

ACLS Registration

On behalf of Professional Health & Safety Institute, thank you for your interest in our **Advanced Cardiovascular Life Support Course/Renewal (ACLS)** classes.

The ACLS course was developed by the American Heart Association to develop your proficiency in the ACLS guidelines Prior to the class you need to have successfully completed a **Basic Dysrhythmia / Rhythm Recognition Course** (<http://www.phsinstitute.com/UnderstandingECG.pdf>) and be competent in Cardiac Monitoring. The course consists of lectures, skill stations, teaching stations and a final evaluation session. **ACLS provider cards are valid for a two (2) year period.**

In order for you to have a successful experience in ACLS, **review of the material in the *Advanced Cardiovascular Life Support Provider Manual* (both copyright 2010) is necessary. The study packet that is provided includes the current ACLS algorithms. This is located at www.phsinstitute.com click on study information for class. You must thoroughly review these materials prior to class.** Although each course provides lecture and training sessions, past experiences have illustrated that participants must come well prepared to successfully complete ACLS. American Heart Association places a great deal of emphasis on Basic Life Support, **so it is imperative that you review basic life support** as well.

Please note that you will be responsible for your own breakfast, lunch and snacks. You are welcome to bring a bag of lunch or use our cafeteria. **Classes begin promptly at 8:00 am and end by 5:00 pm, Unless you are informed differently prior to class.**

If you have any questions or concerns about the registration process, please do not hesitate to call, 240-988-8755 (Monday thur Friday from 9am to 5pm)

We hope that you will find this program a valuable experience, and thank you for your interest in our ACLS courses. We look forward to seeing you.

Please note the following as well:

You must have a current BLS Healthcare Provider card on the first day of the ACLS class.

- **If you are taking this class for the first time or if your card is expired, you must take the ACLS Provider Class.**
- You are not registered until we have received your completed registration form online and payment of all fees and (or) deposits \$25.00 <http://www.phsinstitute.com/signup.html>.
- the application must be completed or it will not be processed.
- No holding of space (you make a \$25 non-refundable deposit) <http://www.phsinstitute.com/signup.html> or Mail-in.
- Parking and Sign-in at 15 minutes before class
- All classes start on time

REGISTRATION / CANCELLATION / REFUNDS / RESCHEDULING POLICY

Applicants
Please submit the following: <ol style="list-style-type: none">1. Registration form online http://www.phsinstitute.com/signup.html2. Checklist3. Payment (online or at class (at class must be cash)4. Copy of BLS & ACLS card (if taking renewal)
<p><u>If you do not have a current ACLS Book, you must purchase the current book. \$50.00</u> http://www.phsinstitute.com/signup.html No refunds will be given for purchased books.</p> <p>❖ Books may also be ordered online. Additional information is available on www.americanheart.org.</p>
<p>Refunds of the class fee will be given only if you notify: Scheduling Office, 2nd floor, Professional Health & Safety Institute Professional Health & Safety Institute 7610 Pennsylvania Ave. Ste.203, Forestville, MD 20747* PHSI2003@comcast.net *240-988-8755</p> <p>❖ at least ten (10) business days before the scheduled class.</p> <p>❖ <u>You are allowed one (1) rescheduling without additional payment provided you have given the five (5) calendar day notice.</u></p>

CLASS SIZE POLICY: If a class has less than five (4) registered participants five (5) calendar days before the class, we may cancel the course. In this case, we will notify students (via email) of rescheduling or refunds. **BUT CANCELATIONS ARE RARE.**

INCLEMENT WEATHER POLICY: ACLS will only be cancelled under extreme emergency condition. A message will be left on voicemail at (240)988-8755 regarding closure or late opening.

****** PLEASE BRING YOUR BOOK AND PRECOURSE PREPARATION CHECKLIST TO CLASS! ******

**** Cleaning solutions such as bleach and other disinfectants may be used to sanitize manikins. Please inform your instructor of any allergies. ****

PROGRAM LOCATIONS

Professional Health & Safety Institute
7610 Pennsylvania Ave. Ste.203,
Forestville, MD 20747
Phone: (240) 988-8755

All classes are held in the Professional Health & Safety Institute on the 2nd Floor of 7610 Pennsylvania Ave. Ste.203, Forestville, MD 20747. Once inside the main entrance, go upstairs to the main hallway turn right last door on right. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.

**Advanced Cardiovascular Life Support
Provider / Renewal Course Checklist**

Please complete by check off items that apply to you and bring to class with you:

- I understand that pre-course study correlates with my success in the ACLS Program.
- I have or will obtain a current ACLS book.
- I understand that ACLS is a national, standardized program and that I must pass the three testing stations within AHA time limits stated by the ACLS instructor to pass the course.
- I have included my deposit/payment to hold my space in this class. I understand that if I do not attend my scheduled ACLS class without canceling at least five (5) calendar days for non-employees before the scheduled class, my \$25.00 deposit is non-refundable, remainder of the payment will not be returned.

- I have read, understood and agree to the ACLS Registration/Cancellation/Rescheduling and Refund Policy described in this form.
- Cleaning solutions, such as bleach and other disinfectants, maybe used to sanitize manikins. Please inform instructor of any allergies. Professional Health & Safety Institute is not responsible for any damage that may occur to clothing during the course. Participants are requested to wear comfortable clothing during skills demonstration. Please remove any lip gloss/lipstick prior to breathing demonstration.

(Registrant Signature)

(Date)