

# Training Memo: Student Workbook Policy for Heartsaver® (Lay Provider) Courses



## CPR & Emergency Cardiovascular Care

<b>Date of Release</b>	May 23, 2017
<b>Purpose</b>	<p>To reiterate and clarify policy on AHA student workbooks in Heartsaver (lay provider) courses to ensure consistent use of AHA ECC course materials. This memo applies to US Training Centers (TCs) and Training Sites (TSs) only.</p> <p>The Program Administration Manual requires TCs to ensure each student has his or her personal copy of the current, appropriate textbook or student manual, in eBook or hard copy, for an Instructor-led (ILT) Heartsaver course where a course completion card is issued.</p>
<b>General Information</b>	<p>This policy ensures that students can adequately prepare for the course, reference material during the course, and refer to the information in the book after the course.</p> <ul style="list-style-type: none"><li>• Each student <b>must</b> have a his or her personal copy of the current, appropriate course textbook or manual, in eBook or hard copy, to prepare for the course and <b>to take home and keep for personal use after the course. There are no exceptions in lay provider courses.</b></li><li>• TCs and TSs that fail to adhere to the policy are not in compliance with the requirements for issuing course completion cards and may not issue course completion cards for courses where this requirement is not met.</li><li>• Failure to comply could affect TC status.</li></ul>