

*221 NE Glen Oak Avenue
Peoria Illinois 61636*

FROM: Lisa Gillespie BSN, RN, CPN CTC Coordinator
672-4216

RE: *MATERIALS FOR CPR RENEWAL CLASS*

You are presently registered for the following CPR Class:

Type of Class: Renewal- Healthcare Provider
Date: _____
Time: 1:00-4:00 pm **OR** ____ 5:30-8:30 pm
Place: **Methodist Morrion Room**

If you have paid for this class: the cost of the class does not include a book . A loaner book is available for check out prior to every class to help you prepare for this course in the MMCI CICA Office on 4 Glen Oak that can be checked out if you need one (please call 309-672-5648 to reserve one). If you are a Methodist Employee: study loaner books may be still be obtained from your Department Manager, CNS, Unit-Based Educator or some other designated person within your department.

You must return any loaner books (in the same condition), or you will be billed \$15.00 for the cost of the book. All CPR loaner books will be returned at your scheduled class, even if you are unable to attend so that others may have access to the book.

Cancellations:

Cancellations received one week prior to a paid course will receive a refund, minus a \$15.00 processing fee. Cards will be distributed at the conclusion/passing of your course or within 2 weeks of your class attendance.

All equipment used for this class has been maintained according to the Methodist decontamination and sanitation policy. All class participants will use your own one-way valve (fits into the masks) to use during all practice and competency stations of this course. It should be thrown away after the class concludes.

If you are unable to attend, or if you have questions, please call me as soon as possible at 672-4216. Arrangements may need to be made to cancel already-scheduled instructors.

Thank you. *Lisa Gillespie, Methodist CTC Coordinator*

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.