



Dear candidate,

Thank you for enrolling in the American Red Cross Blended First Aid/CPR/AED course at the PWCS Aquatics Center. This letter will provide you with pertinent information regarding policies and procedures of the course. The dates and times for this course are as follows:

**Thursday, June 25th, 2020 5:00pm – 6:45pm @ PWCS Aquatics Center**

For this course, you should bring the following to each session:

- Proof of PWCS employment
- Proof of online session completion
- Pen or pencil, highlighter, and paper

If a candidate has not completed the online portion of the course, that candidate cannot continue with the in-person portion. **There are no exceptions to this rule.** Please read the refund policy below:

**Registration for First Aid/CPR/AED classes can be refunded in full or transferred to another class more than two weeks prior to the in-person session for the class. Students who withdraw or transfer to another class after this date or do not complete the online portion before the in-person portion will receive a refund minus a \$20 service fee.**

Please plan to complete **all lessons of the online training** at least two days prior to in-person skills session which is scheduled for **June 25th**. **The online portion takes approximately TWO AND A HALF HOURS to complete; please plan accordingly.**

Please follow the registration process outlined below to gain access to the online portion:

- Click here <http://redcrosslearning.com/course/301040f0-c611-11e6-981d-bb8e5751112f> (if it does not open, copy and paste the URL into your browser).

- If you do not already have an account, you will need to create one – click the “Create Login” link and complete the information for the account – *please make note of your username and password for future access to the online content.*
- The next step will be to click “Register.”
- You are now enrolled. You may launch the content immediately by clicking the “Launch Course” link. Or, you may log in at a later time.
- To log in at a later time:
  1. Click the link listed above
  2. Enter your username and password.
  3. Click “Launch Course”.

If you need assistance accessing the online session, please contact the American Red Cross Training Support Center at 1-800-RED CROSS (1-800-733-2767).

Prior to the on-site skill session, be sure to complete all lessons. After you complete the online lessons, please print a progress report from the Main Menu page of the online course. Bring this progress report to the on-site skills session (**June 25th**) to verify completion of the online lessons.

Please let me know if you have questions or concerns.

Thank you,

Allen Dunn  
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Prince William County Public Schools  
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