Wooster Community Hospital
American Heart Association Class Registration

ACLS

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 ACLS 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 to notify your manager and the Scheduling Office of the class date/time you are
registered to attend. If you have any questions, please call ext. 8139.

Please choose the CLASS and DATE you will attend:

____ ACLS/BLS COMBINED UPDATE CLASS – This class is offered to ACLS card holders that have current
ACLS and BLS cards. If your cards are expired by less than 30 days, you may take this renewal class, as
WCH offers a 30-day grace period. If your card has expired by more than 30 DAYS you will need to take
the ACLS Initial Provider course. Class times are 0800-1630. Registration begins at 0745. A BLS and ACLS
book will both be sent via interoffice mail.

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<tr>
<th>January 31, 2019</th>
<th>July 16, 2019</th>
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<tr>
<td>February 27, 2019</td>
<td>August 14, 2019</td>
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<td>April 24, 2019</td>
<td>October 23, 2019</td>
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<td>May 17, 2019</td>
<td>November 20, 2019</td>
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<td>June 13, 2019</td>
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____ ACLS INITIAL CLASS – 2 DAY COURSE - This class is intended for first time students or students with
expired cards. Student must have a current BLS card. Class time: day one (0800-1635) & day two
(0800-1200).

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<th>March 19 &amp; 20, 2019</th>
<th>September 12 &amp; 13, 2019</th>
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By signing below (or checking the box for email forms), I authorize Wooster Community Hospital to
deduct the cost of the ACLS Provider Manual ($39) from my pay if I do not return it the day of the class
and/or $132 for the access key, if required for a class, that I do not complete in the required timeframe.

☐ I agree to the terms stated above.

Employee Signature: __________________________________________ Date: ______________________