Important Information for AHA Classes
2017 Spring

TEXTBOOK LIST:
You only need to purchase the textbook/s that are listed for the course/s you are registered for.

<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook/Online course name</th>
<th>Where to Buy</th>
<th>Required or Recommended</th>
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<tr>
<td>HeartSaver CPR with AED or HeartSaver First Aid</td>
<td>Heartsaver First Aid CPR AED Student Manual, (AHA#: 15-1018)</td>
<td>MEC, or WO Campus Bookstores</td>
<td>Required</td>
</tr>
<tr>
<td>HeartSaver First Aid, CPR with AED Skills Testing Session</td>
<td>Heartsaver® First Aid CPR AED Online, (AHA#: 15-1403) only available at: <a href="http://www.onlineaha.org">www.onlineaha.org</a>,</td>
<td></td>
<td>Required</td>
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<tr>
<td>Basic Life Support for Healthcare Providers</td>
<td>BLS for Healthcare Providers Student Manual, (AHA#: 15-1010)</td>
<td>MEC, or WO Campus Bookstores</td>
<td>Required</td>
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<tr>
<td>Basic Life Support for Healthcare Providers Skills Check</td>
<td>HeartCode BLS, (15-1400) only available at: <a href="http://www.onlineaha.org">www.onlineaha.org</a>,</td>
<td></td>
<td>Required</td>
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<tr>
<td>Advanced Cardiac Life Support Provider or Advanced Cardiac Life Support Provider Renewal</td>
<td>Advanced Cardiovascular Life Support Provider Manual, (AHA#: 15-1005)</td>
<td>MEC Campus Bookstores</td>
<td>Required</td>
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<tr>
<td>Advanced Cardiac Life Support Provider or Advanced Cardiac Life Support Provider Renewal</td>
<td>ECC Handbook, (AHA#: 15-1000)</td>
<td>MEC Campus Bookstores</td>
<td>Recommended</td>
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<tr>
<td>Pediatric Advanced Life Support Provider or Pediatric Advanced Life Support Provider Renewal</td>
<td>ECC Handbook, (AHA#: 15-1000)</td>
<td>MEC Campus Bookstores</td>
<td>Recommended</td>
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</table>

Please make arrangements to obtain your textbook(s) prior to your scheduled class.

Medical Education Campus (MEC) Bookstore (703/822-6605). Order online at: http://nvccmedical.bncollege.com/

Woodbridge Campus Bookstore (703-670-0050) Order online at http://nvcc-woodbridge.bncollege.com

PRE-CLASS PREPARATION: Students will need to read the textbook/s prior to class in order to be properly prepared for class. Students must pass a skills test and/or a written exam at the end of the class in order to receive their card. Please review the Skills Testing Sheets in the Student Manual/Textbook. ACLS and PALS Students must complete the online Pre-test prior to class. The username and password for this pre-test is located in the Provider Manual/Textbook.

Please read your textbook before class!
The new written exams for this class are challenging. In order for students to be successful in this class it is necessary to read the textbook prior to class. Even if you have taken an AHA class in the past, you will find this class has changed significantly. Students must score 84% or better in order to receive a certification card. Please remember to bring your text to class as we will be using them throughout the class. Please note we are not permitted to loan or sell texts to students in class.

IMPORTANT: You MUST be on time for this class! Students arriving late may be denied entry at the discretion of the instructor, and NO refund or rescheduled date will be permitted. Instructors are not permitted to allow students to join the class once the DVD/Course Instructional time has started.
LOCATION/CLASSROOM: American Heart Association Courses are held at the locations listed below. Classroom assignments will be posted prominently at the location where your class is being held. Please take a moment now to check your receipt to confirm the location and be sure that you have driving directions to the correct location. You may also login to your MyWorkforce account at [http://bit.ly/1WBOVvz](http://bit.ly/1WBOVvz) to view your receipt and registrations. Remember that Northern Virginia traffic can be unpredictable at times, please plan ahead to ensure that you arrive on-time or early.

- **Springfield, Medical Education Campus** 6699 Springfield Center Drive, Springfield, VA 22150
- **Woodbridge, RCWET Bldg.,** 2645 College Drive, Woodbridge, VA 22191

HEALTH RISK: The course for which you are enrolled may include physical strain, the possibility of cross-infection, and emotional stress. If your physician has recommended that you avoid strenuous activity or limit your activity in any way, you need to realize that cardiopulmonary resuscitation (CPR) is hard work. This is true both in practicing on the manikin and in doing CPR for a cardiac arrest victim. Students are encouraged to contact the Training Center Coordinator prior to class if they have any concerns or questions regarding the physical requirements of this course. Additional information on Disability Services is attached.

Dress Code: Students should dress appropriately for class. This course requires students to kneel on the floor to practice CPR Skills. Students will also be scooting around on the floor. It is recommended that students wear pants, a shirt that covers the belt line, and appropriate footwear. Heels, dresses, and skirts are not recommended for this class as it is unsafe.

BREAKS: Small breaks will be provided during AHA courses. Please note that the Campus Bookstore is closed and no other food services are available on campus or at off campus locations. Please remember to bring a snack and a drink with you to class.

WEATHER/CLOSING INFORMATION: If an adverse weather situation exists the day of your class, please check NVCC’s website, [http://www.nvcc.edu/depts/homepage/closing.htm](http://www.nvcc.edu/depts/homepage/closing.htm) for updated closing information. If the College (or Medical Education Campus) is closed the day of your class, the class is cancelled. If this is a class that begins in the morning and the College has a delayed opening, the class is considered canceled. If this is an afternoon or evening class and the College closes early, the class is considered canceled. In the event of a canceled class due to College closure, our office will contact you the next possible business day. Students, who do not attend a scheduled class due to weather when the College is NOT officially closed, will not receive a refund or rescheduled class date.

REFUNDS, SWAPS, and CANCELLED CLASSES: You will receive prompt notification of course changes and cancellations by telephone or email. In the unlikely event that your course is cancelled, you will automatically receive a full refund. If you are unable to attend a course that has not been canceled, you are eligible to receive a full refund or reschedule (the opportunity to reschedule is only allowed once) by emailing wddrefunds@nvcc.edu a minimum of four business days before the starting date of the first scheduled class meeting. There will be no refund after this time.

To request a Refund or Swap you must email wddrefunds@nvcc.edu with the following information: your name, student ID number (EMPLID), course name/code, and date of class. Once a refund is approved a check will be sent to your mailing address within four to six weeks. Refunds for payments made in person using cash, check or credit card will be issued in the form of a check processed through Richmond.

Questions regarding the course content should be sent to:

April McMullen-Eldert, AHA Training Center Coordinator, Direct - 703-822-9040, ameldert@nvcc.edu

To register for other American Heart Association Classes please visit our page via this quick link: [http://bit.ly/1GOx86x](http://bit.ly/1GOx86x)
Additional College-Wide Information

1) Email Addresses:
Workforce Development strives to provide students with timely notifications. It is important that you check that we have your correct email address. To do this please login to your MyWorkforce account at http://bit.ly/1WBOVVz and confirm that your email address is correct. Next you will want to check your email account’s junk or spam box, just in case our emails were filtered there by mistake.

2) NOVA Card:
As of July 1, 2008 all currently enrolled WDD students will receive a NOVA ID Card free of charge. Please visit the NOVA Card Website at www.nvcc.edu/novacard. Lost NOVA ID Cards can be replaced for a $10.00 fee. For any questions on NOVA Cards please email asknovacard@nvcc.edu.

3) NOVA Alert:
This helpful system will help to keep you informed when emergency occurs. You will receive email and/or text messages from the College giving instructions about campus closing, where to go, what to do, who to contact, etc. in case of an emergency. Please visit this website http://alert.nvcc.edu click on NOVA Alert and take few minutes to sign up. New users may also register by sending a text message to 411911, keyword: NOVA.

4) NOVA Emergency Evacuation Plan:
Providing a safe environment for faculty, staff, visitors, and students is a primary concern of the Northern Virginia Community College administration. Critical to this goal is being knowledgeable about what to do in the event of an emergency. Planning and being prepared is our shared responsibility. Please visit www.nvcc.edu/medical/epp for information about emergency preparedness. We do ask that you familiarize yourself with this website and ask any questions you may have. Please check back once a semester to ensure you're prepared!

5) LiveSafe:
This free mobile app, called “LiveSafe”, will improve communication between students, faculty, staff and college police. The app goes live on April 1, 2014 and it will allow students, faculty, staff and parents to report tips anonymously to college police, ask the police questions, and offer security suggestions. The LiveSafe app will also let friends and family monitor your location as you walk with a virtual escort. The app has many other features that will help keep you safe.
College Wide Syllabus Statement on Disability Services

The College is committed to the goal of providing each qualified student and equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADAAA (ADA Amendments Act of 2008). Students with disabilities are encouraged to contact a Counselor for Disability Services in the Student Services or Counseling Center of any campus to discuss possible accommodations.

Contact a Disability Services Counselor at the campus of your choice to request an appointment. Deaf or hard of hearing students should contact NOVA’s Interpreter Services Office.

Disability Services Staff

Alexandria Campus
Telephone: 703.933.1840
Email: Latacha Berluche
View Map

Annandale Campus
Room CA 112
Telephone: 703.323.3200
Email: Tracy Bell, Susie Ko, Vicky White
View Map

Extended Learning Institute
Telephone: 703.323.2404
Email: Dr. David Highsmith

Loudoun Campus
Room LR 253
Email: Kimberly Heck
Telephone: 703.450.2591
View Map

Manassas Campus
Room MH 110
Telephone: 703.257.6610
Email: Asante Clarke, Corey Esparza
View Map

Medical Education Campus
Room 202
Telephone: 703.822.6633
Email: Kallas-Alleva, Anmarie
View Map

Woodbridge Campus
Room 202-E
Telephone: 703.878.5760
Email: Pamela Manuel
View Map

Assistive Technology Coordinator
Telephone: 703.323.3349
Email: Stephanie E. Gernert

Interpreter Services Office
Dr. Joan Ehrlich, Coordinator
7630 Little River Turnpike, Suite 306
Annandale, VA 22003-3796
Telephone: 703.323.3187 (V/TTY)
Cell: 703.975.4772 (calls and texts)
Email: interpreters@nvcc.edu

For More information on Disability Services, please visit: http://www.nvcc.edu/current-students/disability-services/

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HEALTH RISK STATEMENT FOR AMERICAN HEART ASSOCIATION COURSES

The technical standards for the course for which you are enrolled in include:

For all classes that include CPR: long periods of time kneeling on the floor, giving effective breaths with a barrier device, giving effective breaths with a Pocket Mask Device, giving effective chest compressions to an adult, giving effective chest compressions to an infant utilizing two fingers on one hand, and giving effective chest compressions to an infant utilizing the two thumb encircling hands technique.

For BLS/ACLS/PALS courses: All of the technical standards for CPR and the addition of Bag-Valve Mask device usage

Please review all of the Skills Testing Sheets in the Student Manual/Textbook for your course.

If you are a student with a documented disability and you anticipate that you will require accommodations for the classroom, written exam, or skills testing component of this course, please visit a Disability Services Counselor at one of the locations listed above. Please note: Academic accommodations are unique to individuals and some accommodations may require advanced time and preparation.

Students who have a current Memo of Accommodation (MOA) are encouraged to submit a copy to the NVCC AHA Training Center Coordinator early for implementation of requested accommodations.