

ACLS Course Cover Sheet

Complete The Entire Form For Each Class. Required for instructor payment.

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| <input type="checkbox"/> Combination Provider/Renewal Course | <input type="checkbox"/> ACLS Prep/Review Course |
| <input type="checkbox"/> Provider Course | <input type="checkbox"/> ACLS Instructor Course |
| <input type="checkbox"/> Renewal Course | <input type="checkbox"/> ACLS Instructor Update |
| <input type="checkbox"/> Accelerated Renewal Course | |

Day Course 1 Course Information

Date	Course Location	Lead Instructor	
Course Start Time	Course End Time	# of Provider Students	# of Renewal Students

Instructor Name(s)	Topic(s) Instructed	Actual Arrival Time	Actual Departure Time	Check Request or Time Sheet Enclosed?
				Check Time None
				Check Time None
				Check Time None
				Check Time None
				Check Time None

Day Course 2 Course Information

Date	Course Location	Lead Instructor	
Course Start Time	Course End Time	# of Provider Students	# of Renewal Students

Instructor Name(s)	Topic(s) Instructed	Actual Arrival Time	Actual Departure Time	Check Request or Time Sheet Enclosed?
				Check Time None
				Check Time None
				Check Time None
				Check Time None
				Check Time None

Course **agenda** enclosed? Yes No

Course **roster** enclosed? Yes No

ONA **sign-in sheets** for each day enclosed? Yes No

All student **learning contracts** enclosed? Yes No

All student **precourse self-assessment** answer sheets enclosed? Yes No

All completed **airway management and CPR/AED skills sheets** enclosed? Yes No

All completed **written exam** answer sheets enclosed? Yes No

All completed **student records (blue cards)** enclosed? Yes No

For each student that was remediated, the remediation efforts were described on the back of the participant's **student record (blue card)**? Yes No

All completed **student evaluations** enclosed? Yes No

Certificates distributed to all participants that successfully completed the course? Yes No

Cards distributed to all participants that successfully completed the course? Yes No

A card will not be issued to any participant who has not paid all course fees and returned their loaner textbook with CD-ROM.

Copies of all cards enclosed? Yes No

All **loaner books with CD-ROMs** returned & checked off on roster? N/A Yes No

Roster Reviewed For **outstanding fees** & fees collected? N/A Yes No

*Any amount already paid by the participant is listed on the course roster under "course fees paid." Paid-in-full = \$0.00 balance
Cost center transfers and invoices are considered "paid." If any questions, call the LifeLink office at (614) 566-8173.*

ECC Handbooks: Number Sold / Amount Collected (\$17.00 Each) # \$

Total amount of **money enclosed**? \$

All manikins cleaned and airways replaced by Lead Instructor or designee? Yes No

CPR manikins must be wiped clean and have lungs replaced. Place several spare airways into each bag.

Notes (e.g. course/student problems, complaints or failures, equipment problems, etc.):

Office Use Only

If Not Distributed In Class, What Date Were **Cards Mailed**? Date _____

Course Evaluations Reviewed? Date _____

Invoice Sent Date _____

Invoice Paid Date _____

Notes: _____
