



PALS Course Pre-requisites

- Current BLS Healthcare Provider (CPR) card – must be AHA course issued & be current at least through the course date.

Once registered:

- You will be given instructions as to how to access Pre-Course Self-Assessment & Pre-Course Preparation Work (completion could take ~ 4hrs)
- Certificate of successful completion for the Pre- Course Self -Assessment & Preparation Work modules must be submitted to coordinator at least 1 day prior to your course date

It is recommended that you obtain your PALS 2020 manual/algorithm card prior to completing above modules. These both can also be used during testing at the course. PALS manual & algorithm card can also be purchased at www.shopcpr.heart.org

2022 PALS Provider Course Dates

PALS Provider (1 all day initial course)

February 9

March 23

May 25

June 21/22

designated interns only

September 14

November 9

Date BLS/CPR card will expire:

_____ (BLS Card must be current through the date of the scheduled PALS Course.)

For Office Use ONLY

Received By: _____ Date Received: _____

Course Deposit
Amount Received: _____ Check / MO#: _____

Book Purchase
Amount Received: _____ Check / MO#: _____

**2022 PALS Initial Provider Course
Registration Application**

Registration Process

Registration is made on a first-come first-serve basis. We do not reserve course space. All the following must be turned into the CPPD office before you are placed on the roster.

- Completed application
- CURRENT employee ID card
- CURRENT Healthcare Provider card (BLS/CPR)
- Purchase PALS manual (2020 edition., \$50, check or money order ONLY)
- Pay registration fee with check or money order only (see attached sheet - **payable to UMMC/PALS**)
- If you are not required to pay a fee & you are a no show to class you are responsible for then paying a \$100 fee

Registration Form

Name: _____

Employer: _____ **ID:** _____

Unit : _____ **Job Title** _____

Supplemental ? Y / N **Hrs/pay period** _____
In Pediatric areas

Address: _____
Street City ZipCode

Contact #: _____

Email: _____
(AL COMMUNICATIONS WILL BE SENT BY E-MAIL UNLESS NOTED)

I will meet the course pre-requisites and agree to the participant agreement conditions stated.

Signature: _____
EMPLOYEE

Date: _____

If you are not required to pay a fee – you may email your registration form & card copies as noted above to : professionaldevelopment@umm.edu . Books/cards must be purchased in person at CPPD or online at www.shopcpr.heart.org

Payment Methods:

Check or money order only for registration fee &/or purchasing manuals/algorithm card

CASH IS NOT ACCEPTED

MAKE ALL CHECKS PAYABLE TO: UMMC/PALS.

UMMC DOWNTOWN EMPLOYEES WHO ARE REQUIRED TO PAY A FEE MUST REGISTER IN PERSON WITH CPPD (located on 2nd floor of the Paca Pratt Building)

All others with fees can mail registration, required documents & payment to:
PALS/UMMC

**110 South Paca Street, Room 02-155
Baltimore, Maryland 21201**



PALS Participant Agreement Form

Name: _____
PRINT

- I understand the need for significant pre-course preparation and understand that without it I may not attend or successfully complete the PALS course.
- I agree to complete all items on the attached pre-course checklist.
- I acknowledge that there is an algorithm card in the PALS Provider Manual (2020 version) I have purchased.
- I acknowledge that upon confirmed registration I will access the PALS Pre-Course Self -Assessment and the PALS Pre-Course Preparation Work.
- **I understand that I must submit/forward my certificate of successful completion from my Pre-Course Self-Assessment(with a minimum total score of 70%) & Pre Course Preparation Work modules at least 1 day prior to my course date. Please access together as noted on attached page.**
- I understand that the completion of the Self – Assessment & Pre Course Preparation online work may take approximately 4 hours.
- I acknowledge that I must bring the PALS 2020 edition Provider Manual with the accompanying algorithm card to the PALS course and that I may use them during testing at the course.
- I acknowledge that the course day may take 8 hours to complete based on the number of participants & their ability to successfully work through the stations.
- I understand it is my responsibility to discuss with my manager how I will be paid for my time spent completing my online pre-course work in addition to my course day.
- I understand that if I do not attend or cancel my registration at least 2 days prior to the course date, my registration fee will not be refundable & if I was not required to pay a fee I would then be required to pay \$100.

By my signature I have read, understand and intend to comply with all of the above statements.

Signature: _____

Date: _____

PALS Provider Course Confirmation

Name: _____

Course Date: _____

Registered by: _____ Date: _____

Course Fee

Amount Received: _____ Check / MO#: _____

Book Purchase

Amount Received: _____ Check / MO#: _____

Course Location: UMMC Learning Center – Paca Pratt Building
110 S. Paca Street, Lower Level, Baltimore, MD 21201Course Time: Registration begins at **7:45 AM**.
Courses begin promptly at **8:00 AM**
*Please be on time. Late comers may not be admitted to the course.*Information: Professional Development Office
110 S. Paca Street 2nd Floor, Baltimore, MD 21201
410-328-6257 / professionaldevelopment@umm.edu
PALS Coordinator : khardingham@umm.eduParking: Parking is provided for non- UMMC employees. Specifics will be sent in course reminder email. Parking **is not** provided for UMMC employees – please utilize your regularly assigned parking location.**PALS Pre-Course Preparation Checklist**

This checklist gives you information on what you need to do to prepare for this course.
Your success in this course depends on completing the pre-course requirements listed below.

Requirements before class:

- Complete and **submit/forward your certificate of successful completion of the PALS Self-Assessment (with a minimum score of 70%) & the Pre-course Preparation Work modules at least 1 day prior to your course date to course coordinator : khardingham@umm.edu**
Please access both together at www.eLearning.heart.org

Drop-down the “courses” selection located at the top left & scroll down to :

“ **PALS Precourse Self-Assessment and Precourse Work** ” (**do not** choose the International IVE version)

Select “Launch this course ’ to open (there is no fee associated with this option)

The website works better with Chrome or Microsoft Edge versus Internet Explorer.

- Bring with you to class:** Your PALS Provider Manual (2020 edition) and Algorithm Card (both can be used for the written test & the algorithm card can be used during scenario testing).



Registration Fees

- All registration fees must be paid by check or money order. No cash or credit cards will be accepted.
- A \$35 fee will be charged on all returned checks, regardless of reason.
- Fees listed do not include purchase of the \$50 course manual which includes algorithm card. (*payable by check or money order ONLY*). *Algorithm card comes inside the manual. It can also be purchase separately for \$10. Must be purchased in person or online at www.shopcpr.heart.org- we no longer mail manuals.*
- All applicants must show a current ID badge to identify their employer for associated fee structure.

- **Fees listed DO NOT include book/algorithm card**

		Course Fees
Employer	Job Title / Definition	Please date registration checks with course date
UMMC <i>Must show ID badge</i>	Permanent UMMC RNs, CRNPs, CRNAs, Resident MDs, Respiratory Therapists, FT MEC paramedics, Peds Cath Lab techs, Peds Pharmacists – all must work in areas that require PALS for employment in their unit. Also includes UM Midtown ED, PACU, & Peds	No fee – see below for \$100 no show fee ****
UMMC <i>Must show ID badge.</i>	All permanent FT/PT UMMC & Midtown employees <u>not listed above</u> , including Attending level physicians AND/OR healthcare providers who work in areas that do not require PALS for employment in their unit.	\$ 150 registration fee
UMMS <i>Must show ID badge.</i>	All staff and employees of the University of Maryland Medical System (UMROI, UMSJMC, BWMC, Upper Chesapeake, UMSHore Health, MWPH, etc.)	\$ 160 registration fee
Supplemental Staffing	Fee designation is based on scheduled hours per month in a Peds area. Confirmation from a peds unit manager required for discount (≥ 20 hrs /pay period)	No fee or \$175 registration fee
UMB - <i>Must show ID badge.</i>	All faculty, staff and full time students at University of Maryland Baltimore (includes Schools of Nursing, Medicine, Pharmacy, Dentistry). Does not include any other UM campuses.	\$ 175 registration fee
Non-UMMS	Any individual not listed above.	\$ 200 registration fee

****. \$100 fee will be collected if you are a no-show or do not cancel at least 2 days prior to the course

All required registration fees will be deposited.

Cancellation Policy:

- All cancellations are due a minimum of **2 (two) business days** prior to the course date and **must be in writing** via email to khardingham@umm.edu.
- Any registrant who cancels less than **2 business days** before the course date will forfeit their registration fee regardless of reason for cancellation. If you were not required to pay a registration fee you will then be charged a \$100 fee.
- Registration is not transferable, no substitutions allowed.
- UMMC reserves the right to cancel a course for any reason including insufficient enrollment. If UMMC cancels a course all registrants will receive notice as soon as possible and registration fees will be refunded in full.
- Upon cancellation, the registration process must begin anew.

Issuance of Cards:

- Issuance of cards does not imply certification by the American Heart Association (AHA), but rather provides documentation of completion of a training course administered by the University of Maryland Medical Center following AHA guidelines.
- Fees collected do not represent revenue to the AHA.
- All cards expire 2 years from the last day of the month in which they are issued.
- **Course Communications:** Course communications will be sent primarily via email. Please confirm that we have your current & correct email address. CPPD office phone is [410-328-6257](tel:410-328-6257)/professionaldevelopment@umm.edu / PALS coordinator : khardingahm@umm.edu /410-328-7532.