



St. John Ambulance Saint-Jean

SAVING LIVES SAUVER DES VIES
at work, home and play au travail, à la maison et dans les loisirs

Thunder Bay and Northwestern Ontario Branch
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Charitable Registration No: 10802 2237 RR0001

Booking Guidelines

Please read carefully and ensure that your employees are aware of these guidelines.

- Ensure that you choose the right course to meet your workplace requirements.
- Once you have registered your employees, ensure that they are well-informed of the training date(s) and times, as well as our location. Classes start promptly at the times specified on the schedule. Arrive at least 5 minutes early to get settled in to the class. Our registration policy states that we cannot permit late arrivals by more than 30 minutes. Legislation requires that the full training hours be attended. An administrative fee of \$25 will apply to individuals not completing their full registered course and re-registering for a later course. Certain conditions apply.
- In order for a student to be successful and obtain certification, they must: attend the full course, obtain a satisfactory pass on the practical exercises (physically demonstrate the skills, which include kneeling on the floor for a prescribed amount of time to perform CPR skills), and obtain a minimum mark of 70% on each section of the written examination.
- Please advise your employees to dress comfortably (and bring their own kneepads if required) as they will be evaluated on practical exercises that are performed on the floor.
- Cell phones and other interruptions should be avoided while in class. There will be coffee breaks and a lunch break (noon-1:00pm) so that personal needs can be accommodated.
- Employees with any personal/professional appointments during the course are kindly asked to reschedule for a date where full attendance can be met.
- We would be more than happy to provide verbal testing to students who may have difficulty writing the exam. Please advise the office or the instructor.

Private Course Bookings

- If you have a group of ten or more, we would be happy to make arrangements for a private course, on your site or ours. Your company will receive a Private Course Booking Confirmation letter. You are requested to confirm the details and return the form to us. Please provide a minimum of 48 hours notice to cancel or reschedule, or we will invoice your organization for a non-refundable and non-transferable administration fee of \$250.
- Please notify your group of the times of the class and that full attendance and full participation is required in order to receive their certification. Employees should not be available for business calls or any interruptions during the length of the course. There will be coffee breaks and a lunch break so that these needs can be accommodated.
- Please provide a training room, large enough to accommodate your employees at tables/desk, floor space for practical exercises, and a TV and DVD.

Thank you for choosing St. John Ambulance - Canada's leader in First Aid training!

