

Records Handoff Checklist After a Group Class

Use this checklist after a group CPR, first aid, BLS, or ACLS class to confirm who completed the course, get AHA eCards claimed and verified, and hand a short training record to the person who keeps your training records.

How to use this checklist

Fill in the class details, then work through each stage in order. Write who is responsible and the date, and tick Done when the task is finished.

- Attendance is not completion. An AHA card is issued only to participants who successfully complete the course and meet the AHA performance requirements.
- The AHA says Training Centers must issue course completion cards within 20 business days of successful course completion. Confirm the timing for your group with QKC Health in writing.
- Name and email corrections, duplicate cards, and questions about whether a card is valid go to the Training Center that issued the card. For a QKC Health class, call (212) 548-3284.
- Privacy: keep personal information to what the record needs, leave out health details and test results, and store this checklist and your records where only the right people can see them.

Class details

Detail	Entry
Course or courses, as named on the card	
Class date and location	
Training Center	QKC Health LLC, (212) 548-3284
Participants who attended	
Records owner and backup (HR, compliance, or manager)	

Right after class

Done	Task	Who	Date	Notes
☐	Ask QKC Health how it will confirm who completed.			
☐	Compare that confirmation with your sign-in sheet. Mark each person completed, did not complete, or absent.			
☐	Tell participants to watch for the eCard email from eCards@heart.org (check spam or junk) and claim it with the address given for the class.			

Done	Task	Who	Date	Notes
☐	List anyone who still needs a card. Tell the manager who relies on that card, and ask QKC Health about options.			
☐	Keep the Training Center contact details for corrections, lost cards, and questions about whether a card is valid.			

When cards arrive

Done	Task	Who	Date	Notes
☐	Collect each eCard code, or a copy of the claimed eCard. An employer can view an eCard only after it has been claimed.			
☐	Verify the codes on the Employer tab at heart.org/cpr/mycards (up to 20 codes at a time), or scan the QR code on each eCard.			
☐	Check each card: name spelling, course name, issue date, and Renew By month and year.			
☐	Send name or email corrections to the Training Center that issued the card.			
☐	Follow up on missing eCards. If an eCard cannot be found after 20 business days, contact the Training Center.			

Handoff

Done	Task	Who	Date	Notes
☐	Prepare one short record for the class, using the list under What goes in the training record.			
☐	Leave out health details, test results, and personal data the record does not need.			
☐	Hand the record to the records owner through a route your organization controls.			
☐	File QKC Health's written booking confirmation and its confirmation of who completed, in whatever form it provides, with the record.			
☐	Delete extra copies, such as spreadsheets in email or photos of cards on a phone, unless your records policy says to keep them.			

Follow-up

Done	Task	Who	Date	Notes
☐	Add each Renew By date to the renewal tracker. Use the date on the card, not the class date.			
☐	Update other rosters that list trained people, such as the training roster in a Cardiac Emergency Response Plan.			
☐	Plan training for anyone without a card, and request group training from QKC Health once you know who needs which course.			
☐	Agree who keeps the record current, name a backup, and set a date to review upcoming renewals.			

What goes in the training record

- Each participant's name and status: completed, did not complete, or absent.
- The course name exactly as on the card, for example BLS Provider, ACLS Provider, Heartsaver CPR AED, or Heartsaver First Aid CPR AED. For Heartsaver cards, add any optional modules listed if a requirement names one.
- The issue date and the Renew By month and year, copied from each verified eCard.
- The eCard code, so the card can be verified again later.
- How each card was verified (eCard code, QR code, or Training Center), the date, and who checked.
- The Training Center, the class date and location, and QKC Health's written booking confirmation.

Record each card separately: a person with BLS Provider and ACLS Provider cards has two cards, each with its own Renew By month. Some rules set their own record requirements, so ask HR or your legal adviser which apply to you and how long to keep records.

Where to check

- Verify AHA eCards (Employer tab): heart.org/cpr/mycards
- Claim, view, or edit an eCard: How to Claim and View your AHA eCard, at cpr.heart.org
- QKC Health: (212) 548-3284 or qkchealth.com/contact
- The full guide: qkchealth.com/resources/cpr-course-cards-training-records
- Tracking renewals: qkchealth.com/resources/employee-cpr-certification-tracking

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.