INSTRUCTIONS FOR AMERICAN HEART ASSOCIATION ONLINE BCLS CPR

FOR SGHS EMPLOYEES

When CPR is a requirement for your job it is expected by Southeast Georgia Health System that you obtain and maintain that certification prior to assuming patient care responsibilities. The following instructions will assist you to obtain BCLS certification online through American Heart Association (AHA).

1. Go to www.onlineaha.org. Be sure to type the address directly into the web address browser found at the top left. If you type the address into a search engine such as Google, Chrome, Bing, Yahoo etc., then multiple sites will show up. If you choose the incorrect website, our SGHS AHA instructors will not be able to complete your part two clinical skills check off. You will then have to find an instructor that works with the agency you chose for part one in order to complete your clinical skills check off part two. Below is a screen shot of the correct AHA website.

2. You will need to choose the correct BCLS course from the AHA course catalogue:
   **Clinical staff** will choose Basic Cardiac Life Support for Healthcare Providers (BCLS HCP)
   Or
   **Non-clinical staff** will choose Basic Cardiac Life Support Heartsaver (BCLS HS)

*Please see screen shots of both below*
Healthcare Provider — Clinical Staff

Heart saver — Nonclinical Staff
3. Pay for class chosen with your debit or credit card. **Clinical (HCP)** or **Nonclinical (HS)**

![AHA CPR AED Online Course Setup](image)

4. After paying, you will then be given an access code by AHA, which you will enter into the “activate a course key” section of log in (see first screen shot on page one). If you have not logged into the AHA website at this point you will be require to do so.

If you have forgotten your email and password used in the past then follow the prompts to retrieve. If you have never logged in to the AHA website then you will need to create a log in by following the prompts.

5. Complete the online (part one) portion and then schedule with SGHS Team Member Educators for the clinical skills check off (part two). You may contact SGHS instructors by emailing them at **rpaul@sghs.org** or **lkyre@sghs.org**.

Thanks,

Team Member Education