



**HEART &
STROKE
FOUNDATION
OF ALBERTA,
NWT & NUNAVUT**

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As of February 10, 2012: Course Notification Form submission is only required for open courses to be advertised on the Heart and Stroke Foundation of Alberta, NWT & Nunavut -Resuscitation Education website, to allow potential students to access courses in their community.

Course Notification Form submission is **no longer required for closed courses** where the course is provided to a designated group, and advertising for student registrants is not required.

“OPEN” COURSE NOTIFICATION FORM

Please “✓” one: ACLS Provider ACLS EP PALS Provider
 ACLS Renewal PALS Renewal

Course Coordinator Email: _____ Daytime Phone # () _____

Course Coordinator: _____ Medical Director: _____

(It is the responsibility of the individual hiring course faculty to ensure Instructors are currently registered with the Heart & Stroke Foundation. If unsure, ask them to show their Instructor card.)

If you are the Course Administrator, please supply your name, email & phone # (if differs from above):

Name/email/phone #: _____

INFORMATION FOR THE RESUSCITATION EDUCATION WEBSITE

Course Site: _____ City/Town: _____ Course Date(s): _____, 20__

Contact information for students to register into this course (if different from Coordinator listed above):

Name: _____ Ph: () _____ Email: _____

Website on-line registration: _____

TEXTBOOKS / EQUIPMENT

To order textbooks and equipment, refer to the Resuscitation Education website at www.resuscitationeducation.ca under menu item “Resuscitation Resources”. The “Resuscitation Resources Order Form” is available (bottom of page) to print, complete and fax or email to your local Resource Dept.

✓	POST COURSE SUBMISSION CHECKLIST
	<p>“Legible” printed fully-completed original course roster(s) signed by the course Coordinator and Medical Director. (ACLS Provider & Renewal courses: Medical Directors signs roster if on-site for course; if off-site, the course Coordinator signature is sufficient.) ACLS EP & PALS Medical Director MUST sign roster – no exceptions.</p> <p>If roster is illegible and/or missing student address information, roster will be returned to Course Coordinator.</p> <p>Please utilize the most current version of the roster on the R.E. website (includes student email addresses).</p>
	<p>** Student administration fees \$2.00 (plus GST) per successful student. Fee not applicable for NYS students. (If GST Exempt, appropriate documentation/information needs to be attached to payment)</p>
	<p>Retest/NYS scenario <u>and</u> written answer sheets only. All other answer sheets are for your records, please shred (do not recycle).</p>

Please submit the post-course documentation to the Resuscitation Education office as soon as possible upon course completion, as students often call our office looking for their cards, and sometimes we do not have the roster. Once the HSFC Instructor Portal is launched, rosters and student admin fees will be submitted online. More information will be provided to you at that time.