

# CPR/Basic Life Support/First Aid



The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an education course does not represent course sponsorship by the AHA. Any fees charged for such a course, except a portion of the fees needed for AHA course material, do not represent income to the AHA.

The AHA CPR and First Aid classes listed below include and exclude different skills. Please make sure you have fulfilled the course prerequisites and that the class meets the requirements from your employer, licensing agency, or school. Cost includes card, where applicable. Students will receive the CPR/First Aid card within 14 business days of successful course completion. AHA cards expire two years from the end of the month of the issue date.

Students are required to attend the entire class you have enrolled in to receive a card. If you miss or do not successfully complete any part of your class, you must register and pay for another class. We require 24 hours' notice before the first day of class to drop or change any CPR or First Aid class.

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## Heartsaver® CPR AED (Community)

Have you always wanted to know how to perform CPR and use an AED if needed an emergency situation? Take this training and walk away with CPR and AED skills needed to assist adults, children and infants.

**This class meets the CPR AED requirement for day cares.**

**Keyword: CPR**

Feb. 8 Lincoln, CEC, 109B	T	6-9 p.m.	\$59 HLTH-3500-CESA
Feb. 26 NE City, NCLC, 104	S	9 a.m.-Noon	\$59 HLTH-3500-NCSEA
April 6 Lincoln, CEC, 109B	W	6-9 p.m.	\$59 HLTH-3500-CESB

## Heartsaver® CPR AED Online + Skills Session (Community)

Offered now in a convenient online format, receive your professional CPR AED certification easily within your own time schedule and in the comfort of your home. You will only need to meet in person once for the skills session after you have completed the online portion of the class.

You will receive the online AHA access key and email approximately one week prior to your Skills Session class.

- ♥ When registering, include your email address.
- ♥ Once you've completed the online portion, you will print your Online Course Completion Certificate. For admission into the Skills Session, you must have this certificate with you.

**This class meets the First Aid requirements for day cares.**

**Keyword: CPR**

Jan. 20 Lincoln, CEC, 109B	Th	6-6:45 p.m.	\$59 HLTH-3501-HBSCA
Feb. 2 NE City, NCLC, 104	W	6-6:45 p.m.	\$59 HLTH-3501-HBSNA
March 14 NE City, NCLC, 104	W	6-6:45 p.m.	\$59 HLTH-3501-HBSNB
March 24 Lincoln, CEC, 109B	Th	6-6:45 p.m.	\$59 HLTH-3501-HBSCB
May 11 Lincoln, CEC, 109B	W	6-6:45 p.m.	\$59 HLTH-3501-HBSCC

### Locations

Lincoln, CEC ..... Jack J. Huck Continuing Education Center, 301 S. 68th St. Place

NE City, NCLC ..... Learning Center at Nebraska City, 1406 Central Ave.

# 4 EASY WAYS TO REGISTER!



## REGISTER ONLINE USING WEBADVISOR

1. You must have an email account in order to register online.
2. Go to <http://bit.ly/RegisterCE>
3. Search for Classes (Use the key word at the end of the description)
4. Register for Classes
5. Pay for Classes
  - a. You will not be officially registered until you submit your payment.
  - b. You will see a confirmation screen. Print this for your records.



## REGISTER BY FAX OR MAIL

1. Complete the non-credit registration form. (Please Print) then either...
  - a. FAX the registration form with credit card number or letter of authorization to 402-437-2703
  - b. OR
  - c. MAIL the registration form with payment or letter of authorization to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510-2449



## REGISTER IN PERSON

WALK-IN to the Jack J. Huck Continuing Education Center Monday-Thursday, 7:30 a.m.-7:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 7:30-11:30 a.m.; SCC campuses and Learning Center locations during business hours.

WE  
ACCEPT



Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

Make a COPY of the completed form, or record the information for your reference.

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled.  
**CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student's current address and will usually be received within three to four weeks.

**Questions about registration or space availability, contact:**  
Continuing Education • 402-437-2700 or 800-828-0072

### SCC Non-credit Refund/Drop Policy

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

## Questions?

Southeast Community College Continuing Education  
402-437-2700 • 800-828-0072 • [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

Accredited by the Higher Learning Commission.

**Equal Opportunity/NonDiscrimination Policy:** It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

**Declaración de política sobre equidad/antidiscriminación:** La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68 St. Place, Lincoln, NE 68510, o [jsoto@southeast.edu](mailto:jsoto@southeast.edu).



# Registration Form - Non-Credit Course

<b>Today's Date</b> ___/___/___
------------------------------------

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

**PLEASE PRINT**

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address				City	State	Zip
Email Address				Cell Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American	

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$

### SIGNATURE

Check (must be included)  Cash (must be included)

V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?  
 Yes  No

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

SCC Staff Tuition Waiver	( )
<b>TOTAL DUE</b>	

<b>FOR OFFICE USE ONLY</b>	
ID#	_____
DE	_____



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**PLEASE PRINT**

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address				City	State	Zip
Email Address				Cell Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American	

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-	-	-	\$
-	-	-	\$
-	-	-	\$

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