

## *Course Card Management Policy*

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Each student who successfully completes an AHA ECC course is issued the appropriate course card that bears the AHA logo. Course completion cards must be issued within 20 business days of receipt of the course completion, although all cards should be in the students' hands as quickly as possible. If a student receives remediation, the course completion card will have the remediation date for the issue date.

Instructors obtain course completion cards from the UnityPoint Health-Des Moines Training Center (UPH-DM TC). If an organization that has instructors aligned with UPH-DM TC, uses an instructor from another training center to assist with a course, a copy of the instructor's current instructor card (front and back of card) will be required as proof of instructor status in addition to the regular course paperwork.

If a UnityPoint Health-Des Moines CTC aligned instructor is invited to teach at a second TC or with an instructor from another TC, the course completion cards are issued by the sponsoring TC.

It is recommended that all course cards be stamped, typed or computer printed to reduce the risk of cards being altered. It is permissible for only the front of the card to be legibly handwritten (student name, issue date, and recommended renewal date). The handwritten information must be printed in blue or black ink. All information on the back of the card must be stamped, typed, or computer printed. The content of the AHA course cards cannot be altered in any way.

All AHA course cards are valid for two years through the end of the month in which the card was issued. The Instructor's ID number must be included on all course completion cards.

UPH-DM TC will allow BLS Instructors to purchase BLS and Heartsaver cards prior to the course if the instructor has a completed Card Security form on file. BLS cards are sent to aligned instructors. The Training Center name and contact information will already be printed on BLS and Heartsaver cards. Instructors will complete the additional information (including their instructor number) and have the student sign the back of the card.

All ACLS, PALS, PEARS and Instructor cards will be processed by the Training Center after the receipt of the roster, skills checklists, written test answer sheet, evaluation summary, monitoring forms (for instructors) and card order form. The cards will then be sent to the instructor on card order form. If no card order form is received they are mailed to the lead instructor.

UPH-DM TC will issue a duplicate card if a card is lost, mutilated or becomes otherwise unusable. A duplicate replacement card is as valid as the original card. The original course date and recommended renewal date will be used on the duplicate card. UPH-DM TC requires a *Request for Duplicate Card* be completed by the student. A duplicate card fee of \$10 will be charged. The duplicate card will be issued within two weeks of verification of information. (No duplicate card will be made until the request and card fee is received.)

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|--------------------|--------|--------|--------|---------|--------|---------|--------|--|
| Date last review:  | 3/2008 | 3/2009 | 3/2010 | 11/2011 | 1/2013 | 12/2014 | 6/2015 |  |
| Reviewer initials: | wg     | dd     | dd     | dd      | dd     | dd      | dd     |  |
| Changes made:      | yes    | no     | yes    | yes     | yes    | yes     | yes    |  |

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