

**American Heart Association (AHA) Training Center (TC) Administration Procedures  
Lake EMS**

**SUBJECT:** Card Maintenance and Issuance

**EFFECTIVE DATE:** January 6, 2017

**PAGE:** 1 of 1

**SUPERSEDES:** October 1, 2011

**Policy Statement**

Course completion cards will be kept secure and provided to successful participants within 30-days of course completion. Cards are valid for 2-years through the end of the month in which the card was issued.

**Procedure**

Course cards will be issued to all successful participants within 30-days. Cards are only completed after successful course completion and collection of pertinent forms, per the Program Administrative Manual (PAM). Cards will be printed as defined in the PAM. Blank course completion cards will not be issued to individual instructors.

**For ACLS and PALS cards:**

**Lake EMS** **FL-15042**

**Mount Dora, FL 32757** **352/383-4554**

**(Name of participant)**

**Location or name of Training Site**

**TC/TS Coordinator**

**mm/yyyy**

**mm/yyyy+2**

**For BLS and First Aid cards:**

**Lake EMS** **FL-15042**

**Mount Dora, FL 32757** **352/383-4554**

**(Name of participant)**

**Location or name of Training Site**

**(Primary instructor)** **(Inst. ID No.)**

**mm/yyyy**

**mm/yyyy+2**

**Training Center (TC) Responsibility**

Only the TC can order course completion cards. The TC is ultimately responsible for card issuance and security. To ensure limited access and to foster card security, only the TC Coordinator, Administrative Secretary, or TCF, will complete blank course completion cards.

To obtain a duplicate or replacement card, the TC will first verify the participant's attendance and successful completion. Cost for replacement card will be the same as our initial fee.

**Training Site (TS) Responsibility**

The TS may possess blank course completion cards. Cards are to be paid for in advance. The TS is directly responsible for card issuance and security at its location. In addition to the TS Coordinator, the TS will designate 1-person/title to be authorized to print on blank course completion cards

To obtain a duplicate or replacement card, the TS will first verify the participant's attendance and successful completion. Cost for replacement card will be the same as your initial fee.

Compliance is mandatory to remain an active instructor and TS of this TC.