



Dear Student:

Thank you for your registration! You are now registered to participate in the full-time (1 week) Clinical Assistant Prep (CAP) course. The course consists of in-person lectures and clinical lab sessions with mandatory attendance. The course meets Monday-Friday, 8am-5pm.

**COURSE WEBSITE REGISTRATION:**

**Create your course website account now.** This is a required step to access the materials for the course. Use this link to create an account on our learning management system (Moodle): <https://courses.healthscienceconsulting.com/login/index.php>.

**REFUND POLICY:** *Cancellation and Substitution by Customer*

**All fees are nonrefundable.** The customer may cancel their registration **with a substitution** by providing the company with a written notice of cancellation a minimum of thirty (30) days before commencement of the course. If written notice of cancellation is not received within thirty (30) days, then the full course Fee will be chargeable and/or nonrefundable.

There will be a cancellation service charge of \$200 for a substitution. This service charge will be deducted from all monies paid prior to any refund being issued.

**DIRECTIONS:**

The course will take place at the Callaway Center, 2507 Callaway Road. The Clinical Learning Center (Suite 206) is on the 2<sup>nd</sup> floor, to the right off the rear elevator. The Callaway Center is a brick building off North Monroe Street near the Cracker Barrel and the I-10 interchange.

**WHAT TO BRING AND WHAT TO WEAR:**

Please wear solid-colored, clinical scrubs (top and bottom, any color), to every class including the first day. Students must also wear closed-toed shoes, nails must be kept short (no acrylic), and hair pulled away from the face.

Students are strongly encouraged to bring lunch to class. We have a break room, refrigerator, and microwave available for your use. It is very important to stay hydrated as you will be performing venipunctures on each other.

Please bring your laptop or tablet and print out any course handouts needed for each class. Handouts are made available to you on the course website. We offer free Wi-Fi access.



### **REQUIRED- AMERICAN HEART ASSOCIATION BLS PROVIDER CPR CERTIFICATION:**

Each student must be certified in Basic Life Support (BLS) directly through an **American Heart Association training facility**. It cannot be a BLS class from the American Red Cross, ASHI, or any other organization. You do not need First Aid, only BLS.

You have a few options to meet this requirement:

1. Take BLS through HSC - The course is discounted for CAP students at \$50.00. **The coupon code to use is cap\_10!** Register at the following link: at <https://healthscienceconsulting.enrollware.com/schedule#ct116335>.
2. Take the ONLINE Heartcode Basic Life Support (BLS) and complete your IN-PERSON skills session upon completing the course online. You must register for both the online course and in-person skills session here: <https://healthscienceconsulting.enrollware.com/schedule#ct138393>.

### **NATIONAL CERTIFICATION EXAM REGISTRATION:**

**Register for the National certification (CCMA) exam NOW**—The cost of the exam is \$190.00+ and is not included in your course registration fees. The exam is taken **IN-PERSON** at HSC and must be taken within sixty (60) days of course completion. There are no options for remote testing. The available testing dates are found at the following link: <https://healthscienceconsulting.com/product/national-certification-exam-payment/>. The exam registration closes 7-10 business days before the testing date. Do not delay registration.