

Effective February 1, 2010

Connecticut Chapter
American Red Cross
Health and Safety Services
1-877-CTREDCROSS (287-3327)
www.ctredcross.org

Authorized Provider Fee Schedule and Equipment Reservation Form

Aquatics Training

Enrollment Fee: \$7.00 per student per class or as specified in a NAN agreement

The fee covers the cost of record keeping and processing for the student, instructor and authorized provider. Fees are based on the number of students enrolled. This fee is required regardless of whether or not a student completes or passes the course and/or receives a certification card.

Aquatic Membership Program: Facilities may be eligible to enroll in a calendar year membership program which provides for unlimited enrollment in Learn-to-Swim and selected courses taught by Water Safety Instructors for a flat fee instead of paying for a per person enrollment fee. For more information contact Jack Harder at 203-683-4292 or at jackh@ctredcross.org.

All courses must be registered with the Connecticut Chapter prior to the start of class, and must be conducted in accordance with the guidelines established under the ARC Health and Safety Services Manual of Administrative Policies and Procedures. A Course Notification form can be found on the chapter website at www.ctredcross.org. Please contact Peggy Jimenez at Peggy.Jimenez@CTRedcross.org or 860-678-2836 if any questions.

Prices are subject to change without notice.

<u>Quantity</u>	<u>Course Materials</u>	<u>Stock #</u>	<u>Per Unit</u>	<u>Total Cost</u>
	Water Safety			
	Longfellow's WHALE Tales K-6 Educational Packet	651315	\$17.95	
	Longfellow's WHALE Tales DVD	651319	\$39.95	
	Longfellow's WHALE Tales Participant Stickers (5 sheets)	651323	\$9.95	
	Water Safety Handbook	651306	\$4.50	
	Raffy Learns to Swim	651317	\$1.99	
	Waddles in the Deep	651318	\$1.99	
	Swimming and Water Safety Manual	651314	\$25.95	
	Water Safety Instructor's Manual with CD-ROM	651313	\$22.95	
	Swimming and Water Safety Program DVD Set	651321	\$159.95	
	Swimming and Diving Skills DVD	651316	\$94.95	
	Swimming and Water Safety Stroke Posters (set/7)	651324	\$35.00	
	Water Safety Instructor's Candidate Kit	651312	\$51.95	
	Lifeguarding			
	GuardStart: Lifeguarding Tomorrow Workbook	655714	\$8.99	
	GuardStart: Lifeguarding Tomorrow Leader's CD-ROM	655715	\$22.00	
	Lifeguarding Participant Manual	655731	\$34.99	
	Lifeguarding Instructor's Manual with CD-ROM	655730	\$32.99	
	Lifeguarding DVD Set	655732	\$290.00	
	Lifeguard Management Manual and CD-ROM	654148	\$26.99	
	Safety Training for Swim Coaches			
	Safety Training for Swim Coaches Supplement - available for download on Instructor's Corner at https://www.instructorscorner.org/RedCross/Index.aspx			
	Safety Training for Swim Coaches Instructor's Manual – restricted availability – contact Jack Harder at jackh@ctredcross.org or at 203-683-4292			

Quantity	Course Materials	Stock #	Per Unit	Total Cost
Miscellaneous or Other Resale Items				
	Aquatics Banner	659062	\$23.00	
	First Aid Student Training Kit	321224	\$1.50	
	CPR Student Training Kit	321223	\$1.00	
	Combo First Aid/CPR Student Training Kit	321330	\$2.50	
	Pocket Mask with O2 inlet			
	Pocket Mask without O2 inlet			
	Manikin Face Shields			
	Mini CPR Key Ring			

Equipment Reservations

- Complete and submit this form to the appropriate office where you intend to pick up materials. Additional copies of this form may be downloaded at www.ctredcross.org in the Instructors section or call 1-877-CTREDCROSS (287-3327).
- Allow at least **2 weeks** for equipment reservations and product orders.
- Phone orders are accepted; however, we reserve the right to request a follow-up paper copy.
- Payment is required at the time of material pick-up. Cash, check, charge (Visa, Mastercard, American Express, or Discover) are accepted methods of payment. A Purchase Order may be used as a guarantee of payment. Returns will only be accepted for unused, current textbooks returned within 10 working days of their pick-up through a credit or check. There are no cash refunds. Prices are subject to change without notice.
- Equipment can be rented for up to 5 business days and is to be used only for the specific course listed below. Course record sheets must be submitted to the Chapter by mail, e-mail or fax within 10 working days of course completion. Call 1-877-CTREDCROSS (287-3327) or log on to the chapter website at www.ctredcross.org (Instructors section) for more details. Please note that course completion certificates will be sent to instructors who are responsible for issuing them directly to students.
- By purchasing your own manikins and videos/DVDs you can save time and money! Allow 7 – 10 days for special orders. For more information call 1-877-CTREDCROSS (287-3327) or e-mail CTStore@CTRedcross.org.

Quantity	Equipment Rentals Per Item (\$15.00/48 hrs or \$25.00/5 days unless noted otherwise)	Item # (if applicable)	Rental fee per item	Total Cost	Item returned
	Adult Manikins				
	Junior Manikins				
	Infant Manikins				
	AED Trainers				
	DVDs/Videos (note type)				
	10 pack of ACTAR manikins for 48 hours - \$25.00 (<i>available in Bridgeport, Waterbury and Torrington offices only</i>)				
	10 pack of ACTAR-D-fib manikins for 48 hours - \$50.00 (5 pack for \$25.00) (<i>available in Waterbury and Torrington offices only</i>)				
	<u>Total cost of items including previous page</u>				

Pick up date & time:

Return date & time:

All American Red Cross courses require 1 manikin for every 2 students. Please order the appropriate amount of manikins based on the number of students enrolled. Failure to comply with this ratio is in violation of the Instructor Agreement and the Authorized Provider agreement.

Course Information (NOTE: This is NOT used for invoicing purposes)

Course Name:

Course Date:

Number of Students:

Instructor Name:

Instructor Phone and E-mail:

Course Contact:

Course Contact Phone and E-mail:

Borrower's Agreement

I agree to take full responsibility for all items borrowed including returning them on the date equipment is due. I understand that I am responsible for items returned before or after regular business hours. I also agree to pay a \$10.00/per item/per day late fee and I will pay the replacement cost of any item damaged beyond normal wear or loss. I agree to ensure that the equipment is only being used for the specific course listed above and the course will be conducted according to Red Cross standards.

I understand that certain materials (i.e. textbooks, DVDs, manikins) **MUST** be used when teaching Red Cross courses for participant practice and testing of particular skills. The listing of this equipment (and the required ratio of items to students) can be found in the instructor's manual for each program. It is the responsibility of the instructor to make sure that all participants receive the required course materials. I understand that my failure to comply with this policy is a violation of the Instructor Agreement and the Authorized Provider Agreement.

Signature of Borrower:

Date:

Print Name of Borrower:

Phone and E-mail:

For Office Use Only

Billing Request: Yes or No

If yes, complete billing information below:

Name:

Company:

Address:

City/State/Zip:

MIP Customer Code (if known):

Total amount to be billed:

Date Requested:

Print Name of Requester: