

Roster submission checklist

After your course, please submit the following to the TC:

- **Completed and signed course roster. All sections of the roster must be completed or it will be sent back to you!**
- **A sign-in sheet with all of the students' names in their own handwriting. We do not recommend that you use the back of the roster for this purpose since we often cannot read the students' handwriting. You can make your own sign-in sheet using a blank sheet of paper with the course type and date at the top.**
- **A summary of the students' course evaluation responses. A PDF version (for tallying by hand) and an excel version (for automatic tallying) can be found in the instructor forms section of the website.**
- **A check or money order. BLS and Heartsaver cards cost \$3/each. ACLS and PALS cards cost \$5/each. If you would like to pay by credit card, please mark that on the front of your roster and give us a phone number at which to contact you for a credit card number.**

Mail your paperwork and payment to:

**National EMS Academy
Attention AHA TC
2916 North University Bldg B
Lafayette, LA 70507**