



Submission of Course Rosters

American Heart Association Programs through Less Stress Instructional Services Training Center

If you're a Clinton First Aid & Rescue Squad/LSIS affiliated instructor, submitting your courses for processing is easy. Please follow these instructions:

1. Go to <http://www.cfarstc.org> , click on Staff
2. Click on COURSE ROSTER ENTRY
3. Log into Training Center Manager, using your email and password supplied to you
4. On the SUBMIT ROSTERS screen, enter the following
 - a. Course Group : CPR
 - b. Course Location: Location where taught
 - c. Course Type: BLS, Heartcode BLS or Heartsaver
 - d. Course Date, Start Time
 - e. Instructor info (remember instructor to student ratios)
 - f. Enter EACH Student, then click ADD STUDENT until all students in. Be sure to include Test Scores
5. Click SUBMIT
6. On next screen, be sure to upload course roster, individual test sheets (both sides, completed and signed), and evaluations.

You will be invoiced for the cards when they are printed and available to you.

Questions to: learn@clintonems.org

USER EMAIL: _____

PASSWORD: _____