

## Roster completion procedures

### Online course with Skills session

1. **Course Roster**, (with name printed clearly)
2. **Online course certificate**
  - a) If student/employee failed the online course then submit the written test score and answer sheet
  - b) If student/employees certificate is greater than 60 days, then we will need the certificate **and** written test\
3. Online AHA BLS course **MUST** be completed before skills session
  - a) A student/employee may NOT challenge the BLS course
  - b) Contact Gil Somers if you have questions at gjs9f@virginia.edu
4. Student evaluation of course

### Video based courses

1. Course Roster, (with name printed clearly)
2. Written test score, (where applies)
3. Student evaluation of course

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