

NOTES TO THE LEADER/INSTRUCTOR/INSTRUCTOR TRAINER (COURSE RECORD)

This form is used to record Health and Safety Services courses, including instructor courses. All references herein to instructor also apply to leader and instructor trainer.

The *Course Record* and the *Course Record Addendum* are official American Red Cross documents; therefore, all sections of the form must be properly completed. The form must also include the signatures of instructors and co-instructors or their instructor authorization identification number assigned by their local Red Cross chapter. If a participant is reluctant to provide personal data for the *Course Record Addendum*, his or her legal name and the course grade should be collected. **Participant names are not collected or reported for HIV/AIDS education sessions.**

General Directions

Course: For this form, the term “courses” refers to both national-supported and chapter-determined courses, modules and presentations. For a list of course titles, associated components, and codes, contact your local American Red Cross chapter.

When you complete the electronic version of the *Course Record*:

- Tab from space to space to space and type the information.
- Return the form to the sponsoring American Red Cross chapter within 10 business days of course completion. If necessary, the sponsoring chapter will forward a copy to the unit of authorization for the instructor and/or co-instructor(s).
- Make or e-mail a copy to a representative of the school, workplace or community organization listed as the training site.
- Retain a copy for your personal records. Additional copies should be made for co-instructors.
- Attach additional sheets as needed for comments.
- Refer to your instructor’s manual for any special reporting directions.

Section-by-Section Directions

Instructor and Co-Instructor Information:

Authorized Provider: Check this box if you are an American Red Cross authorized instructor teaching the course for a American Red Cross authorized provider. If this box is checked, list the name of the authorized provider in the line next to it.

Comments: Record any important information about the course, such as problems with equipment.

Ethnic Origin Information: It is optional for course participants to provide this information. If a participant chooses not to provide his or her ethnicity, count the person under “Did Not Report.” Contact your local American Red Cross chapter to see about any reporting requirements. Forms may be available to collect statistical information for funding agencies (e.g., United Way).

Certificates: Check the box that indicates how certificates are to be distributed to participants.

Instructor’s Signature or ID Number: In order for the *Course Record* to be valid, the instructor and co-instructor(s) must sign the completed form or provide a pre-determined instructor identification number assigned by the local American Red Cross chapter.

Sponsoring Red Cross Unit: Enter the name of the American Red Cross chapter, station or unit in which jurisdiction the course was conducted.

Date Course Started and Date Course Ended: Enter the date the course started and ended.

Course Name: Enter the name of the course being conducted. For a list of standard course titles, please contact your local American Red Cross chapter.

Course Code: Enter the code for the course listed above. For a list of course codes, please contact your local American Red Cross chapter.

Total Individuals Enrolled in Course: This number can be obtained by counting the participants who are listed on the *Course Record Addendum(s)* (F6418AR04).

Component Information:

Component Name: Enter the name of each component that is taught as part of the course. If the course has only one component, the component name will be the same as that of the course. For a list of courses and their associated components, contact your local American Red Cross chapter.

Code: Enter the code for each component listed. (This information can also be completed by the American Red Cross unit.)

Hours: Enter the total number of hours spent teaching each component. Total this column to obtain the total number of hours for the course.

Number Enrolled: Enter the number of participants enrolled in each component. This number can be obtained from the “Total Enrolled” column on the *Course Record Addendum* (F6418AR04).

Number Passed: Enter the number of participants who pass each component. This number can be obtained from the “Total Passed” column on the *Course Record Addendum* (F6418AR04).

Number Audited/Incomplete: For each component, enter the number of individuals who audited or did not complete the course.

Training Site Information: Enter the name and address of the authorized provider, school, workplace, community organization or American Red Cross unit where the course was conducted. Check the box that best describes the training audience.

Training Audience: Choose the category that best represents those who attend the training. Examples are included for each category.

Office Use Only: This section will be completed by the local American Red Cross chapter.

NOTES TO THE LEADER/INSTRUCTOR/INSTRUCTOR TRAINER (COURSE RECORD ADDENDUM)

This form is used to record Health and Safety Services courses, including instructor courses. All references herein to instructor also apply to leader and instructor trainer.

The *Course Record Addendum* (F6418AR04) should be used with the *Course Record* (F6418R04). It is only necessary to submit a completed *Course Record Addendum* for Disaster Services and Armed Forces Emergency Services (AFES) courses.

The *Course Record* and the *Course Record Addendum* are official American Red Cross documents; therefore, all sections of the form must be properly completed. The form must also include the signatures of instructors and co-instructors or their instructor authorization identification number assigned by their local American Red Cross chapter. If a participant is reluctant to provide personal data for the *Course Record Addendum*, his or her legal name and the course grade should be collected. **Participant names should not be collected or reported for HIV/AIDS education sessions.**

General Directions

Course: For this form, the term "courses" refers to both national-supported and chapter-determined courses, modules and presentations. For a list of course titles, associated components and codes, contact your local American Red Cross chapter.

When you complete the electronic version of the *Course Record Addendum*:

- Tab from space to space to space and type the information.
- Return the form to the sponsoring American Red Cross chapter within ten (10) business days of course completion. If necessary, the sponsoring chapter will forward a copy to the unit of authorization for the instructor and/or co-instructor(s).
- Make or e-mail a copy to a representative of the school, workplace or community organization listed as the training site.
- Retain a copy for your personal records. Additional copies should be made for co-instructors.
- Attach additional sheets as needed for comments.
- Refer to your instructor's manual for any special reporting directions.

Section-by-Section Directions

Course Name: Enter the name of the course. For a list of standard course titles, please contact your local American Red Cross chapter.

Course Code: Enter the code for the course listed above. For a list of course codes, please contact your local American Red Cross chapter.

Name of Instructor/Name of Co-Instructor: Enter the name(s) of the instructor and co-instructor. If there is more than one co-instructor, enter the names from the *Course Record* (Form 6418R04).

Components: Enter the code for each component listed. (This information can also be completed by the American Red Cross unit.)

Enrolled: Check the component(s) in which each participant enrolled.

Grade: For each component taken by a course participant, enter a grade of Pass (P), Fail (F), Incomplete (I) or Audit (A). Criteria for grading are outlined in your instructor's manual.

Name: Enter the last and first names of the course participants.

Mailing Address: Enter the mailing address for each participant. Filling in this section may be optional depending upon the course being taught or the sponsoring American Red Cross unit's policy.

Phone: Enter the phone number of each participant. Filling in this section is optional, depending on sponsoring unit policy.

E-mail Address and Student ID: Enter the e-mail address and student ID of each participant. Filling in this section is optional, depending on sponsoring unit's policy. The student ID is a unique training database identification number assigned by the local American Red Cross chapter.

Instructor Comments: Record any important information after a participant's name, such as interest in becoming an instructor, reason for incomplete or failure.

DSHR: For DSHR-use only.