(Date)

Dear ACLS Course Student:

Welcome to the Advanced Cardiovascular Life Support (ACLS) Provider Course.

**When and Where the Class Will Be Given**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please plan to arrive on time, because it will be difficult for late students to catch up once we start. Students are expected to attend and participate in the entire course.

**What We Sent You**

We have enclosed the agenda and your copy of the *ACLS Provider Manual*, which includes access to a Student Website.

**How to Get Ready**

The ACLS Course is designed to teach you the lifesaving skills required to be both a team member and a team leader in either an in-hospital or out-of-hospital setting. Because the ACLS Course covers extensive material in a short time, you will need to prepare for the course beforehand.

**Precourse Requirements**

You should prepare for the course by doing the following:

1. Complete the Precourse Preparation Checklist that came with your *ACLS Provider Manual*. Bring the checklist with you to the course.
2. Review the course agenda.
3. Review and understand the information in your *ACLS Provider Manual*. Pay particular attention to the cases in Part 5.
4. Ensure that your BLS skills and knowledge are current for the resuscitation scenarios. You will be tested on adult high-quality BLS skills at the beginning of the ACLS Course. You must know this in advance because you will not be taught how to do CPR or use an AED.
5. Review, understand, and complete the Precourse Self-Assessment (mandatory) on the Student Website (www.heart.org/eccstudent). You will find the code to access the student website at the beginning of the *ACLS Provider Manual*. You will not be taught how to read or interpret ECGs in the course, nor will you be taught details about pharmacology.
6. Print your scores (certificate) for the Precourse Self-Assessment and bring them with you to class. A passing score is 70% or above, and you can take the Precourse Self-Assessment as many times as needed to achieve a passing score.

**What This Course *Does Not* Cover**

The ACLS Course does not teach ECG rhythm recognition or pharmacology. If

you do not learn and understand the ECG and pharmacology information in the

Precourse Self-Assessment, it is unlikely that you can successfully complete the

ACLS Course.

**What to Bring and What to Wear**

Bring your *ACLS Provider Manual* to each class. You will need it during each lesson

in the course. You may wish to purchase the AHA’s *2015 Handbook of Emergency*

*Cardiovascular Care for Healthcare Providers* (optional), which you may bring to the

course to use as a reference guide during some of the stations in the course.

Please wear loose, comfortable clothing to class. You will be practicing skills that require you to work on your hands and knees, and the course requires bending, standing, and lifting. If you have any physical condition that might prevent you from engaging in these activities, please tell an instructor. The instructor may be able to adjust the equipment if you have back, knee, or hip problems.

We look forward to welcoming you on (day and date of class). If you have any questions about the course, please call (name) at (telephone number).

Sincerely,

(Name), Lead Instructor