



**North Carolina Department of Health and Human Services
Division of Aging**

Michael F. Easley
Governor

Karen E. Gottovi
Director

MEMORANDUM

To: Adult Day Care Service Providers, DSS Adult Day Care Coordinators, APR's
From: Steve Freedman, Chief, Service Operations
Date: December 20, 2001
Re: First Aid and CPR Instructors

According to the Administrative Procedures Act (APA) rule 10 NCAC 42E .1104 and 42Z .0805 "... All staff who are determined physically able shall complete training in standard first aid and cardio-pulmonary resuscitation ... " (page 26 of the Standards for Certification.)

In the previous year, it has come to the attention of the adult day care staff that some programs have been employing non-certified instructors to teach First Aid and/or CPR classes.

Many of the Registered Nurses, Emergency Medical Technicians, and personal businesses and organizations teaching these courses, have not received an instructor's certification. Although some of these individuals or businesses may have received permission from the Division of Child Development (DCD) to provide this training, the DCD has clearly stated that their instructor approval applies only to their programs.

The only way to assure that all programs across the State are being taught standard first aid and CPR by qualified instructors is to require that these courses be taught by instructors trained through nationally recognized organizations. Those organizations are as follows:

- American Heart Association
- American Red Cross
- American Safety and Health Institute (ASHI)
- National Safety Council
- EMS Instructors (must have EMT or EMS *Instructor's card*, which should be submitted with certification or recertification materials.)

Prior to scheduling a class, please make sure the instructor has a certification from one of these organizations and that the certification is for the course being taught. For example, many times an instructor will have CPR instructors certification but will not have First Aid certification.

Effectively immediately, if CPR or First Aid verification is not submitted on a card by one of these organizations, a copy of the instructors' certification must accompany the registration roster, and the instructor must include the expiration date of the certification on the roster.

For programs who have active certificates through instructors who are not certified: we will continue to accept these through the expiration date of that certificate (however, no longer than 3 years from January 1, 2002 for first aid, and 1 year from January 1, 2002 for CPR.)

If this is unclear or you would like to discuss this with one of our staff, please contact Shannon Crane at 919-733-0440.