

GEM-Emergency Medicine Institute

Class Roster Submission Policy

Effective date:
October 1, 2010.
Amended June 2017

Roster Submission:

- The roster processing fee is \$5.00 per student.
- Each class taught must be submitted on the appropriate with one roster per session.
- Rosters are available electronically upon request.
- Class rosters are to be submitted to EMI within 10 days after the last day of class.

You are required to keep a copy of course documents for your records for a minimum of three (3) years.

LATE FEES:

- There will be a **\$25 fee** if the roster is submitted/post-marked after the 10-business day period.
- An additional \$10 will be charged for each subsequent 10-business days that follows.
- **All fees MUST accompany the roster in order to be processed (this includes the roster fees, equipment rental fees, and late fees)**

WHAT TO INCLUDE WITH ROSTER SUBMISSION:

**** This paperwork may also be scanned in and submitted electronically with the online roster. If you are unable to attach the scanned files through TCM (emiclasses.com) – please e-mail file to gememiclasses@gmail.com.**

**** Cards will not be processed until all required paperwork is received.**

- A. Appropriate Completed Roster (Last Update 4/16)
(Front Page containing course information - Heartsaver Roster [4/16] or BLS Course Roster [4/16])
ALL areas on the form must be completed or they will be returned:
 1. Lead Instructor & ID#
 2. Course Location (this is the physical location of the course)
 3. Check Appropriate Type of Course taught under "Course Information"
 3. Documentation of current card expiration on roster if student is attending a BLS renewal.
 4. Date(s) the course was held.
 5. Name of the lead instructor.
 6. Name(s) of all assisting instructors and their training center affiliation.
* If the instructor is not aligned with the GEM-EMI Training Center, please include a copy of their instructor card (both sides).
* Please provide this instructor with a copy of the roster to submit to their Training Center as proof of teaching a class.
 7. Student Sign-in sheet with requested student information and E-mail address (required)
 8. Designation of course completion and/or remediation.
- B. Student written examination sheets (if applicable) **OR** Online Certificate for Heartcode courses
- C. All appropriate skills evaluation sheets
- D. A copy of completed course evaluation sheets
- E. Any and all documentation related to a problem and its resolution

You are required to keep a copy of all course documents on file for three (3) years for your records.

CARDS WILL BE MAILED TO ADDRESS ON FILE IN THE TRAINING CENTER MANAGER WEBSITE UNLESS OTHERWISE INDICATED IN THE "COMMENTS" SECTION UPON SUBMISSION.

Cards that require re-printing due to misspelling of names because of illegible handwriting or typos will be charged \$10.00 each.

EMI will continue to follow the AHA Program Administration Manual which states "Training Centers must issue course card within 20 business days of receipt of completed paperwork".

The George E. Moerkirk Emergency Medicine Institute wants to thank you for your continued support of our organization. Your dedication and support have enabled us to continue to offer the highest quality CPR training.