

ELECTRONIC RENEWAL PROCEDURES

BLS

- Employees must go into NetLearning and sign up for a skills check-off day for their BLS certification renewal.
- After signing up for a skills check off day, employees will gain access to the online portion by emailing Jennifer Longo for an activation code. They may also pick up an activation code by coming to Employee Services.
- Prior to an employee being given an access code, it will be verified that they have a current BLS certification to verify they qualify to take the renewal program.
- They will be given the access code to the online BLS program no more than 30 days prior to the renewal check off date. This is done to effectively forecast the need for BLS online renewal licenses as well as ensure the information is fresh for the skills check off station.
- Employees may be paid for the time it takes to do both the online version and the skills check off.
 - If an employee takes the online course on campus they are required to clock in and out, just as they would if attending a physical class (the online class should take **no more** than 2 hours).
 - If an employee takes the online course from their home, they must get manager pre-approval to get paid for their time. They will be reimbursed for up to 2 hours(the standard amount of time the class should take). This time should be reported to their unit's Kronos time editor and again, approved by the manager.
 - Upon completion of the course, employees are required to print out the completion certificate and take it to their skills check-off day. They **WILL NOT** be allowed to do their skills check-off without this certificate.
 - If an employee is coming in off-shift, they are required to clock in and out for their skills check off time. This should take no more than 30 minutes. They should clock in when the instructor is ready to check off their skills and clock out when they have completed the skills check-off.
 - Check-off times will run every 30 minutes.

ACLS

- Employees must go into NetLearning and sign up for a skills check-off day for their ACLS certification renewal.
- After signing up for a skills check off day, employees must come to Employee Services to pick up CD-ROM Electronic ACLS Program
- Prior to an employee being allowed to check out an ACLS CD-ROM program, a current card must be shown to verify they qualify to take the renewal program. Verification may also be completed via NetLearning
- They will check out the CD-ROM program no more than 30 days prior to the renewal check off date. This is done to effectively forecast the need for CD-ROM programs as well as ensure the information is fresh for the skills check off station.
- Employees **MUST** complete the CD-ROM program **PRIOR** to attending a renewal check off

- Employees may be paid for the time it takes to do both the electronic version and the skills check off.
 - If employees take the electronic course on campus they are required to clock in and out, just as they would if attending a physical class (the online class should take no more than 8 hours).
 - If employees take the online course from their home, they must get manager pre-approval to get paid for their time. They will be reimbursed for up to 8 hours (the standard amount of time the class should take). This time should be reported to their unit's Kronos time editor, and again approved by the manager
 - Upon completion of the course, employees are required to print out the completion certificate and take it to their skills check-off day. They **WILL NOT** be allowed to do their skills check-off without this certificate.
 - If an employee is coming in off-shift, they are required to clock in and out for their skills check off time. This should take no more than 60 minutes. They should clock in when the instructor is ready to check off their skills and clock out when they have completed the skills check-off.
 - Check-off times will run every 60 minutes.

PLEASE NOTE: Absolutely **ALL** electronic renewals **MUST** come through the training center. Employees should not seek out electronic renewals without coming through the training center – WMC only accepts American Heart Association Programs and there are many fraudulent sites out there.

Any questions regarding the electronic renewal process should be directed to Allison Bower (x2146, abower@wmcnet.org) or Jennifer Longo (x2073, jlongo@wmcnet.org).