Advanced Life Support Course Pre-Course Checklist

1. Notify the Australian Resuscitation Council of your proposed course dates as early as possible. They may be able to help with providing details of Instructors and can inform interested participants.

2. The earlier you submit your course information, the more time the ARC will have to assist with any queries during the pre-course preparation.

3. **At least 6 months** before the course confirm the venue, dates, course budget, and Instructors.

4. **At least 5 months** before the course confirm the participant fee, prepare the application forms and, if necessary, advertise the course.

5. **At least 3 months** before the course book hired equipment, finalise the programme and final faculty.

6. **At least 2 months** before the course confirm the candidates, sponsorship, catering etc.

7. **At least 6 weeks** before the course submit the approval form and proposed programme, together with the order for manuals (and any MCQ papers required) to the ARC.

**NB:** Please ensure that you have read and complied with all the course regulations in order to avoid delay in the approval of your course. Courses will not be accredited if the criteria are not met and course manuals may then not be dispatched in a timely manner.

8. **At least 4 weeks** before the course dispatch the manuals and other pre-course material to the candidates. This material should include the programme, advice concerning completion of the pre-course MCQ paper and the nature of the course assessment. It should also include relevant details about the course centre, map and directions, parking information etc.

**NB:** Candidates must be informed that basic life support (BLS) skills will be assessed during the course and that they are expected to be competent in this prior to attending. Proof of competency can be requested by the Course Centre.

9. If changes are made to the approved faculty or programme, the ARC must be notified if this affects the criteria for accreditation.