

May 25, 2010

Lifesaving Society Alberta and Northwest Territories  
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## MANDATORY COURSE/CLINIC REGISTRATION

Effective September 1, 2010 – Start now.

For quality assurance and to support our Affiliates in the delivery of Lifesaving Society programs, we are implementing (September 1, 2010) a mandatory course/clinic registration policy. This policy will require Affiliates to register the courses and clinics listed below before the Society will ship your order of necessary materials.

COURSES	CLINICS
<ul style="list-style-type: none"> <li>- Swim Instructor Course</li> <li>- Lifesaving Instructor Course</li> <li>- Swim &amp; Lifesaving Instructor Course</li> <li>- Lifesaving CPR-HCP Instructor Course</li> <li>- Lifesaving AED Instructor Course</li> <li>- Recreational Coach Course</li> <li>- Boat Operator Accredited Training (BOAT) Instructor Course</li> <li>- Head Lifeguard Course</li> <li>- Officials Course</li> <li>- Boat Rescue for First Responders Instructor Course</li> </ul>	<ul style="list-style-type: none"> <li>- Lifesaving First Aid (SFA/AEC) Instructor Clinic</li> <li>- Aquatic Emergency Care Instructor Clinic</li> <li>- National Lifeguard (NLS) Instructor Clinic</li> <li>- Swiftwater Rescue Instructor Clinic</li> </ul>

### MANDATORY COURSE/CLINIC REGISTRATION FORM

The attached mandatory *Course/Clinic Registration Form* will ensure that all of the necessary information is available (i.e. dates, trainers and if someone is doing a practicum, etc.). Codes for each course/clinic have been provided to make it easier for you. Fill out all areas of the form and forward the form by email, fax or mail to the office. You will also find this form under the *Members Only* section of the website. As soon as you are ready take registration, you can post your courses directly onto the website through *Members Only*.

### ORDERING SUPPLIES

Complete and submit the *Lifesaving Society Order Form* to order the required literature for your course(s) or clinic(s). Send this along with the mandatory *Course/Clinic Registration Form*.

### WEBSITE – COURSE LISTINGS

We get those calls you want – Where do I find an instructor course? How do I find a Bronze Medallion course? We refer those people to the *Course Listings* section of our website. This service sees over 17,500 viewings each year – that’s a lot of potential – you will want to take advantage of this. Use this service to advertise all of your Lifesaving Society courses and clinics.

### WEBSITE – MEMBERS ONLY

The *Member’s Only* section of the website gives you the ability to quickly post your courses or post your job opportunities. The process to get a username or password is simple; all necessary forms are on the website or contact us for assistance.

**Let’s work together, as we all benefit when we collectively use the *Course Listings* on the website.**

