



## First Aid and Cardiopulmonary Resuscitation (CPR) Training & First Aid Kits


- On-site Coordinators are required to successfully complete First Aid Training and CPR Training via log-in information provided by their Program Manager.
- On-Site Coordinators must present both First Aid Training and CPR Training completion certification to their Program Manager
- On-Site Coordinators shall keep with them at all times the supplied First Aid Kit. They are responsible for maintenance and may request replacement supplies from their Program Manager as necessary.
- Refer to On-Site Coordinator Best Practices Handbook for reporting if there is an instance where first aid is required.

Dear Student,

Hello and welcome to CPR and AED, First Aid, Healthcare Provider CPR, Bloodborne Pathogens and healthcare certification trainings by American Health Care Academy.

Your group admin has purchased our Nationally Accepted healthcare certification course(s) for you to complete! Once you have received your personal **authorization code** from your supervisor, please refer to the following instructions to begin your class.

### **Beginning the course:**

1. Go online and visit **cpraedcourse.com**.
2. Click on “**Register Now**,” which is located on the top menu of the website (amongst other places on the home page).
3. Please fill in with personal information for you, **the student**, that will be completing the course (first name, last name, phone number and email address). Then choose a unique username and password.
4. Enter in your “**Group Code**,” as provided by your supervisor and click on “**Register now**.”
5. When you are directed to the student dashboard you will see your “**Enrolled Courses**.” Click on “**View Course**” to begin the course and/or “**Take Quiz**” to complete your course quiz.
6. After you pass the quiz, you can print and save your wallet card immediately. Click on “**VIEW CERTIFICATE**”, (a pop-up will appear), click on “**Download**” (a .pdf file of your Wallet Card will be generated), click on the “” icon located on the upper right hand corner of the page to print your wallet card.


### **Returning Users:**

1. Go online and visit **cpraedcourse.com**.
2. Click on “**Customer Login**,” which is located on the top menu of the website (amongst other places on the home page).
  - a. If you did not log off the first time, you may see your course dashboard as soon as you click on customer login. (If so, disregard instruction number (3) below)
3. Please fill in with your username and password on the spaces provided and click “**Login**”.

If you have not finished taking the course(s):

4. Click “**DASHBOARD**”, go to **Enrolled Courses**, click on “**VIEW COURSE**” and continue where you left off.



5. After you pass the quiz, you can print and save your wallet card immediately. click on “**VIEW CERTIFICATE**”, (a pop-up will appear), click on “**Download**” (a .pdf file of your Wallet Card will be generated), click on the “” icon located on the upper right hand corner of the page to print your wallet card.
6. If you have completed your quiz and are unable to print your wallet card, please contact one of our representatives at 1-888-277-7865 to update your account. Please have your new Group Code when contacting our representatives. If you have no received a new Group Code, please contact your company supervisor.

**Password Reset:** (If you forgot your password, follow the steps below to reset and get a new password)

1. Go online and visit **cpraedcourse.com**.
2. Click on “**Customer Login**,” which is located on the top menu of the website (amongst other places on the home page).
3. Click “**Click Here to Reset**” located in the Login box at the right side of the page,
4. Fill in your username on the space provided and click “**Send Instructions**”. (an email will be sent to you containing a link where you can set a new password)
5. Follow the steps under “**Returning Users:**” above to login to your account using your new password.

If you have any additional questions or concerns, please don't hesitate to contact your supervisor or our support department.

Good luck on your course(s)!

Regards,

*American Health Care Academy*