

# BLS Instructor Checklist

Instructor Name: \_\_\_\_\_

Date Personnel File Checked: \_\_\_\_\_

Verify that the following documents are in CPR instructor file:

- Copy of current CPR instructor card
- Bi-annual evaluation (instructor monitor form)
- Copies of CPR course rosters (must have taught four classes within the two years from last certification date).

I, \_\_\_\_\_, verify that the above checked items are in instructor's personnel file.