

*The letter below is a sample that you may modify and send to students.*

**Subject:** Welcome to Your Upcoming Heartsaver® First Aid CPR AED Blended-Learning Course

**Dear Heartsaver Student,**

Welcome to the Heartsaver First Aid CPR AED blended-learning course! This course includes 2 components:

1. **Online portion**—to be completed independently
2. **Virtual classroom portion**—to be completed live with an instructor

Access your course here: **[Insert course URL]**.

You must complete the online portion first, including any optional topics you may need. **Please take note:** If you want the optional topics to appear on your certificate of completion, please make sure you complete these lessons *before* completing your course survey. Once completed, **save your certificate of completion** and **email it to your instructor** at **[Insert instructor email]**.

 *You must submit your certificate to participate in the virtual classroom portion—it's required before attending the virtual hands-on session, which includes hands-on skills practice and testing.*

## Virtual Classroom Details

 **Date:** [Insert date]

 **Time:** [Insert time]

 **Access Instructions:** [Insert video conference software details]

## What You'll Need

Before the course, ensure you've received or picked up your **training package**, which includes

- CPR manikin
- AED trainer
- First aid training equipment (if applicable)

You'll also need

- A computer with a webcam
- A strong internet connection
- A quiet, open space for skills practice and evaluation without interruption

## What to Wear

Please wear loose, comfortable clothing. You'll be practicing skills that involve kneeling, bending, standing, and lifting. If you have physical conditions that may affect your participation, let your instructor know before the course to discuss modifications. The instructor will work to accommodate your needs within the stated course completion requirements.

## Unable to attend?

If you're sick or unable to attend, please notify your instructor to reschedule your training.

We look forward to seeing you on **[Insert day, date]**! If you have any questions, contact **[Insert instructor name]** at **[phone number]** or **[email address]**.

Warm regards,  
**[Insert instructor name]**  
Lead Instructor