

Directions for Course Record (Form-6418R) and Course Record Addendum (Form-6418AR)

MS Word Version

Special Notes - The directions below are the standard directions to the Course Record and Course Record Addendum and should be followed when completing the hard copy version or the MS Word version. The directions in this box pertain to the MS Word version.

- ☞ This version of the Course Record is a combined form with both the Course Record and Addendum in one file.
- ☞ This version is developed in a table format to create a look similar to the hard copy version. To enter information, you may find it best to click on the blocks with the mouse or use the arrow keys, rather than use the TAB key. Because of the layout of this form, when you TAB from one block to another it appears that some blocks where you want to enter information are skipped. The blocks are just out of alignment and cannot be changed without changing the entire layout of the form.
- ☞ This form was developed to use with printers recommended by Red Cross Information Services and may not print as two pages on some printers. Minor modifications may be made to format for other printers. However, none of the information can be deleted.
- ☞ The wording on the form is not to be modified and protected fields are not to be changed.

Course Record-

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

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

The *Course Record* and the *Course Record Addendum* are official American Red Cross documents; therefore, it is mandatory that all sections be properly completed, including the signatures of instructors and co-instructors and/or their instructor authorization identification number assigned by their local Red Cross unit. If a participant is reluctant to provide personal data for the *Course Record Addendum*, submit, at the least, his or her legal name and the course grade (*exception*: names are not collected/reported for HIV/AIDS education sessions).

General Directions

Course: For this form, the term *course* refers to both national-supported and unit-determined courses, modules, presentations, and education sessions. A course consists of a single component or a group of components. For a listing of courses and their possible components, refer to the Course Component Information Sheet or contact your sponsoring Red Cross unit.

When you complete the *Course Record*

- ☞ Print firmly using a ballpoint pen with dark ink color or type the information.
- ☞ You will need four (4) copies of the *Course Record* and *Course Record Addendum*.
- ☞ Return two (2) copies, (the white and yellow if using the preprinted NCR paper form) to the sponsoring Red Cross unit within 10 working days of course completion. The sponsoring unit will forward one (1) copy to the unit of authorization for the instructor and co-instructor.
- ☞ Give *one* (1) copy (the blue if using the preprinted NCR paper form) to the school, workplace, or community organization listed as the training site.
- ☞ Keep one (1) copy (the pink if using the preprinted NCR paper form) for your personal records. Please make copies for co-instructors.
- ☞ Attach additional sheets as needed for comments.
- ☞ Refer to your instructor's manual for any directions for reporting your specific course, module, presentation, or education session.

Section-by-Section Directions

Instructor and Co-instructor Information:

Unit of Authorization: Enter the Red Cross chapter, station, or state unit that maintains your instructor records and is responsible for reauthorizes you as an instructor.

Unit Volunteer: Check this box if you are teaching this course directly for the Red Cross as a volunteer instructor.

Unit Paid Staff: Check this box if you are paid by and are under the supervision of the Red Cross to conduct the course, either as a full-time, part-time, per diem, or hourly wage staff member.

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

Comments: Record any important overall information about the course, such as problems with equipment. HIV/AIDS instructors should refer to their instructors' manuals for additional information.

Sponsoring Red Cross Unit: Enter the name of the Red Cross chapter, station, or unit where the course was physically conducted.

Training Site Information: Enter the name and address of the school, worksite, community organization, or Red Cross unit where the course was conducted.

Course Name: Enter the name of the course (standard grouping of components). For a list of standard names, please refer to the Course Component Information Sheet or contact your sponsoring Red Cross unit.

Course Code: Enter the code for the course listed above.

Total Individuals Enrolled in Course: List the number of individuals enrolled in any part of the course. This is obtained by counting the names on the addendum or counting the number of participants.

Component information: Complete the requested information for each course component(s) offered.

Component Name: Enter the component name for each separate component that is taught as part of the course. If the course has only one component, enter the course name. For a listing of components that go with standard courses, refer to the Course Component Information Sheet or contact your sponsoring Red Cross unit.

Code: Enter the appropriate code for each component offered. This will be completed by the Red Cross unit.

Hours: For each component, enter the total hours spent teaching that component. Total this column to give the total number of hours for the course.

Number Enrolled: For each component, enter the number of participants enrolled. This can be obtained from the *Total Enrolled* column on the *Course Record Addendum* (Form 6418AR). If there is only one component, list the total number of participants enrolled from that one column.

Number Passed: For each component, enter the number of participants who passed. This can be obtained from the *Total Passed* column on the *Course Record Addendum* (Form 6418AR). If there is only one component, list the total number of participants who passed. Since certificates are not issued for HIV/AIDS presentations, enter N/A here.

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

Course Date(s): Enter the date that the course (grouping of components) started and ended.

Ethnic Origin Information: This information is optional and can be obtained from the Statistical Information Worksheet. The number of individuals in each category is based on information provided by the participants. If participants do not provide their ethnicity, they should be counted as *Did Not Report*.

Course Demographics: Enter the correct category for the location of the course, module, presentation, or education session based on the definitions below.

Select the age group (youth or adult) that best describes the participants and then select the appropriate location category within that age group. If the participants are both youth and adult, select the age group (youth or adult) that best describes the majority of the participants.

Youth refers to young people under the age of 25.

- ☞ School K-12 refers to courses, modules, presentations, and education sessions given in a classroom setting in K-12 schools while school is in session and where the majority of the participants are under the age of 25.
- ☞ College/University refers to courses, modules, presentations, and education sessions given in a higher education setting (including community colleges, colleges, and universities) where the majority of the participants are under the age of 25.
- ☞ Other refers to courses, modules, presentations, and education sessions given in all other settings, such as youth organizations, religious institutions, and clubs, where the majority of the participants are under the age of 25. This category includes youth reached in a school building when school is not in session (i.e., after school hours).

Adults refer to individuals who are age 25 and older.

- ☞ Community refers to courses, modules, presentations, and education sessions given in locations other than the workplace, such as the chapter or a community center, where the majority of the participants are 25 years of age and older. This category includes adults reached in K-12 schools and in colleges/universities.
- ☞ Workplace refers to courses, modules, presentations, and education sessions given at a particular business location where the majority of the participants are 25 years of age and older. This category also includes Workplace HIV/AIDS Program sessions delivered at a chapter to employees from multiple businesses or to employees of K-12 schools and colleges and universities.

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

Office Use Only: This section is to be completed by Red Cross office staff only.

Signature(s): For the *Course Record* to be valid, the instructor and all co-instructors must sign it and/or provide their instructor authorization identification number assigned by their local Red Cross unit.

Course Record Addendum-

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

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

For all services except Disaster Services, the *Course Record Addendum* (Form 6418AR) is to be used with the *Course Record* (Form 6418R). For Disaster Services, use only the *Course Record Addendum* to report courses. The *Course Record* and the *Course Record Addendum* are official American Red Cross documents; therefore, it is mandatory that all sections be properly completed, including the signatures of instructors and co-instructors and/or their instructor authorization identification number assigned by their local Red Cross unit. If a participant is reluctant to provide personal data, submit, at the least, his or her legal name and the course grade (*exception*: names are not collected/reported for HIV/AIDS education sessions).

General Directions

Course: For this form, the term *course* refers to both national-supported and unit-determined courses, modules, presentations, and education sessions. A course consists of a single component or a group of components. For a listing of courses and their possible components, refer to the Course Component Information Sheet or contact your sponsoring Red Cross unit.

When you complete the *Course Record* and the *Course Record Addendum*

- ☞ Print firmly using a ballpoint pen with dark color ink or type the information.
- ☞ When the addendum is completed, separate copies of the form and attach like colors to like colors of the *Course Record*.
- ☞ Return the white and yellow copies to the sponsoring Red Cross unit within 10 working days of course completion. The sponsoring unit will forward the yellow copy to the unit of authorization for the instructor and co-instructor.
- ☞ Give the blue copy to the school, workplace, or community organization listed as the training site.
- ☞ Keep the pink copy for your personal records. Please make copies for co-instructors.
- ☞ Attach additional sheets as needed for comments.
- ☞ Refer to your instructor's manual for any directions for reporting your specific course, module, presentation, or education session.

Section-by-Section Directions

Course Name: Enter the name of the course (grouping of components). This name is the standard name given a course or the grouping of components. For a listing of standard course names, please refer to the Course Component Information Sheet or contact your sponsoring Red Cross unit.

Course Code: Enter the numeric code that corresponds to the course name. This number can be obtained from the Course Component Information Sheet or by contacting your sponsoring Red Cross unit. **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 6418R).

Components: Enter the component code or standard abbreviation for each separate component that is taught as part of the course. If the course has only one component, then enter the course code. For a list of components that go with standard courses, refer to the Course Component Information Sheet or contact your sponsoring 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 Inc), or Audit (A). Criteria for grading are outlined in your instructor's manual. If participants names are recorded for HIV/AIDS presentations, N/A is listed for the course grade.

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

Mailing Address: Enter the mailing address of each participant. Filling in this section is optional, depending on sponsoring unit policy.

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

Instructor Comments: Record, after a participant's name, any important information about the participant, for example, interested in becoming an instructor, reason for incomplete or failure.

DSHR (For Disaster-Related Courses Only): The participant needs to indicate with a check if he or she is enrolled in the national Disaster Services Human Resources (DSHR) System.

Certificate(s) to Issue (Unit Use): For each course participant, the sponsoring unit will enter the name or code for the certificate or certificates to be issued. The certificates issued depend on the component or grouping of components participants pass. For a listing of which certificate or certificates to issue, refer to the Course Component Certificate Information Sheet. This section is optional for instructor courses. Instructors may also use this section to note special certificates, for example, issuing a standard first aid certificate because the participant has a current adult CPR card.