

Onsite check out @UMBC

Information Sheet

1. Part 1 is completed online using a personalized access link issued by the American Heart Association via UMBC. This email will be sent via email (do NOT purchase anything additional).
2. You will need to complete Part I of the course and submit your Certificate of Completion of Part I HARD COPY on the day of your course. (you must BRING a copy – electronic versions are not acceptable)
3. **FAILURE TO PROVIDE THE COMPLETION CERTIFICATE WILL PROHIBIT YOU FROM COMPLETING THE LIVE PORTION OF THE CLASS.**
4. Successful completion of this CE activity includes the following:
 - ✓ Complete the online program.
 - ✓ Print Certificate of Completion of Part 1 and **BRING IT WITH YOU** to your registered check off.
 - ✓ Complete skills check out at UMBC.
 - ✓ Complete the course evaluation form (ONLINE).
5. After successful completion of the items above, UMBC will process the course roster and issue an electronic course card. Approximately four (4) **business** days after the course conclusion, this card will be emailed to the address provided on the registration form.

The on-site check out is for skills testing only. You must come prepared. This is for BOTH Provider and Renewal.

***If you are registering as a renewal, you must submit your CURRENT AHA card along with payment. (it CANNOT be an expired card). IF you enroll in a Renewal Course and do not have a CURRENT card, you will be requires to pay the additional Provider course fee.**