



**American
Red Cross**

Washtenaw County Chapter

Corporate Safety Training Initial vs. Review Class Eligibility

In an effort to keep our community and your business or organization's most valuable asset, your employees or members, at their peak in the vital life-saving skills taught in the American Red Cross's CPR and First Aid classes, the American Red Cross has defined the standards for determining whether a student is eligible for taking an initial class or participating in our review classes.

Initial Class

These classes are designed for those individuals that **have never before completed CPR or first aid training or those that have not had the training within 2 years.**

These classes range from 4 hours to 9 hours, depending on the topic of the class and the corresponding required length set forth by our national organization.

Review Class

These classes are designed for those individuals that have completed CPR or First Aid training **within 2 years from their completion date on their most recent certification.**

Frequently Asked Questions

Q: My card expired over a year ago from today's date, would I be eligible to take the training being offered through Corporate at my workplace?

A: The American Red Cross policy will permit individuals that have completed training within two years to attend review classes for recertification. If a student's certification card, Red Cross or another vendor has a date of training completion on it within 2 years from the current training date, the student may attend the review class for recertification. If the date of training completion, **not** expiration, is over 2 years ago in the past, the student will need to attend an initial (also commonly referred to as a "full" or "complete") class.

Q: At my workplace/organization, I have a mix in regards to experience and skill level of CPR training history for my employees/members. A few have been doing this training for several years and a few have never had the training before. Can I have just one class, since I won't have 8 students in any one group?

A: Yes. Corporate Safety Training encourages your workplace/organization to host as many classes that are convenient for you and your employees. However, keeping our initial vs. renewal class participation policy in mind, those student that have not had

training within the past 2 years will be required to attend an initial class. Therefore, the Corporate Training Specialist will advise you to schedule an initial class for all of your employees/members to keep the cost of the training down.

If the employees/members that have been attending training for years and are not willing to participate in an initial class, and you are willing to arrange for a separate class, the minimum charge equivalent to 8 participants will apply to both classes. On your invoice there will be the minimum charge (equivalent to 8 participants) for each class.

Q: I have 8-10 employees/members that will be taking the review class I scheduled, but I have 1-2 who are unable to make it on the day I scheduled. What is the best option for getting them trained without having to schedule a second class?

A: The best option would be to work with the Corporate Safety Training Specialist to have your employees/members take a community class offered here at the chapter at pre-scheduled dates. The corporate specialist will ask you the availability of your employees/members and provide you with dates of classes with openings, and if they wish to take a specific class on a provided date, the corporate specialist will place the individual on the enrollment roster while on the phone with you.

You will need to provide the employees/members full name, home mailing address, phone number they can best be reached, and an e-mail address (optional, but VERY helpful) over the phone or through e-mail to complete the registration. Upon being registered, the corporate specialist will e-mail you a confirmation e-mail.

If you wish to have the company/organization invoiced for the student's registration, the corporate specialist will do this as well once the student is registered. You would be invoiced for the cost of the class. If the student does not attend the class for any reason, the Washtenaw Co. Chapter has a **no refund policy** in which all registration fees, once collected, will not be refunded if the student does not attend or does not complete the training. Payment is expected before the date of training.

If the student is unable to make the training for any reason or they are not able to complete the training for any reason, a \$10.00 rescheduling fee will be assessed as long as the student contacts the corporate specialist within 48 hours of the missed/incomplete training date. If the employee/employer fails to contact the corporate training specialist within 48 hours, the employee/company will be assessed the full cost of the class.