

LifeSavers Paperwork Protocol

Always assure you are only using the 2021 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 Please discard all outdated copies as they will be returned to you if sent to LifeSavers.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.

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