

Roster completion procedures

PLEASE NOTE: All Instructor information must be on the roster or it will not be processed until completed

Online course with Skills session

1. **Course Roster**, (with students name printed clearly)
2. **Online course certificate**
 - a) Attach copy to the roster
 - b) Student's certificate should not be greater than 6 months if so please contact the LSLC at
 - 434-9282-1766 or email us at rblsmailbox@hscmail.mcc.virginia.edu
3. Online AHA BLS course **MUST** be completed before skills session-No Exceptions!
 - c) A student may NOT challenge the BLS course
 - d) Contact Gil Somers if you have questions or concerns at gjs9f@virginia.edu

Video based courses

1. Course Roster, (with name printed clearly)
2. Written test score, (for HCP courses, No written test for HeartSaver courses in Virginia)