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## Getting your Paperwork Processed

- 1) Be sure your paperwork is completely filled out, and that student names and email addresses are typed. Make sure you are using the most recent forms which are located on our website.
- 2) Be sure you have made copies (roster/course summary sheets etc.) for your own records.
- 3) Send to First Aid Plus (**sorted in the order listed below**):  
Paperwork should not be stapled, please duplex (front and back) forms that come duplexed (i.e. Skills Testing Checklists)

### **BLS PROVIDER COURSE**

- Course Summary Sheet/Roster (Front/Back – 1 Sheet)
- \*Test Answer Sheet OR AHA Elearning Certificate
- AHA BLS Provider Course Skill Check-off Sheet (Adult – 1 Sheet)
- AHA BLS Provider Course Skill Check-off Sheet (Infant – Front/Back – 1 Sheet)
- All Evaluations should be placed last

\*The Test Answer Sheet OR AHA Elearning Certificate should be placed together for Student #1; Student #2, etc.

### **HEARTSAVER**

- Course Summary Sheet/Roster (Front/Back – 1 Sheet)
- AHA Elearning Certificate
- \*FA Skill Check-off Sheet / Adult CPR Skill Check-off Sheet (Front/Back – 1 Sheet)
- \*Child CPR Skill Check-off Sheet / Infant Skill Check-off Sheet (Front/Back – 1 Sheet)
- All Evaluations should be placed last

\*The FA/Adult CPR Skill Check-off Sheet & Child/Infant Skill Check-off Sheet (if completed), should be placed together for Student #1; Student #2, etc.

### **Check or money order for total amount**

Mail to:

*First Aid Plus*  
1819 N. 119th St  
Wauwatosa, WI 53226

**OR**

Leave paperwork in the green dumpster (be sure to call, or email to notify us that you dropped it off)

**NOTE: FOR INCOMPLETE OR UNSORTED PAPERWORK, THE INSTRUCTOR OR COMPANY WILL BE CHARGED \$30.00 PER HOUR TO COMPLETE OR SORT THE PAPERWORK. Please call if you have ANY questions at 414-476-8054.**

