

# BLS PROVIDER COURSE ROSTER

## Instructions for Completing the Online PDF Form

### Step 1: Open the PDF Form File

You need to have *Adobe Acrobat*® or *Adobe Acrobat Reader*® installed on your computer to use this form. A free copy of *Acrobat Reader*® can be downloaded from the Adobe Web site.

<http://www.adobe.com/products/acrobat/readstep.html>

Open the online PDF file or a file downloaded to your computer.

### Step 2: Fill Out the Form Data Entry Fields:

Invisible data entry fields have been set up to allow you to check lines or select buttons using your mouse and type in text information using your keyboard. Field options include the following:

PAGE 1:

**Training Site (If applicable):** Type the name of the site.

**Check Appropriate Course:** Click above the short line for the appropriate course. Only one course can be selected at a time.

**HEALTHCARE PROVIDER (AED):** Click in the appropriate circle. Only one circle can be selected at a time.

**HEARTSAVER AED:** Click above the appropriate word. Any one or more words can be selected.

**CPR FOR FAMILY & FRIENDS:** Click above the appropriate word. Only one word can be selected at a time.

**HEARTSAVER CPR:** Click above the appropriate word. Only one word can be selected at a time.

**Did students receive cards?:** Click above the Yes or No lines. Only one or the other can be selected at a time.

**How many?:** Type in number.

**Date Cards Issued:** Type in a date using any format you choose.

**Mail Cards to Instructor at:** Type in address using one or both of the text lines provided.

**Date cards issued by CTC:** Type in a date using any format you choose.

**Course Date:** Type in a date using any format you choose.

**Course Location:** Type in name of location.

**Initial / Renewal:** Click in the appropriate circle. Only one circle can be selected at a time.

**Start Time:** Type in the time using any format you choose.

**End Time:** Type in the time using any format you choose.

**Total Hours of Instruction:** Type in a number. A combination of numbers and text may be used.

**Student to Manikin Ratio:** Type in info. A combination of numbers, symbols, and text can be used.

**Did each student have the appropriate book?:** Type a response. A combination of text and numbers can be used.

**Person (or persons) who decontaminated equipment:** Type in the names.

**LEAD INSTRUCTOR:** Type in a name.

**PHONE:** Type in a phone number. A combination of numbers and symbols may be used.

**Other Instructors:** Type one or more names on each of the four lines provided.

**Student Name /Address/Zip/Phone:** Type information for one student per line.

**Course Completed Test Score:** Type in a number.

**Course Remediated Test Score:** Type in a number.

PAGE 2:

**Page \_\_\_ of \_\_\_:** Type the appropriate number above each line.

**Student Name /Address/Zip/Phone:** Type information for one student per line.

**Course Completed Test Score:** Type yes or no and the numerical score.

**Course Remediated Test Score:** Type numerical score.

### **Step 3: Save You Completed Form**

#### ***Adobe Acrobat®***

If you are using a full-featured version of *Adobe Acrobat®*, you have the options of both saving the completed form file on your computer and printing the file. It is recommended that you rename the file before saving it so that you can retain the blank version of the form for future use.

#### ***Adobe Acrobat Reader®***

If you are using a free version of *Adobe Acrobat Reader®*, you will only be able to save the data you have entered into the form by sending a copy of the completed form to your printer. Be aware that when you close the file, all the data you have entered on the form will be lost. However, *Acrobat Reader®* will allow you to save a blank copy of the form on your computer for future use. If you have a scanner, you can convert the printed copy to a computer file by scanning the finished document and saving it to your computer or a removable media disk.