

2022 PALS Renewal Registration Application

for **UMMC employees WITHOUT access to UMMS U, UMMS employees outside of UMMC Downtown & Midtown, & outside participants**

Course Pre-requisites

- Current BLS Healthcare Provider (CPR) card (AHA issued)
- Must have previously successfully completed the American Heart Association's PALS Program

Course Preparation Checklist

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 your registration is confirmed.

Required

- Completed application
- CURRENT employee ID card (if UMMS employee)
- CURRENT Healthcare Provider card (BLS/CPR)
- PALS Provider card
- Pay registration fee with check (see fee chart)

Optional Purchases in person from CPPD

- Algorithm Card (2020 edition \$10.00)
- PALS manual, includes algorithm card (2020 ed., \$50.00)

(The online course include access to a PALS ebook)
The manual and card can also be purchased from
www.shopcpr.heart.org

2022 Renewal Skills/Testing Session Dates

_____ 1/26/22	Skills/testing session time frame preferred: _____ 8:00 AM _____ 10:15 AM _____ 1:15 PM (this session being held is dependent on minimal # of participants enrolled)
_____ 3/9/22	
_____ 4/13/22	
_____ 5/11/22	
_____ 7/13/22	
_____ 8/10/22	
_____ 9/8/22	
_____ 10/12/22	
_____ 12/7/22	

Registration Information

Name: _____ UMMS Employee ID (6 Digit) #: _____

Dept/Unit: _____ Job Title: _____ Supplemental ? Y/N

Email _____ (please list address that you check frequently)

Contact #: _____

Mailing address _____

(for non - UMMC employees)

City / State

Zip Code

BLS/CPR card expiration date: _____
(BLS Card must be current at least 30 days beyond date of registration)

I have previously completed the AHA PALS Program & am eligible for Renewal: _____
(Initials)

PALS card expiration date: _____

I understand that I will receive a link to my card electronically via an email from AHA within 3 business days of course completion : _____
(Initials)

Payment Methods:

Checks or Money Orders Only

**MAKE ALL CHECKS PAYABLE TO:
UMMC/PALS**

ALL UMMC Downtown/UMB EMPLOYEES

PLEASE REGISTER IN PERSON

Clinical Practice & Professional Development
110 South Paca Street, 2nd Floor

All others may mail the completed registration & required card copies to:

PALS/UMMC
110 South Paca Street, Room 02-155
Baltimore, MD 21201

For CPPD Staff Use ONLY

Received By: _____ Date Received: _____

Amount Received: _____ Check# _____

PALS Renewal 2022

PALS Renewal will include the completion of the online AHA PALS Heartcode Course followed by a 2hr skills/testing session on your selected PALS Renewal course date. **All communication related to the renewal process will be via email.**

Details (signature of agreement to details required)

- I understand all communication regarding the PALS renewal will be via email & that I have provided an email address that I check routinely.
- I will purchase & complete the AHA PALS Heartcode online course which can be accessed here : <https://shopcpr.heart.org/heartcode-pals>
- I will complete the online Heartcode PALS & forward a copy of my course completion certificate to the coordinator **by the day prior to my scheduled course skills/testing session date.**
- I understand that the online portion is estimated by AHA to possibly take up to 4-6 hours depending on level of knowledge & experience
- I understand that it is my responsibility to use a computer that meets the requirements and to troubleshoot any technical difficulties by contacting the AHA course website.
- I understand that the skills testing could take up to 2 hours for Renewals
- I understand that the anticipated times for the skills/testing sessions are : 8:00 .AM , 10:30 AM, & 1:00 PM . The 1:00 PM session being conducted is dependent on a minimum # of participants registered.
- I understand that I must complete the hands-on skills testing on my scheduled course date which will include :
 - PALS Renewal :**
 - BLS Infant & Child with AED- multiple 2 min cycles of CPR must be successfully completed
 - Respiratory emergency skills review
 - Systematic Approach / Case Scenario Practice
 - Case Scenario Testing : 2 scenarios : 1 Respiratory/Shock and 1 Cardiac Arrhythmia
- Cancellation policy: must cancel at least 3 business days prior to the scheduled testing session date or your fee will be forfeited.
- I understand I will receive an AHA PALS course completion ecard within one week of successfully completing the online course and the skills testing. I understand the link to this card will be in an email sent to me by the American Heart Association.
- I understand that it is my responsibility to discuss with my manager how I will be paid/reimbursed for my time spent completing the online course & testing.

Signature _____ **Date** _____

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.

PALS Renewal 2022

Registration Confirmation

Name: _____ Date Application Received: _____

Amount Received: _____ Check #: _____ Received by: _____

PALS Renewal date session _____

PALS Heartcode Certificate of Completion to be submitted by _____ (1 day prior to my renewal skills/testing session) . Send via email to coordinator : khardingham@umm.edu

Online PALS Heartcode Course & Skills/Testing Session

MUST READ & FOLLOW THE INSTRUCTIONS BELOW

- You will need to purchase & complete the AHA PALS Heartcode online course which can be accessed/purchased here : <https://shopcpr.heart.org/heartcode-pals>
- You must complete the online Heartcode PALS & forward a copy of my course completion certificate to the coordinator **by the day prior to my scheduled course skills/testing session date.**
- You understand that you have to complete the entire PALS Heartcode online course & the skills/testing session on your scheduled date in its entirety, or you will **forfeit your fee.**
- You understand that if your employment with the UMMC ends for any reason, and the entire course has not been completed, you will **forfeit your fees.**
- If you fail to complete the course and then choose to re-register, you will be required to submit a new check.
- You will be sent a link to your PALS eCard via an email from AHA within one week of your online & skills testing successful completion

In-Person Skills/Testing Preparation

- PALS Renewal Skills & Testing includes :
 - BLS Infant & Child with AED- multiple 2 min cycles of CPR must be successfully completed
 - Respiratory emergency skills review
 - Systematic Approach / Case Scenario Practice
 - Case Scenario Testing : 2 scenarios : 1 Respiratory/shock and 1 Cardiac
- Questions should be directed to Professional Development 410-328-6257 / professionaldevelopment@umm.edu
Course Coordinator : khardingham@umm.edu

PALS Renewal 2022

PALS Renewal Course Pricing & Other Information

Registration Fees

- All registration fees must be paid by check. No cash or credit cards will be accepted.
- A \$35 fee will be charged on all returned checks, regardless of reason.
- Fee listed below is for the skills/testing session only – registrants need to purchase their PALS Heartcode online portion from AHA as noted previously : <https://shopcpr.heart.org/heartcode-pals>
- Fees listed do not include purchase of the \$10 algorithm card or \$50 course manual(includes card). Current PALS text version is 2020 . Access to the PALS eBook is available with the Heartcode course. Books & algorithm cards can also be purchased on the AHA website <https://shopcpr.heart.org>
- All applicants must show a current ID badge and have a valid Employee ID # to obtain discounted fees.
- Failure to comply with the procedures mentioned in this application will result in forfeiture of your security deposit and your manager will be notified.

Fees listed DO NOT include book or algorithm card

Employer	Job Title / Definition	Course Fees for Skills/Testing Session Please date checks with Renewal skills/testing date
UMMC – DTC, MTC	Healthcare providers at UMMC who are required to have PALS but do not have access to UMMS U.	No charge
UMMS <i>Must show ID badge.</i>	All staff and employees of the University of Maryland Medical System at UMROI, UMSJMC, BWMC, Upper Chesapeake, UMSHore Health, MWPH,etc.	\$40
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.	\$ 40
Non-UMMS	Any individual not listed above	\$ 85
Please note the fees are for your skills/testing session & issuance of your PALS card only – you purchase your own PALS Heartcode online as noted above.		

Cancellation Policy:

- All cancellations **must be in writing** via email to khardingham@umm.edu or professionaldevelopment@umm.edu at least 2 days prior to your scheduled course skills/testing session date. Any future registrations begin anew.
- Registration is not transferable, no substitutions allowed.

Course Communications:

- Course communications will be sent primarily via email . Please make sure that your most current email address. Without your email, you will miss important communications regarding this course
- Questions should be directed to Professional Development 410-328-6257 / professionaldevelopment@umm.edu or coordinator Karen Hardingham khardingham@umm.edu / 410-328-7532