Dear Student:

Welcome to the ACLS Training Program

Course: ACLS HeartCode
Date: Various
Time: Various, scheduled at 2-hour intervals; check your scheduled time
Location: Penn Medicine Clinical Simulation Center
          Penn Medicine at Rittenhouse
          1800 Lombard Street, 2nd Floor
          Philadelphia, PA 19146
          *Parking $9.50 per day for UPHS employees with ID and $20 per day for non-UPHS employees at 1700 South Street Parking Garage (entrance to the left/east of 1740 South Street building entrance)

Payment (non-UPHS Employees Only):

The registration fee for this course is $65 and is due one month prior to the course date. Payment can be made by credit card (please call 215-893-7700) or by check and mailed with a copy of the registration confirmation page. Please make check payable to: “Trustees of the University of Pennsylvania”.

Please Mail Payment to:
Penn Medicine at Rittenhouse
Penn Medicine Clinical Simulation Center
1800 Lombard Street, 2nd Floor
Philadelphia, PA 19146

You will not be registered until your payment is received.
If you must cancel your registration a full refund will be provided as long as you notify the Center in writing more than one week prior to the start of the course. No refund will be issued past that time.

Preparation prior to class:
You will need to have completed the HeartCode ACLS Anywhere web-based course prior to this class. To obtain an online ACLS HeartCode access code and schedule a skills session, contact the Sim Center at 215-893-7700 or SimulationCenter@uphs.upenn.edu. You have 32 hours from the time you begin the course to complete it and the skills competency segment must be taken within 30 days of the completion of that. Please print and bring your HeartCode Certificate of Completion (not the CME certificate) for admission to the course. UPHS employees please bring your ID as well.

UPHS employees please be aware that if you fail to drop your enrollment in this course via Knowledge Link greater than one week prior to its start and do not attend, you or your affiliated UPHS Department will be charged a cancellation fee of $100 plus the cost of a new HeartCode access code if required.

**Materials Needed:**
The HeartCode ACLS Web-Based course is **free** to UPHS staff and $120 for non-UPHS trainees. To obtain an online ACLS HeartCode access code and schedule a skills session, contact the Sim Center at 215-893-7700 or SimulationCenter@uphs.upenn.edu or http://www.onlineaha.org/ (non-UPHS).

**What to wear:**
Please wear loose and comfortable clothing. You will be practicing skills that will require you to work on your hands and knees. If you have any physical conditions that may prevent these activities, please tell the instructors so that adjustments may be made. Also, please tell your instructor if you are allergic to latex.

**Contact Information:**
For questions regarding this course please contact lipschik@mail.med.upenn.edu, Chet.Zaremski@uphs.upenn.edu (course content or requirements) or Tonya.Jones2@uphs.upenn.edu, 215-893-7700 (registration).

Note: Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.