

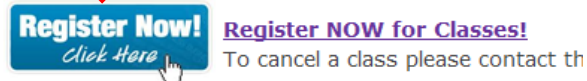



Employees have two options to register for classes:
The St. David's Intranet (can only access at the facility)
The St. David's IFL Website (can access anywhere there is internet access)

Employees may access the IFL course registration system through the intranet:

1. Click the "Institute for Learning" Tab in the far left Frame 
2. On the IFL page, click the "Register for Classes" Button 



Employees can also go to www.stdavids-institute.com and look for the "Register for a Class Today" Button 

For certifications (ACLS, BLS, PALS, and TNCC,) employees will select the [AHA Training Center Courses](#) link

There are TWO BLS renewal Courses:

- BLS (CPR Renewal)
 - A 4 hour long class that is instructor led
- CPR: Heartcode BLS Online CPR Renewal
 - Must register here in order to have the BLS Module added to HealthStream – **will NOT get access in HealthStream without completing this registration**
 - Three options for skills check off:
 - ✓ CPR Lab at IFL
 - ✓ End of a scheduled BLS Renewal Class
 - ✓ with an instructor at facility – Staff must schedule this