



Dear Student:

You are registered for the full-time (1-week) Clinical Assistant Prep (CAP) course. The course includes in-person lectures and clinical lab sessions, with attendance required. Sessions take place Monday through Friday, from 8 AM to 5 PM. Participants are expected to be present for the entire duration each day.

COURSE WEBSITE REGISTRATION: Please, do this now.

HSC uses Moodle as our Learning Management System. Create your course website account. This is a **required** step to access the materials for the course. Use this link create your account, <https://courses.healthscienceconsulting.com/login/index.php>, and check your email frequently for updates. You will be added to the course, and it will appear on your dashboard at least two (2) weeks prior to the start of classes.

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 must provide proof of BLS provider status by the start of the CAP course.

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](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>.

DIRECTIONS:

Report to the Callaway Center, 2507 Callaway Road. It is a brick building off North Monroe Street near the Cracker Barrel and the I-10 interchange. The Clinical Learning Center (Suite 206) is on the 2nd floor, to the right off the rear elevator.

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.

REFUND POLICY: *Cancellation and Substitution by Customer*

All fees are non-refundable. 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 a written notice of cancellation is not received within thirty (30) days, then the full course fee will be chargeable and/or non-refundable. 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.

NATIONAL CERTIFICATION EXAM REGISTRATION: *Please, do this NOW.*

Register for the National certification (CCMA) exam NOW–The cost of the exam is \$199.00+ processing fee and **is not included** in your course registration fees. The exam is proctored and taken **IN-PERSON** at HSC. You must register for a testing date within sixty (60) days of the CAP 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.**