**eCard Policy**

**To issue AHA eCards to your students, please complete the following steps**

1. Teach the course: eCards cannot be requested until AFTER the course is complete
2. Order your eCards from CALS by either method below:
	1. Visit our website at www.coloradoacls.org and follow the “Online eCards” instructions to order and pay for your eCards (recommended)

OR

* 1. Fill out the “eCard Request Form” and email to Arianna at cals.arianna@gmail.com
1. Your requested eCards will be added to your dashboard on the AHA Instructor Network for issuance to your students
2. Follow the “Assigning eCards” Guide to issue the eCards to your students

**eCard Policies**

1. You cannot combine multiple classes on a single eCard Request; each course must be requested individually to ensure proper tracking of student to instructor ratio.
2. List all Instructors who taught the class on your Request so that they receive teaching credit.
3. Colorado Advanced Life Support will follow up with training sites and instructors to verify all recordkeeping requirements are adhered to in accordance with AHA requirements.
	1. The following recordkeeping requirements will be maintained by the Training Site and TCF/Instructors.
		1. Completed course rosters
		2. Documentation related to dispute resolution (attach to course roster as indicated)
		3. Student exam answer sheets and skills performance sheets for students who did not or have not yet met course completion requirements
		4. Evidence of use of the AHA course fee disclaimer for courses in which fees are charged
		5. Skills Session paperwork for eLearning courses, including roster and certificate of completion for the online portion
4. Re-Routing of eCards is not permitted
	1. An eCard that has been issued to a student but has not been claimed by that student may not be reclaimed by the TC or Instructor and re-issued to another student. Regardless of whether a student has claimed their eCard, the eCard must remain available to the student who successfully completed the course and was issued the eCard. The student may claim their eCard anytime during the two-year period following successful completion of their course. Any TC or Instructor who reclaims a student’s eCard and re-issues that eCard to another student is out of compliance. The edit function allows for a misspelled name or a change in business email of the original student only.