



**Boston  
Children's  
Hospital**

Life Support  
Program

**Registration Policies  
&  
Procedures**

**300 Longwood Avenue**

**Fegan 0031**

**Boston, MA 02115**

**Office: 617-355-2649**

**Monday-Friday 6AM-2:30PM ( except holidays )**

**[pals@childrens.harvard.edu](mailto:pals@childrens.harvard.edu)**

**[acls@childrens.harvard.edu](mailto:acls@childrens.harvard.edu)**

**[bls@childrens.harvard.edu](mailto:bls@childrens.harvard.edu)**

## **Course Announcements:**

Courses will be announced in several ways, including, but not limited to the following:

- Boston Children's Hospital's homepage intranet announcements
- Boston Children's Hospital's external website [www.childrenshospital.org/pals](http://www.childrenshospital.org/pals) and/or [www.childrenshospital.org/acls](http://www.childrenshospital.org/acls) and/or [www.childrenshospital.org/bls](http://www.childrenshospital.org/bls)

If you attended a BCH advanced course in the past 2 years, you will receive an individual email for the quarter in which you expire notifying you that classes are open for registration. This is typically 3-6 months prior to your expiration date based on the quarter of your last course.

Class size is limited. Preference will be given to staff that have been identified by the hospital leadership as having priority for training. Remaining course positions will be filled on a first-come basis.

**It is the sole responsibility of the individual to maintain current certification. Please refer to your department policy or consult with your leadership group regarding working with an expired certification as this creates liability for your department and the hospital.**

### **Advanced ( PEARS, PALS, ACLS ) Course Release Schedule:**

- January-March classes will be released around the first week of October
- April-June classes will be released around the first week of January
- July-September classes will be released around the first week of April
- October-December classes will be released around the first week of July

### **BLS Course Schedule ( *limited to individuals who do not have a department instructor* ):**

- Every 3<sup>rd</sup> Thursday of the month in Waltham, 30 minute sessions from 3PM-5PM ( 9 Hope Avenue, Waltham MA 02453 )
- Every 4<sup>th</sup> Tuesday of the month in Boston, 30 minute sessions from 3PM-5PM ( 1 Autumn Street, Boston MA 02215 )

## **Registration:**

### **PALS, PEARS and ACLS**

Registration forms will be available electronically on the website, [www.childrenshospital.org/pals](http://www.childrenshospital.org/pals) and/or [www.childrenshospital.org/acls](http://www.childrenshospital.org/acls). Contact the Life Support Program administrative office during regular business hours for more information.

Submitting a completed registration form ***does not*** guarantee placement into a course. Confirmation of registration will be emailed to you within 2 business days or 48 hours. When a course manual is required ( provider courses ), the appropriate course materials will be emailed out approximately 6 weeks prior to the start date of the course. When registered in an update course, we encourage you to take advantage of the lending library, please contact the Life Support Program administrative office during regular business hours for more information.

For those eligible BCH Nursing staff members (please refer to the Clinical Administrative Manual Life Support Certification policy), the Department of Nursing will support the cost of the course for which the participant registers.

Cancellations with less than 21 office business days notice, “no show” candidates, students who are late and students who do not complete the mandatory Pre-course Self-Assessment will not be allowed to participate in the course, forfeit their entire course fee and will be responsible for the payment of the registration of their subsequent course.

Registration forms submitted without payment and/or proper certification documentation will not be accepted or processed until all required information is received.

All participants are required to maintain a current certification, once expired you are not eligible to participate in a one day update course.

Participants are responsible to complete the correct registration form. There may be several courses accepting registration at the same time. The program is not responsible for incorrect selection of forms, including date and course type.

### **BLS**

Individuals now have the option to update their BLS certifications during any advanced class, this is elected by the individual at the time of the advanced class registration. Individuals who are interested in participating in a CPR class who do not have a

department BLS instructor can inquire regarding class availability and/or register by calling the Life Support Program administrative office. Classes are scheduled on a monthly basis and payment is required in advance to secure a place in the desired course.

### **Attaining & Maintaining Certification:**

Per AHA guidelines, students are expected to attend and actively participate in the entire course. Students who are late for a course and, if applicable to the course, does not complete the mandatory Pre-course Self-Assessment will not be allowed to participate in the course and forfeit course payment.

Participants who intend to take a PALS and/or ACLS Update course must have a valid Provider card to enroll. The renewal interval for all AHA courses is 2 years. Anyone who exceeds the recommended renewal date will be required to take a full 2 day Provider course. Certifications expire on the last day of the certification month.

The Life Support Program, in accordance with the AHA guidelines, requires both cognitive and practical components to all training. Participants that receive certification outside of the hospital's Training Center must provide proof of completion of both components in order to participate in a PALS and/or ACLS Update course.

Of note: the Department of Nursing pays for **PEARS, PALS and ACLS** training for identified nursing staff per Department of Nursing Life Support Certification policy. The cost for a 2-day Provider course is only covered when appropriate. If a staff member is eligible to take a renewal course and misses the opportunity, then the Department of Nursing will only cover the cost of the renewal course. The burden of the difference is on the staff member.

Of note: per Department of Nursing Life Support Certification policy, PEARS certification aligns with the AHA expiration of 2 years for those nursing staff members identified.

Students that do not meet criteria for successful completion of a course will be allowed to register into another course at the recommendation of the Training Center Faculty. The cost of which will be the responsibility of the participant. Students that are not successful in completing a renewal course may be required to participate in a full Provider course. In the event that the participant is unsuccessful in passing the second course, they again will be responsible for the cost of any additional courses.

## Payment Requirements

Payment must accompany registration to guarantee space in the desired course. The following payment methods are accepted:

- Credit Card / Debit Card (Visa / Master Card / Discover / American Express)
- General and/or Restricted Fund Transfer

## Cancellations/Rescheduling/Refunds

In the event of inclement weather, classes are rarely cancelled due to scheduling logistics for all parties involved. A decision will be made no sooner than 9 hours before the scheduled class date and time. If the class will be cancelled, there will be two attempts to notify the participants, one by email and one by phone. This notification will be sent no later than 8 hours prior to the scheduled class date and time. Individuals will not be responsible for the cost of the class nor the cost of rescheduling the class. Per AHA regulations regardless of these unfortunate circumstances, there is no extension on certification expiration date. Individuals may have to seek other means to obtain certification prior to their expiration date. It is the sole responsibility of the individual to maintain current certification. Please refer to your department policy or consult with your leadership group regarding working with an expired certification as this creates liability for your department and the hospital.

For **PALS, PEARS, and ACLS** courses no refunds are issued if the registrant cancels less than 21 office business days prior to the first day of the course ( any time after 2:30PM on Friday until 2:30PM on Monday is a Monday notification as the office is open from 6AM-2:30PM with the exception of holidays and weekends ).

For **BLS** courses there are no refunds issued if the registrant cancelled within 1 week or 5 office business days prior to the first day of the course ( any time after 2:30PM on Friday until 2:30PM on Monday is a Monday notification as the office is open from 6AM-2:30PM with the exception of holidays and weekends ).

For **PALS, PEARS, ACLS and BLS** classes no refunds are issued if the registrant did not attend the course (i.e. “no show”), misses the scheduled skills session time or is late for the classroom course and therefore not eligible to participate.

When re-registering or rescheduling, the registrant is responsible for any difference in cost, including, but not limited to: price increases, textbook changes and other applicable fees.

Prior to 21 business days of the scheduled class date, if you request a date change there is a \$25.00 fee payable by the participant at time of request. For a date change request with less than 21 business days of the scheduled class date, the participant is responsible for the full course fee.

### **Certification Cards & CEU Certificates**

For PALS, PEARS, and ACLS courses all participants will receive an electronic certification card and CEU certificate, as applicable upon successful completion of the course. BLS participants will receive an electronic certification card upon successful completion of the course.

### **Schedule of Fees ( as of 1/2024)**

#### **ACLS Provider**

Employee \$400.00                      Non Employee \$500.00

#### **ACLS Update**

Employee \$300.00                      Non Employee \$400.00

#### **PALS Provider**

Employee \$400.00                      Non Employee \$500.00

#### **PALS Update**

Employee \$300.00                      Non Employee \$400.00

#### **PEARS**

Employee \$300.00                      Non Employee \$400.00

#### **BLS Heartcode**

Employee \$80.00                      Non Employee \$85.00

**Specialty Group**                      \$500.00 (employees only)

Adding **Heartcode BLS** to any advanced class (PEARS, PALS or ACLS) will add \$80.00/\$85.00 for employees versus non employees accordingly to the listed cost of the course.

Adding **Heartcode BLS** after receipt of a course registration confirmation will incur an additional \$25.00 processing fee which is the responsibility of the participant.

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