Refund Policy: Cooper Employees

A non-refundable cancellation fee of $125.00 will be charged to Cooper employees who cancel less than four weeks prior to the date of the course.

A “no-show” fee of $175.00 will be charged to Cooper employees who do not show for the course.

A fee of $125.00 will be charged to Cooper employees who are unsuccessful in obtaining an Instructor candidate application on Day 1 of course.

Refund Policy: Non-Cooper Employees

Cancellation for this course must take place 4 weeks prior to the date of the course for a full tuition refund. **There will be no refunds or transferring to another course for cancellations within four weeks of the course date or for participants who are unsuccessful in obtaining an Instructor candidate application on Day 1 of the course or unsuccessfully completes Day 2 of the course.**

Requirements for Instructor candidates

1. Be accepted by an AHA Training Center before enrolling in a BLS Instructor Essentials course and have a completed Instructor Candidate Application on file with the accepting Training Center.

2. Have current BLS Provider status and be proficient in all skills of that discipline.

3. Successfully complete the BLS Instructor Essentials course (both online and classroom portions). Students must also print the certificate of completion from the online portion for entry into the classroom portion.

4. Successfully be monitored teaching their first course within 6 months of completing the discipline-specific classroom Instructor Course (Training Center Coordinators can require additional monitoring if needed).

The Life Support Training Center reserves the right to deny course registration requests if all required information is not provided.

Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.
**BLS INSTRUCTOR COURSE FORM**

**Name (please print):**

**Home Address:**

City State Zipcode

Professional Status Dept. Employer Name

Home Phone # Work Phone #

**Current AHA BLS Expiration Date:** ____________  
(Please attach card copy with this form)

**Course Date:**

February 19, 2019  5:00pm - 9:00pm  
February 20, 2019  9:00am - 4:00pm

(Registration deadline is 30 days before course)

**Tuition:** $375.00  
BLS Instructor Essentials Online Course purchased through www.Onlineaha.org ($30.00)

**Cooper Employees:** If you wish to have your payroll deducted $225.00 for the manuals (Non-refundable), please sign here:

X ____________________________

Participant Signature (Required)  Date

**Non-Cooper Employees:** Payment by credit card

Credit card# __________________________  Exp Date  __________________________

Signature __________________________

**Return registration & payment to:**
Cooper University Hospital  
Life Support Training Center  
One Cooper Plaza, Dorrance 253  
Camden, NJ 08103

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**Life Support Agreement**

All course participants **MUST** complete and sign this agreement to complete registration.

I do authorize Cooper University Hospital’s “Life Support Training Center” to deduct from my paycheck the sum of $125.00 for cancellation four weeks prior to the course or $175.00 for “No Show” under the terms and conditions of the Payroll Deduction Agreement for the Life Support Training Center with Cooper University Hospital. I am also aware that a charge of $125.00 will be deducted from my paycheck if I need to reschedule due to arriving to the course late.

**Note:** Cancellation fee still applies if you register for a course less than 4 weeks before the course date.

There will be no refunds or transferring to another course for cancellations within four weeks of the course date or for all participants who are unsuccessful in obtaining an Instructor Candidate Application on Day 1 of the course or unsuccessfully completes Day 2 of the course.

X ____________________________

Participant Signature (Required)  Date

**Enclosed with this form:**

___ Tuition Fee $375.00
___ Copy of current AHA BLS card
___ For Cooper employees $225.00 for required manuals.

**Registration Information:**
Each applicant **must** include a copy of their current AHA BLS provider card. Only complete applications will be considered for the course. **Incomplete** applications and those without tuition fees, will be returned.

**Prerequisites:**
- Current AHA BLS provider status
- Exemplary BLS performance skills
- AHA Instructor candidate application (given after successful completion of Day 1)

**Course Date:**

February 19, 2019  5:00pm - 9:00pm  
February 20, 2019  9:00am - 4:00pm

(Registration deadline is 30 days before course)

**Tuition:** $375.00  
BLS Instructor Essentials Online Course purchased through www.Onlineaha.org ($30.00)

**Cooper Employees:** If you wish to have your payroll deducted $225.00 for the manuals (Non-refundable), please sign here:

X ____________________________

Participant Signature (Required)  Date

**Non-Cooper Employees:** Payment by credit card

Credit card# __________________________  Exp Date  __________________________

Signature __________________________

**Course Location:**
Cooper University Hospital  
Dorrance Building  
Classroom #256  
Camden, New Jersey

**For more information, please call:**
(856) 342-2009  
Or email the office at: lifescape@cooperhealth.edu