



US Coast Guard CPR & First Aid Training

Instructions for teaching and documenting USCG-approved CPR and First Aid training.

About the USCG Course Approval

The USCG has approved EMS Safety's CPR/Basic First Aid Course as a component of STCW's Basic Safety Training requirement and for issuance of an officer endorsement, such as a Captain's license.

The USCG course approval states, "Any applicant who has successfully completed your First Aid & CPR (EMSSSI-197) course will satisfy the Basic Safety - Elementary First Aid training requirements of Section A-VI/1 and Table A-VI/1-3 of the STCW Code and 46 CFR 11.202(b)(3); AND if presented within one year of the date of training, the First Aid and CPR training requirements of 46 CFR 11.205(e)(1)(ii) and 11.205(e)(2)(iii) for original issuance of an officer endorsement."

The USCG requires all seafarers who work as merchant marines to have the necessary skills and abilities to serve aboard seagoing vessels. The Standards for Training, Certification and Watchkeeping (STCW) were created in 1978 and modified in 1995 to ensure that mariners have the training they need to work at sea. It is international law in more than 25 nations, and covers at least 50% of the world's merchant ships over 100 tons. A portion of the Basic Training STCW is *Basic Safety Training* (**which includes CPR and First Aid**).

Visit <http://www.uscg.mil/nmc/stcw> for the latest requirements.

Obtain USCG Site Approval Prior to the Course

Instructors must have a USCG-approved site. To obtain a USCG Site approval:

1. Email EMS Safety with site information:
 - a. Organization Name
 - b. List of EMS Safety Instructors teaching at that site
 - c. Address
 - d. Phone
 - e. Fax
 - f. Email
2. Attach images and a diagram of the classroom and facility
 - a. Two pictures of the entire classroom (front-to-rear and rear-to-front)
 - b. One picture of the entire facility/building (not pictures of doorway, animals or people)
 - c. One drawing of the room with measurements (length & width) written on the drawing.
3. EMS Safety will work with the USCG to get your site approved.

Submit Course Records to EMS Safety after Each Course

Course records must be legible and include the following:



- Copy of photo ID for each student (driver's license or state ID card)
- Course roster
- Skills summary sheet (page 2 of the roster)
- Written exam answer sheet
- Optional skills check sheet (if used)
- Written course evaluation from each student
- Copy of the student's EMS Safety Course Completion Card

Submit course documents to EMS Safety via fax or email. Fax records to (949) 388-2776; Attention 'Programs and Resources' or scan and email them to info@emssafety.com.

Course records **will not be accepted** without an existing USCG Site Approval, which should already be on file w/ EMS Safety, or if the records are incomplete or illegible.

USCG Certificates

USCG Course Completion Certificates are **only** issued by EMS Safety.

- Certificates will only be issued when there is an existing USCG site approval and the course records are complete, legible and on file with EMS Safety.
- Completed certificates will be sent from EMS Safety to the Instructor for signature and distribution to the students.
- Documentation of USCG course completion includes both the Provider Card and USCG Course Completion certificate.
- USCG Course Completion Certificates cannot be designed, customized or printed by any entity other than EMS Safety's corporate office.

Written and Skills Testing

Students must complete the written and skills exams for USCG courses. If they fail the written exam (score less than 80%), review the questions missed to ensure understanding. After the review, retest the student with the second version of the written exam. **Contact EMS Safety to obtain a second version of the CPR/AED and Basic First Aid exam.**

Completion of USCG Certificates

1. EMS Safety sends the completed certificate to the Instructor.
2. Instructor pays a processing fee for each certificate. (Contact EMS Safety for current pricing).
3. Instructor issues the USCG Course Completion certificate with the corresponding EMS Safety certification card to each student
4. Instructor keeps course records for at least 3 years.
5. EMS Safety keeps course records at for at least one year, per USCG requirement.

Contact EMS Safety with any questions.