





Resuscitation Class Sign-up for Non-East Hawaii Region Employees

(All Travelers, Contract Workers, & Outside Professionals/Community Members)

updated 01/16/2024

-  1. Complete the Class Enrollment Form below for one of our American Red Cross Resuscitation Classes (BLS, ALS, PALS)
-  2. Submit completed form and cash/check/money order payments to Nursing Administration Office.
*Credit Card Payments can be made over the phone @ (808)932-3130, please email completed registration form to resuscitation class coordinator. **Nursing Administration staff will verify class/seat availability; if class available, payment will be collected at that time to reserve your seat.***
Please note: the Course fee is NON-refundable
-  3. Class Enrollment Form and proof of payment will be emailed to the Sim Coordinator and Organizational Development for student enrollment in HealthAcademy. Once enrolled, a confirmation email will be sent to all parties, including enrolled student, stating that the registration has been completed.

| | | |
|--|---------------------------|------|
| Print Name | Class Name | |
| Job Title | Class Date | Time |
| Place of Employment | Alternate Class Date/Time | |
| Cell Phone No. | Email Address | |
|  | | |
| For Nursing Administration Office Only | | |
| Payment Received by | Date | |

Place receipt here

Scan this form (WITH attached copy of receipt) to the following parties (do not send via Interdepartment mail). Once enrolled into class, a confirmation email will be sent to all parties.

Nicole Vergara, Sim Coordinator

nvergara@hhsc.org

Organizational Development

hmcorganizationaldevelopmentDL@hhsc.org

For instructions on how to look for classes in HealthAcademy, click on the icon or go to the HealthAcademy Intranet site --> "How to Sign Up for Classes"

