(Date)

Dear Heartsaver® Student:

Welcome to the Heartsaver (course name) blended-learning course. This course has 2 components: an online portion that you’ll complete on your own, and a classroom portion that you’ll complete virtually with an instructor. The classroom portion includes hands-on skills practice and testing. You must complete the online portion first.

Your course URL to access the online portion is (course URL number).

Important: You must save the certificate of completion at the end of the online portion and email it to the instructor at the address below before you attend the virtual classroom portion. If you do not email your certificate of completion, you will not be able to complete the skills practice and testing of the course.

The virtual classroom portion is scheduled for

Date:

Time:

Directions to access video conference software:

Before the course, ensure that you have received or picked up a training package, which contains a manikin for CPR practice, an AED trainer, and first aid training equipment if applicable. You also need to make sure you have a computer with a webcam and a strong internet connection. You will need to arrange for a quiet, open space where you can complete the skills practice and evaluation without interruption. Please wear loose, comfortable clothing. You will be practicing skills that require working on your hands and knees, bending, standing, and lifting. If you have physical conditions that might prevent you from participating in the course, please tell your instructor before the course to discuss modifications. The instructor will work to accommodate your needs within the stated course completion requirements. In the event that you are ill, please notify your instructor to reschedule your training.

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) or email at (email address).

Sincerely,

(Name), Lead Instructor