

Check List for My First Class

Supplies

- ___ **Manikins** (Maximum of 3 students per manikin in the class.)
- ___ **DVD or VHS** (Make sure you have the right video. Each class has its own.)
- ___ **Manikin Face Shields** (The thin plastic face shields that are used when the students practice mouth to mouth. Each student will need to have their own for practicing.)
- ___ **Micromasks** (The hard plastic masks. The one-way valves attach to the mask and are used for mouth to mask practice. You need to have 1 micromask per manikin.)
- ___ **One-way Valves** (Disposable or reusable valves. Each student will need to have their own valve.)
- ___ **Ambu Bags** (Ambu bags are required for teaching a Healthcare Provider course. It is best to have one Ambu bag per manikin.)
- ___ **AED Trainer** (If you are teaching a course that includes the AED you will need to have a trainer.)

Paperwork

- ___ **Course Roster** (A master copy is attached to this sheet or can be download from www.LRNCPR.com. Please complete the front and back of the roster before sending a copy to Training Concepts when your class is done.**)
- ___ **Course Evaluation** (A master copy is attached to this sheet or you can download it from www.LRNCPR.com. Each student will need to fill out an evaluation at the end of the course. The completed evaluations need to be sent to Training Concepts along with a copy of the roster.)
- ___ **Skills Checklist** (You will find master in your instructor manual. Fill one of these out for each student. DO NOT send these to Training Concepts, they are for your records.)
- ___ **Health Care Provider Test, Answer Sheet and Answer Key** (HCP is the only course that has a test and are found on the CD that was given to you at the instructor course.)
- ___ **Course Completion Cards** (Pre-buy cards for your class or purchase them after teaching the class from Training Concepts. Please see the Training Concepts card pricing sheet to order the cards that you need. The cards need to be ordered in multiples of three and must be date stamped with Month and Year when you give them to the students.)

*Some supplies & rentals are available through Training Concepts, please see material & rental forms. You may also purchase supplies (excluding the course cards) on your own from World Point (www.eworldpoint.com), Channing-Bete Company (www.channing-bete.com) or Laerdal Medical Corporation (www.laerdal.com).

**If you are part of a group or site that is affiliated with Training Concepts your rosters and evaluations will need to be turned into the site or group head instead of Training Concepts.