

## **Provider Course Records to include:**

1. Completed course rosters or registration forms
  - Documentation related to problem resolution (attach to course roster)
2. Originals or a summary of course evaluations (used by students to rate the course and Instructor)
  - Original evaluations if there were problems with the course
  - Student written examination answer sheets and skills performance sheets for students who did not or have not yet met course completion requirements
3. Evidence of use of the AHA course fee disclaimer for courses in which fees are charged.\*

\*Attached below

## **Fee Disclaimer for American Heart Association courses:**

Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.

Minnesota State Colleges and Universities' Multi-Regional Training Center is a designated Training Center in the AHA's Emergency Cardiovascular Care (ECC) Training Network.

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