



Rec Well CPR Requirements



Agenda

Student Employee Requirements

Student Supervisor Responsibilities

Pro Staff Requirements





Student Employee Requirements





Basic Requirements

- Levels of training can be found in the [Risk Management Training Document](#)
- Majority of student employees required to be trained in Adult & Pediatric First Aid/CPR/AED based on EAP
- Other organizations may be accepted based on criteria:
 - Hands-On Skill Session (Not Online Only)
 - Includes Adult & Pediatric content
 - First Aid, CPR, and AED components



Basic Requirements

- Mid-Certification Risk Management Training
 - Required for most positions after 1 year of certifying in CPR
 - Review of CPR skills and EAP activation
 - Hidden link sent to student supervisors
 - List of students due for this training sent each semester (May change with Workday)

Rec Well Offerings

- Community Programs runs certification classes through the American Red Cross
- Majority of our classes are in a Blended Learning Format
- Online portion is required to be completed prior to attending the in-person skill session
- Community Programs will send a student employee promo code at the start of the fiscal year via email
 - The code does NOT change each semester
- Promo code can be used **ONCE** per employee to register for free



**What if my
student uses
the promo
code and then
things change?**

CPR Class Policies

- Transfers and cancellations are available prior to the registration closing date
 - Student should email lessons@recwell.wisc.edu and let us know they are a student employee
- After registration closes, we are unable to make any transfers or cancellations
- If a student does not complete their online portion or attend their class, they do not receive another free class
 - During registration, they agree to complete the online portion

If a student misses their class...

- Community Programs will send No Show emails to student supervisors bi-weekly
- Students can use a new promo code for 50% off their next registration – included in the bi-weekly email
- If they reach out to Lessons for this code, we will direct them to their supervisor
 - No way of verifying
 - Keep supervisor informed



Student Supervisor Responsibilities

Community Programs vs. Supervisors

Community Programs

- Provide promo codes and registration links to supervisors
- Send a bi-weekly no show list
- Send Mid-Cert Training attendance

Supervisors

- Share promo codes and links with employees
- Review No Show list and send language/new promo code to students in your department
- Review Mid-Cert attendance and ensure students are paid
- Track student completion of CPR requirement

CPR Audit

- Audit helps ensure departments are keeping track of student employee certs
- Working with Roop to develop a more accurate way to pull this information
- Sent out monthly in Fall and Spring

Supervisor Responsibilities

- Input student CPR certs into Fusion as a membership
 - This membership also gives employees 20% off different services
- Review audits
 - Employees who do not have a CPR membership
 - Students who are no longer employed who still have a CPR membership (set to last day worked)

Pro Staff Requirements





Certification

- All pro staff must be CPR certified per Rec Well's EAP
- New staff should get certified within 1 year of their start date
- Staff with expiring certifications should be certified within the semester of their expiration



Cert Tracking

- Community Programs is responsible for keeping updated records of Pro Staff CPR certifications
- Separate process, promo code, and tracking from student certifications
- Community Programs will send a CPR Expiring Cert reminder the semester your cert is expiring



Available Classes

- Community Programs will offer at least one daytime class each semester geared towards pro staff
- If you are unable to attend the daytime class, it is your responsibility to register and attend an evening class within your semester timeframe
- Utilize the Pro Staff promo code to register for your class

Pro Staff Certificate Submission Form

- Located on the Pro Staff Resources webpage
- Submit your updated CPR certificate (pro staff ONLY – students should not submit here)
- All pro staff certifications in one spot

Thank you

Questions?

