



## BLS Renewal for UCSF Employees

[www.sfparamedics.org/ucsf](http://www.sfparamedics.org/ucsf)

UCSF Staff, the fee for this course is charged to your department, if you are on the approved list provided by your department education coordinator. RN travelers and other nursing staff may take classes at their own expense. If you are not on the list, you may need to contact the education coordinator in your department.

You **MUST** bring the ***CURRENT*** textbook as well as your ***CURRENT*** BLS Healthcare Provider card to class.

\*Current means your card has not expired and you are taking the class prior to the end of the month listed as the Recommended Renewal Date.

Class begins PROMPTLY, **latecomers will not be admitted**; please arrive 10 minutes early for your session.

UCSF Staff have 2 options for renewing their Healthcare Provider cards. You can choose from a class session, the UCSF BLS Renewal, or an online course.

During the online course you'll complete the written test, print the certificate at the end and bring that to the Skills session. After your registration is processed you'll receive an email from the American Heart Association with directions on how to complete the online portion.

*Please visit our website for a complete list of available classes and information on how UCSF Staff are to register for classes.*

[www.sfparamedics.org/ucsf](http://www.sfparamedics.org/ucsf)

BLS-R \$60.00

**Required Textbook (Sold Separately):**

BLS for Healthcare Providers ISBN 978-1-61669-039-7

***Please register at least 3 days in advance of your class.*** If you provide a valid email, your ***confirmation letter will be emailed to you.*** Check your spam folder if you do not see it in your in-box. If you do not receive your confirmation letter within **3 days** call the SFPA.

Please note: The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of this materials in an educational course does not represent course sponsorship by the AHA, and any fees charged for such a course do not represent income to the AHA.

**UCSF CLASS PREPARATION**

Dept. of Nursing staff may check out a copy of the AHA BLS for Healthcare Providers textbook for review from the UCSF Kalmanovitz Library at 530 Parnassus Ave. **Books are held in the Reserves Collection—ask for "Call Number RC87.9 .B57 2006"**. Mt. Zion staff may borrow books from the Fishbon Library at Mt. Zion

**All Department of Nursing staff who take classes outside of Parnassus campus are responsible for logging their BLS Provider Cards with the Nursing Administration office, Room M-181.**

Mt. Zion, ACC, LPPI, Ambulatory, and other areas carry their own study materials. Check with your supervisor for obtaining the course material.

**Re-Scheduling**

You may reschedule once. No charge if the SFPA is given more than 7 days **advance** notice. With 7 or less days notice, the rescheduling fee will be \$20.00, which must be paid by the student before he/she will be placed into a new course.

Failure to appear or cancellation will result in the forfeiture of the entire course fee and UC will be invoiced for this charge. The student will be financially responsible for completing the renewal requirements and paying the entire course fee themselves.

*PLEASE NOTE, print clearly as we have to be able to read your handwriting.*

Thank you

**Confirmation letters are e-mailed. Please call us if you do not receive your letter within 3 business**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 UCSF Employee ID number \_\_\_\_\_  
 Client ID (see below) \_\_\_\_\_  
 Purchase Order number \_\_\_\_\_

**How to Register:**

Online at [www.sfparamedics.org/ucsf](http://www.sfparamedics.org/ucsf)

Fax completed form to 415.543.0415

**Mail** completed form to:

SFPA Registration  
 657 Mission St Ste 302  
 San Francisco, CA 94105

To bill your department you must provide your UCSF Employee ID number and Client ID or Purchase Order.

Questions visit our website at [www.sfparamedics.org/ucsf](http://www.sfparamedics.org/ucsf), if you are unable to find your answer call 415.543.1161 ext 0.

CE units are not offered for this course as the Board of Nursing will not accept continuing educational units for the Basic Life Support Courses.

Department (if your department is not listed we can not bill your department. Check with your supervisor on how to register.)

- Adult EKG (UCSFEKG)
- Ambulatory Care (UCSFAMB)
- Clinical & Vasc Lab (PO # required)
- Heart & Vascular Care (UCSFHVC)
- Home Health Care (UCSFHHC)
- Langley Porter (Call 415.476.7360)
- Department of Nursing (UCSFDRN)
- Orofacial Sciences (PO # required)
- Pharmaceutical Services (UCSFPHSV)
- Pulmonary (UCSFAPFL)
- Radiology (UCSFRAD)
- Respiratory Care (UCSFRCS)
- Sch of Med Radiology (UCSFDOR)
- Sch of Nursing (PO # required)
- Student Health Services (PO # required)

Course Title	1st Choice		2nd Choice		Total
<i>Confirm class availability online.</i>	Date	Time	Date	Time	
<input type="checkbox"/> BLS-Renewal \$60					
<input type="checkbox"/> BLS-HCP \$75 Dpt Approval required					
<input type="checkbox"/> Online BLS-Renewal \$60					
Same day registration fee, add an additional \$10. There is no guarantee of availability.					
Textbook - check with your manager to see if you can borrow a book and where.			Cost	Shipping	Quantity
Required: BLS for Healthcare Providers (c) 2011			ISBN: 978-1-61669-039-7	\$20	\$8.50
Textbooks are NOT included in the Course fee. They must be purchased separately. Save \$10-\$15 per book by ordering from <a href="http://www.emergencystuff.com/sanfrpaas.html">www.emergencystuff.com/sanfrpaas.html</a>					<b>Grand Total</b>

**Payment MUST accompany registration to reserve your seat**

Payment Method:  Department  Check (payable to the SFPA, mail form and check to SFPA)  
 Visa  Mastercard (paying by credit card fax complete form to 415.543.0415)

Card # \_\_\_\_\_ Exp. Date (MM/YY) \_\_\_\_\_

Signature \_\_\_\_\_