

## Sample Precourse Letter to Students, HeartCode ACLS

(Date)

Dear ACLS Course Student:

Welcome to the HeartCode® ACLS Course. This course has 2 components: an online portion and an instructor-led classroom portion. You must complete the online portion first.

You can access the online portion of the course by using this unique URL: (student's license URL).

**Important: You must print the certificate of completion at the end of the online portion.** You will need to give this to your instructor when you attend the classroom portion. It is necessary to show that you completed the online portion. If you do not have your certificate of completion, you will not be able to complete the skills practice and testing portion of the course.

The classroom portion is scheduled for

Date:

Time:

Location:

Please wear loose, comfortable clothing. You will be practicing skills that require working on your hands and knees, bending, standing, and lifting. If you have physical conditions that might prevent you from participating in the course, please tell one of the instructors when you arrive for class. The instructor will work to accommodate your needs within the stated course completion requirements. In the event that you are ill, please notify your instructor to reschedule your training.

We look forward to welcoming you on (day and date of class). If you have any questions about the course, please call (name) at (telephone number).

Sincerely,

(Name), Lead Instructor