



Student's Checklist Prior to

Class: Read & Sign

(initials) _____ / 1. You must carpool and have directions to class in advance especially when coming to my home theater. Door locks when class starts. Come 15 minutes prior to class start time to register for official certificate.

(initials) _____ / 2. Bring correct handouts to class all found on Medicertllc.org under your class and on calendar evites also. **MATIS/RENEWAL MUST PRINT KEY HANDOUTS!**

(initials) _____ / 3. For MATIS, MAT RENEWAL, DIABETES or EMAT Classes:

- Must bring proof of CORRECT PART 1 CERTIFICATES

IN ADDITION IF TAKING MAT RENEWAL:

MUST HAVE:

- ORIGINAL OFFICIAL MAT CERTIFICATE SHOWING IT IS NOT OVER 90 DAYS EXPIRED AND IT DOES NOT SAY MAT RENEWAL ON IT. (YOU CANNOT TAKE RENEWAL TWICE IN A ROW). Call with any questions 804-337-7658
- I recommend RENEWAL watching all videos **BUT YOU MUST WATCH VIDEO 21**: Demonstrating Medication Administration Skills prior to coming to my class. I prefer a successful testing and to not waste your time and money.

(initials) _____ / 4. Proof of VALID HANDS ON CPR/FA CLASS CARDS & Valid ID showing you are at least 18 years old.

(initials) _____ / 5. Medicert LLC has received: **payment** in advance to secure your spot; your email & cell number and a signed annual "**Letter of Agreement**". This signature can be the Director's or Owner's or in some cases the individual but I only need one per school/year.

(initials) _____ / 6. I understand that I must start on part I immediately to allow for technical issues & if I encounter any of them it is my responsibility to contact MHP immediately using "help" on e-learning ticket system and that if I do not complete part I in time for part II; there are no refunds and in some cases I may need to repay my employer or pay for the make up class myself.

(initials) _____ / 7. I understand I will have cell phone off and put away during class and that I can not bring extra person to class without instructors advance knowledge i.e.: children etc.

(initials) _____ / 8. I understand that my certificates will be sent to the home address that I have entered in the class roster day of class and if I have entered an incorrect or undeliverable home address, my certificates will be returned to MHP by the post office, and I'll have to pay \$7 to have them reissued to my correct address. If I don't receive my certificates within 4 weeks of the class, I will contact MHP so that MHP can find out the reason for the delay. I will not wait until my certificate receipt expires, or until a Licensing Inspector asks for my certificate, to contact MHP about a delayed certificate.

Print your name: _____ Signature: _____

Date: _____