



Duke University EMS CPR & First Aid Training Request Form

Thanks for choosing to do a class with us! We are excited to teach you.

Please download and fill out this form before sending a request to the Outreach Officer so that we can streamline the process of getting your class scheduled. It will be easiest to make a copy of this form in Google Drive so that we can edit it together should anything need to change. Downloading this as a Word Doc or filling it out by hand is perfectly fine too. If you have any questions, please don't hesitate to reach out to the Outreach Officer by emailing duemsoutreach@duke.edu.

1. ORGANIZATION INFORMATION

Organization name	
What date would you like the class to be? (The exact course date will depend on the availability of our instructors, but we will do our best to accommodate your preference.)	MM/DD/YY
Between what times would you like the class to be? (In addition to an ideal time, please also give the most generous time block possible so that we can be flexible with our instructors' schedules.)	Preferably 00:00 - 00:00, but could work something out between 00:00 - 00:00

2. LOCATION

Building/Address	
Room #	

It's okay if you don't have a preferred location. We can figure out a spot/reserve an appropriately sized room on Duke campus.

3. HEADCOUNT

For planning purposes, please let us know how many people you expect to attend and list their names so we can use this sheet as a roster during class.

Total # of participants:

Roster:

- 1.
- 2.
- 3.
- 4.
- 5.

4. CLASS TYPE

Please specify which class you would like us to teach (BLS CPR; Heartsaver CPR AED; Heartsaver First Aid; Heartsaver First Aid CPR AED; Hands-Only CPR/AED; First Aid/Miscellaneous). For more info, please refer to the descriptions on our [website](#) or email harrison.chen@duke.edu with any questions.

5. PAYMENT

Please add up the cost of your class and the number of people attending (prices can be found on our [website](#))

\$

Payment Method (We accept cash, check, or transfer through UCAE)

6. TRAINING GOALS

Are there any specific topics you'd like us to cover or emphasize?

7. EXTRA COMMENTS

Are there any questions, comments, or special considerations we should know about?