discard all outdated copies as they will be returned to you if sent to LifeSavers.

Roster Form- scan/email to LifeSavers – rename with your first and last name and the date of the course.

- **Courses** – Under “Modules”, assure you check the appropriate section taught as this will be reflective on your card orders.
- **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 84% or higher. If score is below the 84%, you must have them correct the errors and then you must document the passing score. ie: 96/80**
- **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 scanned/mailed or mailed to LifeSavers with the Roster.*

If you teach courses on a routine basis, you can send them together in one scan/email or 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!!!!

All records must be maintained for a minimum of 3 years per AHA.

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

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