

Using a Class Roster

The Class Roster is the principal record of training. A complete, accurate, and legible Class Roster signed by the authorized instructor or submitted online through Otis is required for every training class.

When filled out in class, return the completed Class Roster to the training center responsible for the class.

There are three roster pages. The first page documents information regarding the type and makeup of the class. This information is filled out by the training center and/or instructor.

Class Information — Check a single box to identify the class type and method. Fill in the location the class was conducted, date(s) of the class, and length of the class in hours.

Instructor Information — Fill in the first name, last name, and registry number of the primary instructor for the class. Do the same for an assisting instructor if one was used. When the class is completed and the information required for the Class Roster has been added, the primary instructor must sign and date the roster, acknowledging the attesting statement provided.

Supplemental Topics — Check off any supplemental topics that were included in the training class.

The second page of the roster documents personal information about the student and the minimum information required about completion of the class.

Student Information — Circulate the roster among the students and have each fill in first name, last name, email address, and telephone number.

Written Exam Column

Written exams for the ASHI Basic First Aid training program are optional, except when required for use by a regulatory agency.

When a Written Exam is used for certification, write the exam score in the column provided. If an exam score is below the passing score, the student has not completed the class.

Remediation Column

If an instructor feels that a student has not met one or more of the knowledge or skill objectives for the class, the student should have an opportunity for remediation.

When remediation is provided, check the box in the remediation column for any student requiring it. If remediation is not successful, the student has not completed the class.

Completed Column

Completion of the class requires:

1. Confirmation of meeting the defined minimal skill and knowledge objectives.
2. If required, a passing score or higher on the Written Exam.
3. If provided, successful remediation of an unmet knowledge or skill objective.

Check the yes box in the completed column for each student who has met these requirements. Check the no box for students who have not. Only students who have completed the class are eligible for certification.

The last page of the roster is the Class Skill Record. It is filled out by the instructor. The use of the Class Skill Record is highly recommended in order to provide more detailed information on required student skill performance.

Student Information — Fill in the last name of each student for identification. Include a first name initial if there are multiple students with the same last name.

Required Skill Documentation — After completing a required small group practice in class, check off all students who have correctly demonstrated the skill as defined by the program materials. Students who are not checked off on the skill should have an opportunity for remediation.