

# 3-Card Course Completion Card Tip Sheet

Please read before printing.



Enclosed are American Heart Association course completion cards. A new PDF card template is available. The format and steps for printing the cards remain the same.

## Card Template

- Training Center Coordinators can access the new card template on the AHA Instructor Network website at [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org).
- To use the card template, you will need Adobe Reader, which can be downloaded, for free, from Adobe's website at [get.adobe.com/reader/](http://get.adobe.com/reader/).
- When moving your cursor over a field on the card template, the field name will appear to show you what information is to be placed in that field.
- In the print menu of Adobe Reader, make sure the size is set to "actual size" or "100%."
- **Use the template fields to enter the student and Training Center information.**

## Test Print

- Depending on your printer type, you may experience some alignment problems, so test printing is recommended.
- Use the reverse side of this page as a practice sheet to properly align the template to the card blanks.
- To test alignment, enter a student's information by using the card template and then print onto the practice sheet to ensure the lines of information print in the correct position on the card.
- Make extra copies of the practice sheet so you can repeat test printing and adjust as necessary to achieve proper alignment.

## Compatibility/Flexibility

- The completion cards are designed to be compatible with both laser and ink-jet printers. Using the template, you can print both sections of the card in one pass through your printer.

## Printing Tips

- **You might need to make a print-density adjustment on some laser printers.** High print-density settings can expose

the cards to too much heat during printing, which can damage the cards. A low to medium print-density setting is usually recommended for printing cards on laser printers. This has not been a factor with ink-jet printers.

- **For best results, fan the cards before printing.** Try to use the least challenging paper path for your printer. In some cases, the manual feed slot may work best. This may reduce paper misfeeds and printer jams.
- **Suggestion for printing a single card:** Fill in the template so that the card at the bottom of the sheet is used first. Doing so keeps the straight edge at the top of the sheet and allows the sheet to feed smoothly on the next use.
- Your printer may be capable of printing a two-thirds sheet. Please check your printer's documentation for this information.
- AHA course completion cards have built-in security features. These features allow Training Centers and employers to validate the authenticity of a card.
- Refer to the *Course Card Reference Guide* for details.

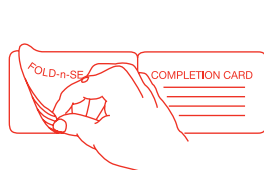
## Producing the Final Cards

1. Print the variable data (name, expiration date, etc.) on the cards by using the template provided. Note that all of the printed information should land in the boxes or on the appropriate lines. Test print using the reverse side of this page as a practice sheet.
2. Peel the printed card off the sheet.
3. Fold the card along the center perforation so that the front and back adhere together.
4. Present or mail the cards to students.

## Questions?

- Contact the ECC Customer Support Center at 888-CPR-LINE (888-277-5463) or use the Contact Us form on the Instructor Network website.

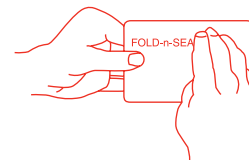
## JUST FOLLOW THESE THREE EASY STEPS:



1.) Peel it.



2.) Fold it.



3.) Seal it.

→  
PEEL  
HERE  
→

## HEARTSAVER FIRST AID CPR AED

Heartsaver®  
First Aid CPR AED



\_\_\_\_\_

This card certifies that the above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA Heartsaver First Aid CPR AED Program. Optional completed modules are those **NOT** marked out:

Child CPR AED

Infant CPR

Written test

\_\_\_\_\_

Issue Date

\_\_\_\_\_

Recommended Renewal Date

## HEARTSAVER FIRST AID CPR AED

Training Center Name \_\_\_\_\_ TC ID # \_\_\_\_\_

TC Info \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_ TC Phone \_\_\_\_\_

Course Location \_\_\_\_\_

Instructor Name \_\_\_\_\_ Inst. ID # \_\_\_\_\_

Holder's Signature \_\_\_\_\_

© 2011 American Heart Association Tampering with this card will alter its appearance.

Strike through the modules **NOT** completed.

This card contains unique security features to protect against forgery.

→  
PEEL  
HERE  
→

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