

# **LifeSavers Paperwork Protocol**

*Always assure you are only using the 2017 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 Please discard all outdated copies as they will be returned to you if sent to LifeSavers.*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 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 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*** – *In order to receive certification cards for the course taught, you must send a completed card order form with the payment for the cards. (cards will be received within 20 business days of receipt of LifeSavers receiving the order).*

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

***(612.987.5374 or lifesaversandy@gmail.com)***