

Department Billing Registration Form for ACLS, HeartCode® ACLS Blended Learning Course & PALS

Managers may register multiple employees on one form. You will receive an e-mail confirmation of the registrations within two weeks.

Class pre-requisites:

- The student must be current with BLS (certified within the past two years) before taking any of these classes.
- The student must also be current with ACLS or PALS before taking an Update class.
 - If ACLS has expired, the student must either take a 2-day ACLS Certification class or a HeartCode® ACLS Blended Learning class.
 - If PALS has expired, the student must take a 2-day PALS Certification class.

Class schedules are listed on the Essentia Health website www.EssentiaHealth.org (not on *The Source*)

- To the right of the Essentia Health logo, click on “Classes & Events”
- Under “Categories” click on “Continuing Education”
- On the “Results” page, click on the desired class & location
- Click on “Schedule & Location” for dates and times of classes

Department Billing Information

Company (4-digit#) and Accounting Unit (5-digit#) to charge for ACLS or PALS Classes: _____

Manager requesting registration(s): _____

Send this form as an e-mail attachment to Clinical Education – EH East (CE-EHEAST@EssentiaHealth.org)

NOTE: All columns for the requested classes must be completed or this form will be returned to you for the missing information.

Name	Department	Mail Drop	Month/ Year of Last BLS Update	Date of Requested ACLS Class	Month/ Year of Last ACLS Update	Date of Requested HeartCode ACLS Class	Date of Requested PALS Class	Month/Year of Last PALS Update