

# ProTrainings 2022-2023

## MCPS Staff FIRST AID, CPR, & AED Training Implementation Guide

*“Every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. The certification or training program shall (i) be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator... and (ii) include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.”*  
~Virginia HB 1829 (effective 9.1.17)

In order to support MCPS staff licensure and certification requirements, MCPS offers First Aid/CPR/AED training through online training and hands-on skills practice. This training, offered through ProTrainings, is just one option for staff seeking certification in First Aid/CPR/AED. Staff wishing to utilize this service will need to closely adhere to the following instructions:

- Individual staff can register for ProTrainings First Aid/CPR/AED training through your school nurse. You will need to pay the **\$40 fee** to your nurse (checks payable to Auburn High School) **before** you can be registered for the online class.
- ProTrainings will email individuals the login/password and instructions to begin online training.
- Online training will take approximately 4 hours, which may be completed in one or more sessions.
- After online training is completed, you will be able to print out a certificate of completion.
- Present this certificate of completion to your school nurse to schedule your skills check.
- Staff will be scheduled for skills checks on a first come, first serve basis **ONLY** on the designated days listed below. If these skills dates do not meet your needs, please plan to obtain your training through another source e.g. local rescue squad, community CPR class, etc.
- **DEADLINES: ProT requires that a skills check be completed within 60 calendar days of passing the online test. If you do not complete the skills portion within these 60 days, you will need to retake the online test. Please plan accordingly.**

To schedule your skills check on...	Complete your online training between...
October 14	August 16 - October 11
January 5 morning/secondary OR January 6 morning/elementary	November 7 - January 3
February 3 afternoon	December 6 - January 31
March 15	January 16 - March 12

- Individual certificates of completion will be available to print from the ProTrainings student dashboard 48 hours after passing the skills check. Print three copies of your CPR/FA/AED certificate to be shared with: 1) HR; 2) your School Nurse; 3) SPED Lead Teacher (if applicable); and 4) your individual staff file.
- Certification is valid for two years from the date of completion of the online course. The renewal process is the same as the process for initial certification.