

LifeSavers Paperwork Protocol

Always assure you are only using the 2024 forms.

Please discard all outdated copies as they will be returned to you if sent to LifeSavers.

Roster Form- scan/email to LifeSavers – Document Name (in subject line) with your First and Last name and the date of the course.

- **Courses** – Under “Modules”, assure you check the appropriate section taught.
- Fill in the correct number of students taught
- Participant List – All names should be printed and legible.
- Exam scores for BLS 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/emailed 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 Processing Form – This is now only found on LifeSavers website, under Training Center, Ecards, place your order there.

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. We no longer have a fax. Please scan and email the Roster and Evaluations.

(612.987.5374 or lifesaversandy@gmail.com)