




# Resuscitation Class Sign-up for Non-East Hawaii Region Employees

(All Travelers, Contract Workers, & Outside Professionals/Community Members)

updated 3/22/2023

-  1. Complete the Class Enrollment Form below
-  2. Submit completed form and cash/check/money order payments to Nursing Administration Office.  
*Credit Card Payments can be made over the phone with Business Office @ (808)932-3416, please email completed registration form to resuscitation class coordinator.*  
**Nursing Administration/Business Office staff will verify class/seat availability; if class available, payment will be collected at that time to reserve your seat.**
-  3. Class Enrollment Form and proof of payment will be emailed to the Sim Coordinator and Organizational Development for student enrollment in HealthAcademy. Once enrolled, a confirmation email will be sent to all parties, including enrolled student, stating that the registration has been completed.

Print Name	Class Name	
Job Title	Class Date	Time
Place of Employment	Alternate Class Date/Time	
Cell Phone No.	Email Address	
		
For Nursing Administration/Business Office Only		
Payment Received by	Date	

Place receipt here

Scan this form (WITH attached copy of receipt) to the following parties (do not send via Interdepartment mail). Once enrolled into class, a confirmation email will be sent to all parties.

**Nicole Vergara, Sim Coordinator**

nvergara@hhsc.org

**Organizational Development**

hmcorganizationaldevelopmentDL@hhsc.org

For instructions on how to look for classes in HealthAcademy, click on the icon or go to the HealthAcademy Intranet site --> "How to Sign Up for Classes"

