

**DIVISION OF LICENSING PROGRAMS
VIRGINIA DEPARTMENT OF SOCIAL SERVICES**

**Request for First Aid and Cardiopulmonary Resuscitation (CPR)
Course Approval**

The information in this form will be used for determining whether a first aid course and/or a CPR course meets the requirements of the *Standards for Licensed Child Day Centers, Standards and Regulations for Licensed Assisted Living Facilities* and/or *Standards and Regulations for Licensed Adult Day Care Centers*.

Current first aid and CPR certifications from the following organizations may be used to meet the requirements of the *Standards for Licensed Child Day Centers, Standards and Regulations for Licensed Assisted Living Facilities* and/or *Standards and Regulations for Licensed Adult Day Care Centers* as long as the certification has not expired. A current first aid certification is one that has been issued within the past three years. A CPR certification may be issued for one or two years and is considered current until the designated expiration date.

- American Red Cross
- National Safety Council
- American Heart Association
- American Safety and Health Institute

The above organizations are exempt from completing this form.

NOTE: Certifications for first aid and CPR courses require students to show competency by successfully passing a knowledge test and demonstrating skills proficiently. **CPR training for employees of child day programs must be appropriate for the entire age span of the children in their care.**

Name of Individual or Organization Offering the First Aid and/or CPR Course:

Street Address:

City, State, Zip:

Phone Number: _____ Fax Number: _____

Email Address: _____

Name & Title of Person Completing Form: _____

Request approval for: _____ First Aid _____ CPR _____ Both

I. First Aid Course Information

A. Name of first aid course:

Please address the following issues and attach supporting documentation.

- Explain in writing how the current U.S. Department of Labor OSHA (www.osha.gov) guidelines for First Aid Training are incorporated in your curriculum.
- Explain in writing exactly how and where in your textbooks/materials you comply with the OSHA guidelines.
- Explain in writing what topics and skills are presented and practiced and how much time is given to each.
- How is the curriculum standardized? (All classes review the same information using the same format and the same amount of time is spent on each subject.)
- How is information communicated to the students, i.e., audio, video, print, practice?
- Are both a written knowledge test and skills proficiency assessment given to each participant before s/he is issued a certification? Provide documentation of assessment methods.
- Are records of the assessments for each participant retained? How and for how long?
- What kind of training and/or credentials are required for instructors? How are these credentials verified and what measures are used to ensure their credentials remain current?
- Are instructors reviewed periodically? If yes, indicate how often, by whom, and by what method?
- What quality assurance measures are used to ensure that quality is maintained and procedures are followed?
- Who can customers call to discuss questions/concerns?
- How long does the First Aid certification remain valid? Include copies of cards/certification given to participants.

II. CPR Course Information

A. Name of CPR course:

Please address the following issues and attach supporting documentation.

- Explain in writing how the most current guidelines for CPR & Emergency Cardiac Care (www.americanheart.org) are incorporated in your curriculum.
- Explain in writing exactly how and where in your textbooks/materials you comply with the American Heart Association guidelines.
- Explain in writing what topics and skills are presented and practiced and how much time is given to each.
- How is the curriculum standardized? (All classes review the same information using the same format and the same amount of time is spent on each subject.)
- How is information communicated to the students, i.e., audio, video, print, practice?
- Are both a written knowledge test and skills proficiency assessment given to each participant before s/he is issued a certification? Provide documentation of assessment methods.
- Are records of the assessments for each participant retained? How and for how long?
- What kind of training and/or credentials are required for instructors? How are these credentials verified and what measures are used to ensure their credentials remain current?
- Are instructors reviewed periodically? If yes, indicate how often, by whom, and by what method?
- What quality assurance measures are used to ensure that quality is maintained and procedures are followed?
- Who can customers call to discuss questions/concerns?
- How long does the CPR certification remain valid? Include copies of cards/certification given to participants.

Results of the Virginia Department of Social Services' evaluation of your first aid/CPR course should be sent to:

Name:

Street Address:

City, State, Zip:

Email Address:

Signature of Person Completing this Form:

Date:

NOTE: The Department of Social Services may monitor the instructor(s) as well as the competency of the students in relation to first aid and CPR knowledge and skills to ensure compliance with the information provided on this form.

Any changes in the your first aid or CPR course; changes to Virginia Department of Social Services' regulations; or any new information about first aid or CPR may affect the acceptability of your course.

Please send completed approval form to:

**Attn: Carol Garby, RN
Virginia Department of Social Services
Division of Licensing Programs
7 N. 8th Street, 2nd Floor
Richmond, Virginia 23219-1649
carol.garby@dss.virginia.gov**