



# Onsite check out @UMBC

## Information Sheet

1. Part 1 is completed online using a personalized access link issued by the American Heart Association via UMBC. This email will be sent via email (do NOT purchase anything additional).
2. You will need to complete Part I of the course and submit your Certificate of Completion of Part I **HARD COPY** on the day of your course. (you must **BRING** a copy – electronic versions are not acceptable)
3. **FAILURE TO PROVIDE THE COMPLETION CERTIFICATE WILL PROHIBIT YOU FROM COMPLETING THE LIVE PORTION OF THE CLASS.**
4. Successful completion of this CE activity includes the following:
  - ✓ **Complete the online program.**
  - ✓ **Print Certificate of Completion of Part 1 and submit to UMBC.**
  - ✓ **Complete skills check out at UMBC.**
  - ✓ **Complete the course evaluation form.**
5. After successful completion of the items above, UMBC will process the course roster and issue an electronic course card. Approximately four (4) business days after the course conclusion, this card will be emailed to the address provided on the registration form.

The on-site check out is for skills testing only. You must come prepared. This is for BOTH Provider and Renewal.

**\*If you are registering as a renewal, you must submit your CURRENT AHA card along with payment. (it CANNOT be an expired card). IF you enroll in a Renewal Course and do not have a CURRENT card, you will be requires to pay the additional Provider course fee.**