

EXAMPLE ONLY

[DATE]

Dear Heartsaver® Student:

Welcome to the American Heart Association's Heartsaver® Course. Enclosed are the agenda and the Course Training Agreement.

Please purchase your student workbook at <https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-student-workbook-ebook>.

You may access your workbook on your electronic device (laptop, phone, tablet, etc.). Be sure to make sure your device is fully charged or that you bring a charger with you to class. Review both the agenda and the workbook before coming to class so that you learn more and are more comfortable with the course.

The course is scheduled for

Date: _____

Time: _____

Location: _____

Please wear loose, comfortable clothing. You will be practicing skills that require working on your hands and knees, bending, standing, and lifting. If you have physical conditions that might prevent you from participating in the course, please tell one of the instructors before you pay for the course. The instructor will work to accommodate your needs within the stated course completion requirements. In the event that you are ill, please notify your instructor to reschedule your training.

We look forward to welcoming you on [CLASS DATE]. If you have any questions about the course, please call [LEAD INSTRUCTOR] at (234) 808-4555, Monday-Friday 9am-5pm and Saturday 10am-2pm.

Sincerely,

Khala Santoli, Lead Instructor

Attachments:

Heartsaver First Aid CPR AED Agenda (Page 2)

Course Training Agreement (Pages 3-4)

EXAMPLE ONLY

Heartsaver First Aid CPR AED Agenda for the Heartsaver Course Path

Approximate course path duration without optional topics: 2¼ hours;
time may be extended with additional topics. Lesson times are estimates and can vary from course to course.
Student-instructor ratio 6:1; student-manikin ratio 3:1

Lesson	Duration (in minutes)
Adult CPR AED	
Lesson 1: Adult CPR AED Introduction	9
Lesson 2: Adult CPR	28
Lesson 3: Use an AED (Adult)	8
Lesson 4: Adult CPR AED Conclusion	2
Lesson 5: Adult CPR and AED Skills Test	20
Lesson 7: Adult Choking	5
Break	5
Child CPR AED (Optional; if teaching, add 41 minutes to course path duration)	
Lesson 1: Child CPR AED Introduction	9
Lesson 2: Use an AED (Child)	14
Lesson 3: Child CPR Skills Test	15
Lesson 4: Child Choking	3
Infant CPR (Optional; if teaching, add 37 minutes to course path duration)	
Lesson 1: Infant CPR Introduction	2
Lesson 2: Infant CPR	18
Lesson 3: Infant CPR Conclusion	2
Lesson 4: Infant CPR Skills Test	12
Lesson 5: Infant Choking	3
Lesson 6: Conclusion	2
Break	5
First Aid	
Lesson 1: Introduction	7
Lesson 2: First Aid Basics: Duties and Key Steps	23
Lesson 3: First Aid Basics Summary	2
Lesson 4: Medical Emergencies (Contains optional topics)	10 for required topics (20 for all topics)
Lesson 5: Medical Emergencies Summary	2
Lesson 6: Injury Emergencies	10 for required topics
Lesson 7: Injury Emergencies Summary	2
Lesson 11: Preventing Illness and Injury; Legal Questions	2
Lesson 12: Conclusion	2

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COURSE TRAINING AGREEMENT

This agreement is between [LEAD INSTRUCTOR] and/or [INSTRUCTOR #2] (the "Instructors") and those named on the American Heart Association Roster (the "Student") for the following;

Instruction of an American Heart Association Heartsaver® First Aid CPR AED Course, scheduled [CLASS DATE].

TERMS

PAYMENT SCHEDULE

The Student will pay the Instructor(s) [FEE], due by [DUE DATE]. If payment is not received by the due date, the student will not be accepted attendance to the Course and a certification will not be issued.

PAYMENT METHODS

Payment will be made to the Instructor(s) via cash, check, or by any other payment method determined by the Instructor(s).

NO REFUNDS

The Student will be assumed to have accepted attendance to the Course unconditionally unless circumstances arise out of the control of the Student or Instructor(s). If the circumstance arises, notification must be made to the Instructor(s) at least three (3) days prior to the date of the scheduled Course. The Student will then be eligible for a partial refund of \$45 or they may be rescheduled for a future Course date. In the event the Student is ill, they must notify the Instructor(s) and the Student will simply be rescheduled for a future class. A full refund will not be issued unless the circumstance arises where the Instructor(s) will be unavailable for the scheduled Course mentioned in this Agreement. If the Student is a "no show" and fails to attend the Course, a refund will not be issued, no exceptions.

Student Initials _____

LICENSING

The Instructor(s) promise that they hold all licenses necessary to perform the work, that such licenses are valid and effective as of the date any work is performed or services provided, and that all work performed or services provided will be done in compliance with all applicable federal, state, or local laws and regulations.

AUTHORITY TO SIGN

Each party has the authority to enter into this Agreement and to perform all of it's obligations under this Agreement.

TERMINATION OF AGREEMENT

The Agreement ends at the conclusion of the Course unless one of the parties ends the agreement before that time. If one of the parties chooses to end the Agreement prior to Course completion, the Student is responsible for paying for all materials and costs incurred up until that date.

Student Initials _____

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MODIFICATIONS

The Student and the Instructor(s) must agree to any changes to this agreement in writing.

SIGNATURES

This agreement may be signed electronically or in hard copy. If signed in hard copy, it must be returned to the Instructor(s) for valid record. Electronic signatures count as original for all purposes.

By typing their names as signatures below, both parties agree to the terms and provisions of this agreement.

Lead Instructor **Date**

Instructor #2 **Date**

Student Name

Student Signature **Date**