

Wooster Community Hospital  
American Heart Association Class Registration

**PALS**

Name: \_\_\_\_\_ email: \_\_\_\_\_ Emp. Clock #: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Department.: \_\_\_\_\_ Bloomington WCH Contracted

To register, please complete this form and mail to Russ Leonardi (AHA Office). Registration closes two weeks prior to the class or when class is full.

- Plan to attend your PALS class on a day which you are not scheduled to work. Nurse Exec has decided that staff will attend AHA classes in addition to their normal work agreement. You will be paid for the time you attend class. Please discuss any scheduling concerns with your manager.
- The scheduled class time will be noted on your work schedule in KRONOS. The Training Center Coordinator will notify your manager and nursing office if you do not attend the class or you withdraw within 2 weeks prior to the class date. You may, at your manager's discretion, receive an attendance incident for not attending a class for which you have registered.

**Schedule early!** An email will be sent to you confirming your registration. **You are responsible for notifying your manager and the Scheduling Office of the class date/time for your scheduled work time.** If you have any questions, please call ext. 8139.

\_\_\_\_ **PALS UPDATE CLASS** – This class is offered to employees that have current PALS and BLS cards. If your card is expired by less than one month, you may still take the renewal class. If your card is expired by more than 30 DAYS you will need to take the PALS Provider course.

All class times are 0800-1700. Please choose DATE you will be attending:

February 6, 2019	September 6, 2019
April 10, 2019	December 2, 2019

\_\_\_\_ **PALS HEARTCODE CLASS** – This class is offered to employees that do NOT have a current PALS card, but DO have a current BLS card. If your card is expired by more than 30 DAYS, or if you have never had a PALS card before, this is the appropriate class for you. This class is free to employees new to a PALS required position. If you are a WCH employee and allowed your PALS card to expire by more than 30 days, the fee to take this class is \$132. Please note that the HeartCode PALS online course takes approximately 8.5 hours to complete.

All class times are 0800-1500. Please choose DATE you will be attending:

March 15, 2019	
October 30, 2019	

By signing below (or checking the box for email forms), I authorize Wooster Community Hospital to deduct the cost of the *PALS Provider Manual* (\$40) and/or the PALS access key (\$120) from my pay if I do not return the book the day of skills testing or complete the skills testing within 60 days of completion of PALS HeartCode key.

I agree to the terms stated above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 For Office Use Only

Manager Notified: \_\_\_\_\_ Date: \_\_\_\_\_  
 Nursing Scheduling Notified: \_\_\_\_\_ Date: \_\_\_\_\_  
 Type of Book: \_\_\_\_\_ Book # \_\_\_\_\_ Date sent to Payroll: \_\_\_\_\_