



Director Approval Form for Education

The Director Approval form must be submitted along with a \$100.00 deposit (check only) to the Education Department prior to the class date. Any forms brought in on the day of the class or after, for submission, *will not be accepted.*

ONLINE REGISTRATION IS REQUIRED THROUGH INTRANET OR HOLLYWOODPRESBYTERIAN.COM

If a book is required for ACLS, BLS or PALS, employees are required to bring the 2010/2011 AHA book on the day of the class (Per AHA guidelines).

1. Complete the information requested below.

Employee Name (please print): _____

Course Name: _____ Course Date(s): _____

Location: HPMC Other Location: _____

Department/Unit: _____ Home Phone # :() _____ - _____ HPMC ext. _____

2. Your Department Director/ Manager must sign this form authorizing you to attend the class.

Director/Manager Printed Name: _____ Date: _____

Director/ Manager Signature: _____ Date: _____

3. The Director of Education must sign this form if you are attending a class somewhere other than HPMC.

Education Director Name: _____ Date: _____

Education Director Signature: _____ Date: _____

CLARIFICATION OF HPMC REIMBURSEMENT FOR ALL MANDATORY CLASSES (e.g. BLS, ACLS, NRP, PALS, FIRE CLASS) NOT TAKEN AT HPMC: PER THE CBA (Article 18 Section E): HPMC WILL ONLY REIMBURSE STAFF FOR MANDATORY CLASSES IF TAKEN AT THE FACILITY)

Please remember the following:

1. The class schedule for Education classes is posted on the website for the entire calendar year.
2. It is YOUR responsibility to know when the cards you need for your position expire!!

Questions: Call the Education Department at extension 4582