

AHA BLS Healthcare Provider Online Renewal Process

AHA BLS Healthcare Provider Online Renewal is a two step process

- Part 1 – Successful completion of Online Renewal course (printed Certificate of Completion)
- Part 2 – “Hands-on”, Skills Check-off session (VVMC offers one session per month)

Note* (Students taking BLS HCP for the first time are highly encouraged to take a traditional BLS HCP full course.)

Registering for AHA BLS Healthcare Provider Online Renewal Course:

1. Web-site for Online Renewal course registration: www.onlineaha.org
2. Successful completion = minimum score of 84%.
3. Print Part 1 Certificate showing completion
4. Make 3 copies of Part 1 Certificate
 - Send copy to HR
 - Submit with Check Request for reimbursement
 - Keep for personal records
5. Present ***original*** Certificate to instructor at the “Hands-On”, Skills Check-Off Class.
6. Students have 60 days upon completion of the Online Part 1 portion of course to complete the “Hands-On”, Skills Check-Off class.

“Hands-On”, Skills Check-Off Session:

1. Check VVMC Education Calendar for “Hands-On”, Skills Check-Off Class dates (access on VVMC intranet home page, click on Education/ Staff Development link)
2. Must submit ***original*** Online printed Certificate of Completion as entrance into “Hands-On”, Skills Check-Off Class.
3. Be prepared to present your current BLS card to instructor.

Other useful information

- Register for “Hands-On”, Skills Check-Off classes at other training centers such as COCPRASSN.COM
- Upon successful completion of Part 1 **and** Part 2 students will receive an AHA BLS for HCP card.
- Note* Non-legitimate web sites do exist. How to decipher: Non-legitimate web sites do not require Skills or “Hands-on” Skills Check-off. They also do not give refunds.

Steps for reimbursement of AHA BLS Healthcare Provider Online Renewal Course:

1. Make copy of Payment or Receipt.
2. Make copy(s) of Certificate of Completion.
3. Complete a Check Request form (may obtain from manager).
4. Send form and copies of supporting documents to the Staff Development Department.
5. Staff Development Department will track and send to Accounting for processing.