

BLS INSTRUCTOR COURSE NOTIFICATION

Lead Instructor Trainer Name: _____ Daytime Phone #: () _____
Course Location: _____ Course Dates: _____ # of students: _____
(Site & City/Town) (include year)

OPEN TO PUBLIC **CLOSED COURSE**

Instructor Trainers assisting

Please indicate contact person for course information / registration to be posted to the website:

Name: _____ Ph: () _____ Email: _____

The BLS Instructor Curriculum Package MUST be purchased from Resuscitation Education Resources at time of course notification. Contact Christine Williams at 1.877.473.0333 or 780.733.3688.

RESOURCE ORDER FORM

Number of Core Instructor Resources required (Each IT MUST have a resource prior to assisting):

_____ Core Faculty Guide

Number of student resources required (Each student must have one of each):

_____ Core Instructor Course Workbook (MUST be provided to students 4-5 weeks prior to course date)

_____ IRRP

_____ BLS Instructor Kit (includes: HCP Instructor DVD, HCP Instructor Manual with Lesson Maps, HCP Student Manual and Stopwatch)

Date Textbooks Required: _____

Equipment Requirements: _____

_____ Date Equipment Required: _____

BILLING INFORMATION:

Method of Payment for Equipment and/or Texts: _____

Cannot invoice for under \$50.00 (if paying by credit card: indicate card #, card type and expiry date)

*Invoice to: _____

_____ Phone #: () _____

*** Required: (A copy of the Purchase Order with billing information and a legible signature must be included with this notification to ensure your Resource order is processed.)**

SHIPPING INFORMATION:

Pick Up (✓) _____ Equipment, Textbooks or Ship to: _____

Attention: _____ Phone #: () _____

Method of Shipment: Greyhound Collect OR Collect on Receiver's Account (following **REQUIRED**):

Purolator

Courier Name: _____

DHL

Acct #: _____

Dynamex

Phone #: () _____

ADDITIONAL INFORMATION: _____



Resuscitation Education
10985 – 124 Street NW
Edmonton, Alberta T5M 0H9
Email: re@hsf.ab.ca

Edmonton Area: 780.733.3689
Free Long Distance: 1.877.473.0333
FAX: 780.454.1593
Website: www.resuscitationeducation.ca

COURSE NOTIFICATION PROCESS FOR BASIC LIFE SUPPORT INSTRUCTOR COURSES

It is the responsibility of the Lead Instructor Trainer to submit the Notification form a **minimum of six weeks** prior to the proposed course to Resuscitation Education. The BLS Instructor Curriculum Package **MUST** be purchased from Resuscitation Education Resources at time of course notification. Contact Christine Williams at 1.877.473.0333 or 780.733.3688.

Please fax or email the notification form, as listed below.

A list of all BLS Instructor Courses occurring in Alberta, Northwest Territories and Nunavut will be maintained by Resuscitation Education and posted on the website in order to facilitate access by the community.

Upon completion of all HSFA BLS Instructor courses occurring in Alberta, the Northwest Territories and Nunavut, the Lead Instructor Trainer is responsible to mail the original completed roster(s) (signed by the course Coordinator), the course evaluations and the BLS Instructor Curriculum Package **within two weeks of the course end date** to:

Resuscitation Education

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Finding answers. For life.