

**CSC Instructor Paperwork Checklist**

*Use this checklist to guide you through the CPR paperwork.*

Form:	Check
Course Record Sheet (1)	
Student Evaluation sheets (1 per student)	
Course Evaluation sheets (1 per student)	
Course Record Sheet: Be sure the following are filled in!!	
Instructor Name(s)	
Organization/Private Class	
Location/Address	
Date(s) and time/hours	
Number of initial and renewal students	
Student/Manikin ratio	
Instructor/Student Ratio	
Instructor responsible for decontamination	
Instructor Comments section	
<b>SIGN ALL PAPERWORK (unsigned paperwork will be returned)</b>	
Check off course type	
Back of Sheet	
Student Information (neat, printed). Check addresses, etc. for accuracy	
Number grades for written test scores on course record sheet and student evaluations	
P (Pass), R(Remediation), or I (Incomplete) on course record sheet	

*Paperwork must be completed and turned in with payment to CSC within two (2) weeks of course completion date.*