PALS/PEARS Training Site Instructions for Course Packet submission to Seattle Children’s PALS Training Center

Seattle Children’s PALS Training Center accepts completed PALS/PEARS Course Packets from PALS/PEARS Training Sites for issuance of PALS/PEARS Provider eCards. Upon receipt of the following forms and payment, eCards will be processed within a few days.

The Seattle Children’s PALS/PEARS Training Site Course Packet:

- **Seattle Children’s Training Site Report**
  - Submit electronically on the day of the course for timely PALS eCard processing.
  - List participant names and email addresses only for those who have passed the course.
  - Submit one form per course. An integrated PALS Provider and Renewal course occurring the same day and location needs only one Training Site Form.
  - Incomplete Training Site Reports will be returned for missing information.

- **Seattle Children’s Training Site PALS/PEARS Course Quality Assurance Checklist & Attestation** – to be completed by the Course Director or Lead Instructor

- **Seattle Children’s Training Site PALS/PEARS Course Evaluation** – a summary of the participant comments and a summarized average of the scores

- Your **PALS or PEARS course schedule/agenda**

Participants will receive an email from AHA with instructions for claiming their eCards, sent to the email address on the Training Site Form.

The best method of delivery is to e-mail to: OutreachEducation@seattlechildrens.org

or

US Mail: Seattle Children's PALS M/S S219 P.O. Box 5371 Seattle, WA 98145

Fax is not recommended.

If you have any questions please contact Maria Campanaro at OutreachEducation@seattlechildrens.org.

Thank you.

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