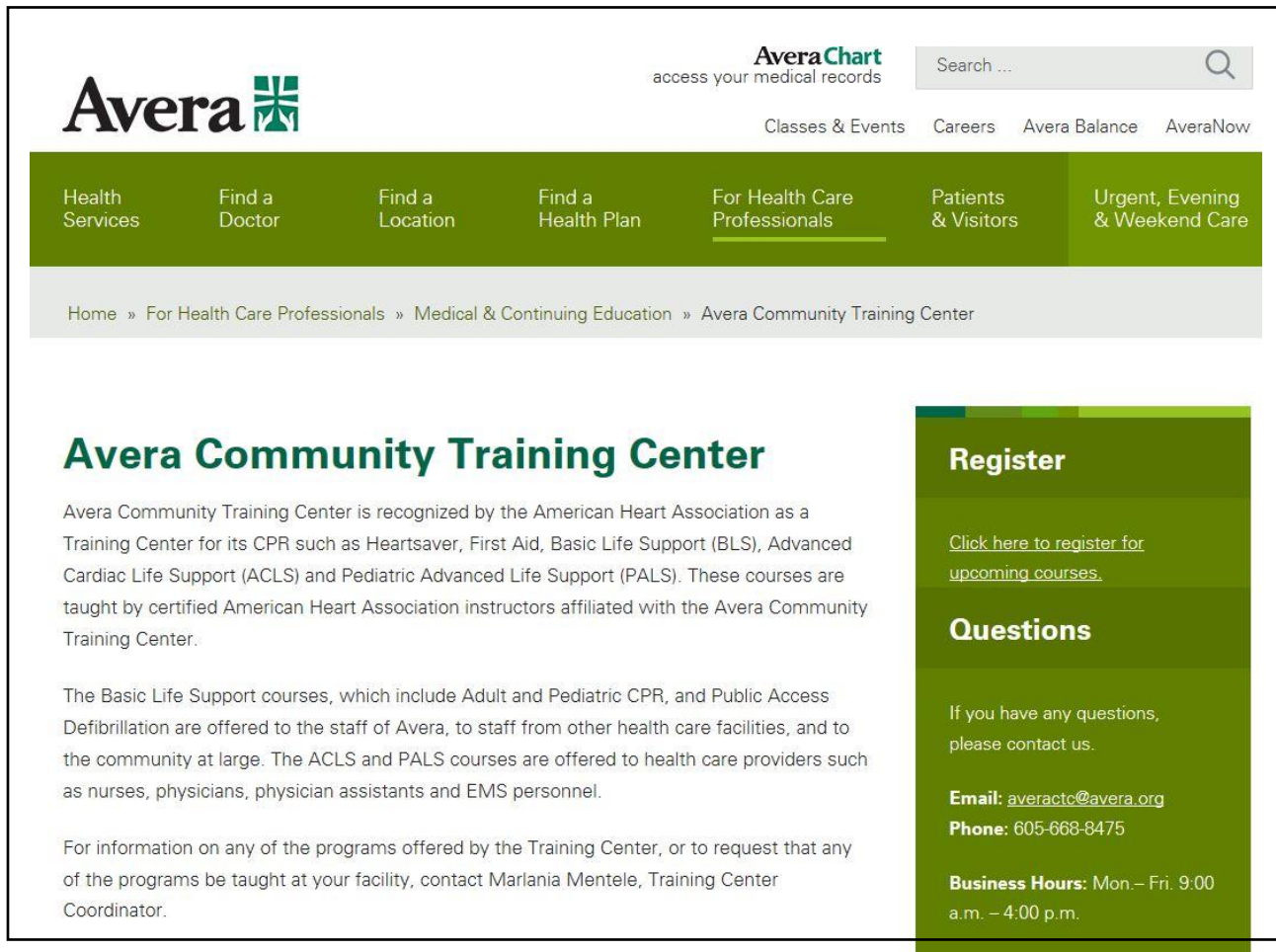


# HOW TO SUBMIT A ROSTER:

## 1. Avera Community Training Center Website

[www.avera.org/ctc](http://www.avera.org/ctc)



The screenshot shows the Avera website header with the Avera logo on the left and the AveraChart logo on the right, which includes the text "access your medical records" and a search bar. Below the header is a navigation menu with links for "Classes & Events", "Careers", "Avera Balance", and "AveraNow". A secondary navigation bar contains links for "Health Services", "Find a Doctor", "Find a Location", "Find a Health Plan", "For Health Care Professionals" (which is underlined), "Patients & Visitors", and "Urgent, Evening & Weekend Care". Below this is a breadcrumb trail: "Home » For Health Care Professionals » Medical & Continuing Education » Avera Community Training Center".

## Avera Community Training Center

Avera Community Training Center is recognized by the American Heart Association as a Training Center for its CPR such as Heartsaver, First Aid, Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). These courses are taught by certified American Heart Association instructors affiliated with the Avera Community Training Center.

The Basic Life Support courses, which include Adult and Pediatric CPR, and Public Access Defibrillation are offered to the staff of Avera, to staff from other health care facilities, and to the community at large. The ACLS and PALS courses are offered to health care providers such as nurses, physicians, physician assistants and EMS personnel.

For information on any of the programs offered by the Training Center, or to request that any of the programs be taught at your facility, contact Marlania Mentele, Training Center Coordinator.

### Register

[Click here to register for upcoming courses.](#)

### Questions

If you have any questions, please contact us.

**Email:** [averactc@avera.org](mailto:averactc@avera.org)  
**Phone:** 605-668-8475

**Business Hours:** Mon. – Fri. 9:00 a.m. – 4:00 p.m.

2. Select the appropriate course roster. All rosters must be completed in Internet Explorer and processed electronically via email to the [AveraCTC@Avera.org](mailto:AveraCTC@Avera.org) inbox.



Internet Explorer Icon

## Instructor Rosters and Forms

### **Instructions:**

1. Download and complete the appropriate roster or form.
2. Submit completed roster or form to [AveraCTC@avera.org](mailto:AveraCTC@avera.org).
3. Submit appropriate payment. Use the link below. Payment will be verified prior to printing any cards. Rosters will be returned if appropriate payment has not been made.

[Pay for cards online »](#)

### **Roster Forms:**

- [Basic Life Support \(BLS\)- Avera Community Training Center](#)
- [Heartsaver - Avera Community Training Center](#)
- [ACLS or PALS - Avera Community Training Center](#)

\*\*\*If rosters are submitted using a different internet browser such as Google Chrome, Firefox or Internet Edge the rosters will appear blank and the instructor will have to resubmit them.\*\*\*

### 3. Instruction Page.




Avera CTC Coordinator  
1000 W. 4th Street, Suite 9  
Yankton, SD 57078  
(605)668-8475

#### **Instructions:**

- Complete **all fields** on the roster in Internet Explorer and return to: [AveraCTC@avera.org](mailto:AveraCTC@avera.org)
- Submit appropriate payment. Use the **Lead Instructor's Name** in the "Student Name" field when entering payment. Please use the link below:


<https://pay.usbank.com/Form/PaymentPortal/Default?id=averaedstaffing>

4. Complete the roster as pictured below. Typing your name at the bottom of the page has been approved by the AHA as an authorized signature. Make sure you select the correct course you taught by clicking on the highlighted box.



**Avera**  
Community Training Center

Avera Community Training Center  
1000 West 4<sup>th</sup> Street, Suite 9  
Yankton, SD 57078  
Phone: 605.668.8475



**American Heart Association**

American Heart Association Emergency Cardiovascular Care Programs  
Basic Life Support for Healthcare Providers (BLS HCP) Course Roster Form

**Course Information**

**BLS Course (Instructor-led)**

BLS Renewal Course (Instructor-led)

HeartCode® BLS

BLS Instructor

BLS Instructor Renewal

**Instructor Name:** Marlania Mentele

**Instructor ID#:** 04150321576

**Status Renewal Date:** 04/2020

**Training Center & ID#:** Avera CTC - SD 05845

**Course Location:** Avera Sacred Heart Hospital

**Address:** 501 Summit Street

**City, State, Zip:** Yankton, SD 57078

**Course Start Date/Time:** 10/1/2018 4pm

**No. of Students to Receive Cards:** 6

**Course End Date/Time:** 10/1/2018 8:30pm

**Student-Manikin Ratio:** 2:1

**Total Hours of Instruction:** 4.5

**Issue Date of Cards:**

**Assisting Instructors** (Attach copy of instructor card for instructors aligned with a TC other than the primary TC)

Name and Instructor ID#	Card Exp. Date	Name and Instructor ID#	Card Exp. Date
1.		5.	
2.		6.	
3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.

**Signature of Lead Instructor:** Marlania Mentele **Date:** 10/1/2018



March 2018

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5. Complete the roster as pictured below. **All students are required to have their own email listed to receive an ecard.**

Please be sure all fields are completely filled out prior to emailing.


When done filling out the roster, save and email as an attachment to [AveraCTC@Avera.org](mailto:AveraCTC@Avera.org)

 Avera Community Training Center 1000 West 4 <sup>th</sup> Street, Suite 9 Yankton, SD 57078 Phone: 605.668.8475		<b>COURSE PARTICIPANTS</b>		 <b>American Heart Association®</b>	
Date: 10/1/2018		Course: BLS Instructor-led		Lead Instructor: Marlania Mentele	
				Lead Instr. ID#: 04150321576	
Name and Email <small>Please PRINT as you wish your name to appear on your card. Please print email address legibly.</small>		Mailing Address/Telephone		Complete/ Incomplete	
				Remediation/Date <small>Completed (if applicable)</small>	
1.	Gracelyn J Doodle GJDooble@gmail.com	Yankton, SD 605-668-8475		Complete	
2.	Jett Jameson JJJameson0219@hotmail.com	Irene, SD 605-668-8485		Complete	
3.	Addison Stewart AJStewart@yahoo.com	Yankton, SD 665-4500		Complete	
4.	Rian Wentworth RianW2001@gmail.com	Mission Hill, SD 605-430-1234		Complete	
5.	Hannah Gazelle Soccerrules01@yahoo.com	Harrisburg, SD 605-940-0101		Complete	
6.	Easton Beadle EJBeadle@midconet.com	Harrisburg, SD 605-940-0202		Complete	
7.					
8.					
9.					
10.					
11.					



6. Since students complete a 6 questions survey when claiming their card, the ECC Course Evaluation is optional. If you would like student to complete this evaluation, you may find it under Additional Forms on the Avera CTC website. Remember it's optional.

## ECC Course Evaluation Classroom Course



**American  
Heart  
Association**

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Date 4/25/2017

Instructor(s) Marlania Mentele

Training Center ACTC

Location Yankton, SD

**Please answer the following questions about your Instructor.**

My Instructor:

1. Provided instruction and help during my skills practice session  
 Yes  
 No
2. Answered all of my questions before my skills test  
 Yes  
 No
3. Was professional and courteous to the students  
 Yes  
 No

**Please answer the following questions about the course content.**

1. The course learning objectives were clear.  
 Yes  
 No
2. The overall level of difficulty of the course was  
 Too hard  
 Too easy  
 Appropriate
3. The content was presented clearly.  
 Yes  
 No
4. The quality of videos and written materials was  
 Excellent  
 Good  
 Fair  
 Poor
5. The equipment was clean and in good working condition.  
 Yes  
 No

**Please answer the following questions about your skill mastery.**

1. The course prepared me to successfully pass the skills session.  
 Yes  
 No
2. I am confident I can use the skills the course taught me.  
 Yes  
 No  
 Not sure

3. I will respond in an emergency because of the skills I learned in this course.  
 Yes  
 No  
 Not sure
4. I took this course to obtain professional education credit or continuing education credit.  
 Yes  
 No

**Optional questions:**  
 Have you previously taken this course via another method, such as in a classroom or online? Which learning method do you prefer and why?  
Classroom - 6  


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 Were there any strengths or weaknesses of the course that you would like to comment on?  
Videos are longer and the instructor was awesome  


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 What would you like to see in the future courses developed by the AHA?  
More options for the videos  


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**After completing this evaluation**  
 Please return this evaluation to your instructor before you leave the class.

Alternatively, you can send the evaluation to your instructor's Training Center. Ask your instructor for the contact information.

If you have significant problems or concerns with your course, please contact the AHA at 877-AHA-4CPR.

[Click to E-mail Form](#)

7. Instructors are highly encouraged to review their Survey Responses and Individual Instructor Quality Score. You can find these reports on the Instructor Network by selecting:

“Dashboard”

“Ecards”

“Manage eCards”

“Reports”


# HOW TO SUBMIT PAYMENT FOR CARDS:

1. Credit card payment is required prior to cards being processed. Please use the PAY for Cards link found on the ACTC website or the rosters cover page.

Pay for cards online » or

<https://pay.usbank.com/Form/PaymentPortal/Default?id=averaedstaffing>

2. Select MAKE A PAYMENT. Please submit only ONE payment per roster not per student. Do not allow students to individually submit payment via link.

**Avera**  Avera Education & Staffing Solutions (CTC)  
1000 W 4th St., Ste 9, Yankton, SD 57078  
(605) 668-8475

### Pay Now

**MAKE A PAYMENT**

### Login

Email


Password

**Login**

Sign Up

[Forgot Password?](#)

### Simple, Seamless and Secure



**Paying your healthcare bills is easier than ever!**  
Create a Healthcare Payments Account today and simplify the way you manage and pay your healthcare bills. Plus, make faster payments and view payment history 24/7.  
Now, make online payments on the go from your mobile device, including your iPhone or iPad.



3. Enter the amount and the instructors name with date(s) of the course. AHA requires cards to be issued to all students via eCard. Cost of the cards are:

- BLS - \$5.00/each
- Heartsaver - \$20.00/each
- ACLS & PALS - \$10.00/each
- Instructor Cards - \$10/each (ecard not available)
- Duplicate Cards - \$15/each
- Duplicate HS Cards - \$25/each



Avera Education & Staffing Solutions (CTC)  
1000 W 4th St., Ste 9, Yankton, SD 57078  
(605) 668-8475

A screenshot of a web form titled "Patient Information". The form has two input fields: "Amount" with the value "\$30.00" and "Student Name" with the value "MARLANIA MENTELE 4/25/2017". Below the fields are two buttons: "Back" and "Next".

**Patient Information**

**Amount**  
\$30.00

**Student Name**  
MARLANIA MENTELE 4/25/2017

Back Next

\*\*\*If you have multiple rosters you may submit one payment but you must indicate the date of the courses.\*\*\*

## 4. Enter credit card information.



Avera Education & Staffing Solutions (CTC)  
1000 W 4th St., Ste 9, Yankton, SD 57078  
(605) 668-8475

### Payment Information

#### Account Type

Credit/Debit Card  Bank Account



#### Cardholder Name

AVERA EDUCATION & STAFFING SOLUTIONS

#### First Name

MARLANIA

#### Last Name

MENTELE

#### Card Number

1234 5678 9101 1112

#### Exp Date

05/20

#### CVN

013

#### Zip

57078

#### Phone #

(605) 668-8475

Back

Next