

Group Class Host Checklist

For the organizer hosting an on-site group CPR, first aid, BLS, or ACLS class with QKC Health, from the written booking confirmation to handing records on.

How to use this checklist

- Fill in the contacts and the class details first. Then work through each stage: write a name in the Who column and a date in the Due column, and tick Done when a task is finished.
- Work back from the class date. Under QKC Health's Terms of Service, a confirmed booking can be canceled or rescheduled at no charge seven or more days before the class. Fewer than seven days before, a cancellation or reschedule may be charged up to the full course fee.
- QKC Health confirms the course, date, time, location, and setup of your class in writing. Where a task says to ask QKC Health, the written answer is what counts.
- Privacy: keep personal information to what you need, never record health details, and store this checklist where only the people who need it can see it.

Full guide, message templates, course preparation sheets, and an organizer roster:
qkchealth.com/resources/hosting-group-cpr-class

Contacts

Role	Name	Phone or email
Lead organizer		
Backup organizer		
Site contact on the day		
Room and access		
Participant communications		
Accommodation requests (needs only, no health details)		
Attendance and records		
QKC Health	QKC Health LLC	(212) 548-3284

Class details as confirmed in writing

Session	Course	Date and start time	Building, address, and room

Date QKC Health confirmed the booking in writing: _____

Stage 1: When QKC Health confirms the booking in writing

Done	Task	Who	Due	Notes
☐	Check the written confirmation: the course, date, time, and location match your request. A request is not a booking until QKC Health confirms it in writing.			
☐	Name a lead organizer, a backup, and a site contact for each building. Give QKC Health one main contact and one backup.			
☐	Reserve the room for the confirmed time, including any setup time QKC Health asks for.			
☐	Check the room against QKC Health's Terms: large enough for participants to work on the floor during skills practice, with access to power.			
☐	Confirm the room setup with QKC Health: approximate size, floor surface, furniture that can be moved, power outlets, and the number of people in each session.			
☐	Tell QKC Health about site access restrictions: security check-in, ID, visitor lists, building hours, parking, and the entrance for bringing in equipment.			
☐	Check the step-free route, the elevator, an accessible restroom, and signs to the room.			
☐	Set up the roster by session and course.			
☐	Send the class confirmed message with the preparation sheet for each person's course.			

Stage 2: Seven or more days before the class

Done	Task	Who	Due	Notes
☐	Send the attendance check, so you learn about problems while a cancellation or reschedule is still free under the Terms.			
☐	Check preparation: renewal participants have found their current or most recent card, skills session participants have finished the AHA online part, and ACLS participants are working on the AHA precourse self-assessment.			
☐	Ask QKC Health about anyone whose card has lapsed before they attend a renewal course.			
☐	Pass accommodation requests to QKC Health: the need only, never health details.			
☐	Check the number in each session. Most courses require a minimum of three participants, and ACLS is available to individual participants. Ask QKC Health how the minimum applies to your sessions.			
☐	Ask QKC Health what happens with late arrivals and substitutions. The Terms do not set rules for either. Put the answers in your reminder.			
☐	Ask QKC Health what participant details it needs for the course roster and cards, such as names and email addresses, and how to send them.			
☐	Tell QKC Health about any change to the booking, and ask how a change in numbers is handled.			

Stage 3: In the last week

Done	Task	Who	Due	Notes
☐	Send the reminder: start time, room, what to bring for each course, what to wear, parking, and check-in.			
☐	Confirm parking, security, and building access for the instructor and for participants.			
☐	Confirm the room setup: furniture moved as agreed with QKC Health and the floor clear for skills practice.			

Done	Task	Who	Due	Notes
☐	Print the roster for sign-in, one list for each session.			
☐	Keep the change window in mind: fewer than seven days before the class, a cancellation or reschedule may be charged up to the full course fee, and absences do not reduce the confirmed group fee.			

Stage 4: On the day

Done	Task	Who	Due	Notes
☐	Meet the instructor. The site contact handles check-in and shows the room, power outlets, restrooms, and where to park or unload.			
☐	Have the room ready: floor space clear, power available, and signs up.			
☐	Keep a quiet, private space available nearby, for a private word with the instructor or a short break.			
☐	Run sign-in and mark attendance on the roster for each session.			
☐	Handle late arrivals as agreed with QKC Health.			

Stage 5: After the class

Done	Task	Who	Due	Notes
☐	Send the after-class message: cards, the eCard email, and who to contact about corrections.			
☐	Update the roster: attendance and follow-up notes, with no health details.			
☐	Hand records to HR or compliance. Attendance is not the same as completing the course: cards are for participants who meet the AHA performance requirements.			
☐	Plan next steps for anyone who missed the class or could not finish their preparation.			

Done	Task	Who	Due	Notes
☐	Pass the invoice to whoever pays it. Under the Terms, training is invoiced after the class and payable within 30 days, unless agreed otherwise in writing.			
☐	Delete working lists and messages you no longer need.			

Based on QKC Health's Terms of Service (qkchealth.com/terms) and class pages, checked October 16, 2026.

General information only, not medical, legal, or compliance advice. Confirm course and card details with the American Heart Association (cpr.heart.org) and confirm requirements with your employer, licensing board, or state agency. A request for training is not a booking; QKC Health confirms bookings in writing. Full terms: qkchealth.com/terms.