

Card Prices

Please note the following prices for AHA cards. BLS and any HeartSaver course cards are \$6.00/card, ACLS, PALS & PEARS are \$7.50/card. Reprinted cards are \$8.00/card. Instructor cards are \$12.00/card. Checks must be made payable to 'Chattahoochee Technical College' or 'CTC' and made out for the correct amount in order to avoid the roster & check being sent back to you. We do accept Visa, MC, cash, check & Money Order. Please be aware that there will be a \$1.00 service fee for all Visa & Master card transactions less than \$15.00. There's a \$2.00 fee to fax or email copies.

Policy for Obtaining Course Completion Cards

Only Training Center Coordinators can order blank course completion or certification cards according to American Heart Guidelines.

Turn in a COMPLETED roster and evaluation forms AFTER successful course completion with payment by email, ahatc@chattahoocheetech.edu, fax 770-975-4101 or mail to:

Attention: Shelby Martin, 5198 Ross Road SE, Acworth, GA 30102

If you require help completing the roster, contact me and I will assist you.

You must include your Instructor ID#, name and your address on each roster. If your address had recently changed, you need to indicate this on the front of the roster with something such as "NEW ADDRESS."

Failure to submit completed paperwork or payment will result in the roster being returned.

To schedule an appointment to pick up your cards, call 770-528-3538 or email Shelby.Martin@chattahoocheetech.edu. Do not assume that I am here. I will respond to you by phone or email if I am here. If you get no response, I am not in or am unavailable (even if my voicemail doesn't say it).

All cards are mailed to the instructor.