

How to Cancel a First AID/CPR/AED Registration

Dallas County Employees

County employees must have current County Identification with you for admission. A registration may be canceled, without obligation, by notifying our staff at least three working days prior to the course presentation date. Course cancellation within the three working days will be considered canceled. Cancellations on the day of the course presentation must be an emergency only determined on case by case basis. "No Shows" will be considered a cancellation and the County employee will be prohibited from participating in any upcoming OSEM "free" First Aid/CPR/AED course presentations for a period of one year. Cancellations will be considered received by the Instructor when verified either by voice, email, or fax from a staff member.

Direct any questions regarding course cancellations to Larry K. Thompson Office phone 214-653-7980, Fax 214-653-7988, email:lkthompson@dallascounty.org

Non-Dallas County Employees

Saturday Classes are Available per request. However, class minimum must be achieved to fill class. Four people must register for Saturday course.

A registration may be canceled, without obligation, by notifying our staff at least three working days prior to the course presentation date. Course cancellation within the three working days will be charged a \$25.00 cancellation fee. Cancellations on the day of the course presentation will be charged the full course fee. "No Shows" will be considered a cancellation and charged the full course fee.

All Non-Dallas County Employees are required to purchase the handbook & student materials before attending class. Please consult with the company of your choice for the approximate delivery time for the materials. You will need to purchase the American Heart Association Student Handbook #80-1058. Upon receipt of your student handbook please review all materials prior to class attendance. Bring your handbook with you so that you can work through certain portions in class.

Handbook materials can be purchased from either one of three sources online: please allow enough time for delivery for your student course book. The instructor has no preference of vendor it is the same price and materials at all three.

1. WorldPoint
2. Laerdal
3. Channing Bete

There will be No Classes on the following dates;

April 12, 2010
August 9, 2010
December 13, 2010