

Checklist and Information For Facility Hosts of AMT First Aid Classes

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Thank you for volunteering to host and sponsor a first aid training taught by the [Aurora Medical Team](#).

If there are any questions please contact us at firstaid@auroramedteam.org. If you have questions about the requirements below please contact us. We are very flexible and can work in just about any environment.

FACILITY

Each student will need a chair and a small table space to work with books and handouts. There should be sufficient space to take notes and clear visibility to a screen. We will need an electrical source for the computer and projector.

Please let AMT know if we need to bring a screen. We will bring a laptop, speakers, and projector for the class. If there is a projector in the room we can hook into that if you prefer.

We need floor space for CPR training at the beginning of class. Usually, tables and chairs can be moved out of the way for this portion. If we need to relocate away from the classroom for this portion (permanent conference table in room, etc...) then the projector and screen will need to be moved to the CPR training space. AMT does have a second projector and screen for this eventuality. Please let us know if we need the second setup.

We ask that the host provide (or provide to us) a briefing on the facility. At the start of class please let the participants know about rest rooms, safety issues, off limits areas, evacuation, parking, trash, and access issues.

Most AMT first aid classes could be open to participants not from your group, with your permission. We ask that you check this information on www.auroramedteam.org/firstaid.htm, especially the map link and description to the location for accuracy. We also ask that we be allowed to put up temporary signage to the class if that is appropriate for your facility. If this is a private class we will partner with you with regards to notification of participants.

REGISTRATION

For most first aid classes there will be an online registration link on our website at www.auroramedteam.org/firstaid.htm. We want to have most or all of the participants register on this site before the class. This determines how many books and materials we bring. Also, our online database is used to print the certificates the day of the class. If we have to input all names the day of the class it may not be possible to have the certificates ready on time.

If you are registering others (such as a class for a workplace) then you may register the information and use one central email for all participants. We will give you the registration link. These participants will be registered all with your email, with their email in the "comments" section. We will adjust their emails the

day of the class. In this situation you would be responsible to notify participants of the class date/time/location and logistics.

PAYMENT

Most first aid classes are paid for by the participants. This is taken care of through the online registration. Individual participants receive online instructions on how to pay by credit card, PayPal, or check.

Payment status is posted on the web site. It is available via the "Check Status" button. As classes approach maximum capacity we will contact unpaid students and manage a wait list.

If you are paying for participants via a unit or company check these participants should be marked as "Organization Check" on the registration, with your email in the email field.

For organizations and companies AMT can invoice you and receive payment after the class.

SETUP

Depending on the facility, AMT will need to access the room at least one hour before. There is a significant amount of training aids and equipment that are needed for this class. It takes two people about an hour to set everything up.

AMT will bring an equipment trailer. If the facility has a loading dock or specific entrance we should use please let us know.

One option is to set up the classroom the evening before. If this is available please let us know. This makes the start of the class on the first day much easier. If this is not an option we can still set up the day of the class provided we have a full hour to do so.

Also, please note that it can take at least a half hour to repack and vacate the classroom after the training.

LUNCH

We always take at least a 45 minute lunch. This allows time for information to settle in student brains, relax a bit, and get a full lunch. We don't do working lunches or early outs. We defer to you to tell us where participants can go to eat, or, if brown bag lunches are necessary (no other food source nearby). If coffee is not available onsite please let us know and we will bring a pot. Our instructors run on coffee!

STUDENT MATERIALS

For both the standard and advanced classes all materials are provided at the class. No pre-reading required. This will include texts, handouts, materials, and the certificates. Both CPR and first aid cards will be provided.

Thank you for hosting us! See you in class.

- Aurora Medical Team