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Welcome

The Canadian Red Cross has committed to reviewing the National First Aid Program Standards annually to support quality delivery in the field. Any changes to this document will be distributed in writing by the Canadian Red Cross.

These standards, guidelines and best practices were developed for Instructional Personnel, Training Partners, and staff of the Canadian Red Cross to use and follow. The first section includes the delivery standards for all participant-level First Aid and CPR/AED courses; the second section contains the requirements for the Instructor development programs that support the participant-level courses.

The standards included in this document are those accepted by the Canadian Red Cross based on International Federation of Red Cross and Red Crescent Societies (IFRC) GFARC (Global First Aid Reference Centre) guidelines. The standards meet the decisions agreed upon by the national training agencies for first aid techniques. As a Red Cross instructional personnel or Training Partner, you are required to set up your classroom and deliver the content using the standards and guidelines laid out in this document.

Some procedures, such as AED, differ in certain provinces/territories or jurisdictions due to legislation requirements. These geographic legislation requirements are indicated on myrc.redcross.ca/. If you are unsure of the current standard for your area, please contact the Canadian Red Cross.

First Aid Educational Philosophy of the Canadian Red Cross

Injury reduction is complex. It requires a collaborative approach involving stakeholders from across diverse communities and disciplines. Within the Red Cross movement, we focus on improving the lives of vulnerable people by mobilizing and harnessing the power of humanity. Helping people understand how injuries can happen and the strategies to reduce them, combined with education on the latest First Aid skills and knowledge, has been shown to increase confidence and ultimately increase people’s ability and willingness to act in an emergency.

First Aid as a practise should attempt to prevent further suffering, protect life and promote recovery. First aid training should support people and communities to care for others whether or not they are certified First Aiders, and provide individuals with the confidence to:

- Recognize illness or injury
- Provide care
- Recognize personal limitations and to access more advanced care

To properly transfer knowledge and increase confidence, we need to focus the curriculum on the learner’s needs and interests. The safe, enjoyable, meaningful, co-operative aspects of our
learning environments create a supportive environment for people to build on their understanding of first aid behaviours and confidence. Self-confidence will influence intention and behavior to respond. Each learning activity should offer opportunities to build the individual's confidence or drill a particular skill to raise self-efficacy. As the 20th century American adult education expert Eduard Lindeman indicates, adults have a deep need to be self-directing and experience offers the richest source for adult learning. Red Cross is committed to developing our Instructors in a way that supports a learner-centered approach to training.

Our approach to help our students learn how to approach ill or injured people is to simplify assessment much as possible. We use the process: Prepare - Check - Call - Care as the foundation of First Aid. We build in these steps throughout all of our First Aid programs.

- Prepare - learning what someone could do to prevent all aspects of a particular illness or injury.
- Check – refers to who and what to check. It’s also about checking and confirming the safety of the situation.
- Call - making sure that people call or ask for assistance.
- Care – learning the tips/steps/interventions to assist someone in need.

Evidence-Based Practice
First aid must be taught using up-to-date, evidence-based guidelines and best practice. The International Federation of Red Cross and Red Crescent Societies (IFRC) supports National Societies and participates in the development of harmonized first aid techniques in accordance with: scientific research; international standards; best practice guidelines; and measures of quality service. IFRC links all of this with a good implementation policy developed through an intergovernmental and inter-associative consultation process at regional and national levels.

To do this, the IFRC sets up alliances with scientific bodies, public health experts and education specialists. The resulting information includes trend and situation analysis and the latest evidence-based developments in the field of first aid education.

A copy of the 2016 International first aid and resuscitation guidelines can be found here.

Process to Develop the Guidelines
Since the beginning of 2013, the IFRC participated in a strategic collaboration within the International Liaison Committee on Resuscitation including the “First Aid Task Force,” in addition to several other task forces, such as “Basic Life Support.” The IFRC Global First Aid Reference Centre and the Belgian Red Cross Centre for Evidence-Based Practice (CEBaP) have collaborated with Red Cross, Red Crescent experts from the American Red Cross, Austrian Red Cross, Canadian Red Cross, French Red Cross and Hungarian Red Cross in this task force.
This guideline has been developed based on the principles of Evidence-Based Practice, represented in Figure 1.

![Figure 1](image_url)

*Figure 1. Approach for the development of an evidence-based guideline. In one step the best available scientific evidence is collected through database searching for scientific studies. Next, practical experience and preferences of the target group (first aid providers and victims to receive first aid) is integrated when formulating recommendations.*

The First Aid Task Force worked on 22 research questions in the field of first aid, which were integrated in this guideline.

In addition to this source of evidence, evidence summaries from the Belgian Red Cross Centre for Evidence-Based Practice (CEBaP), the North American Red Cross Scientific Advisory Council (SAC) and the IFRC “First Aid Evidence-Based Group” (EBG) were included as a basis for the recommendations in this guideline. Under the direction of the Global First Aid Reference Center Representatives of the following National Societies participated as members of the EBG: American Red Cross, Austrian Red Cross, British Red Cross, Canadian Red Cross, Finnish Red Cross, French Red Cross, Hungarian Red Cross and Swiss Red Cross. In this way, an expert panel was composed of participants with extensive practical experience in the field of first aid and evidence review methodological expertise.

**Conducting Research within CRC Programs**

The Canadian Red Cross deeply values and depends on the evidence base that supports our programs, both locally and with the global community of Red Cross / Red Crescent around the world. Please note that written approval is required should you wish to conduct research which connects to the programs offered by the Canadian Red Cross. This may include, but is not limited to, the use of Canadian Red Cross' learning interventions or tools of any kind (e.g., courses, workshops, products, online content or resources, etc.), learner data (participants/instructional personnel – both current, past and potential), or the use of Canadian Red Cross leaders/facilitators/instructors (trainers).

Those who have an interest in exploring research are able to submit their idea for consideration. To have your request considered please contact the First Aid Program at CCFAE@redcross.ca. Your details will not be shared with external audiences without your permission. Your letter of intent must include the following details:
Project overview

- Title of the research
- Intent – why is this project needed? What/who are the subject(s) of the research?
- Where/when/how will the research will take place? Is primary or secondary research? Who else will be involved?
- How will the results of this research be applied and shared once complete? What are the potential benefits of the research?
- Which institution's Research Ethics Board will be reviewing (or has reviewed) this research, if any?

Contact information

Any disclosures

Opportunities can include (but are not limited to) collaboration or support from the Canadian Council for First Aid Education and/or Program Development team.

Delivery Methods

Classroom

The traditional delivery method is characterized by in-class, face-to-face instruction.

Blended

Blended delivery relies on a combination of in-class, face-to-face instruction with online instruction. Theory and information is conveyed to participants outside of the classroom through an online component, which allows for the in-class component to concentrate on skill development and application of theory.
Online

This delivery is completed entirely online. The participant experience is automated and the participant is required to complete a variety of activities through a learning management system.

Canadian Red Cross First Aid App

The Red Cross First Aid App is not a replacement for training. However, this is an ideal tool to use in the classroom and to recommend as a post-course resource. The App can also be used to help refresh participants on elements of the training post-course and the quizzes can be used for self-reflection or comprehension.

Independent Learning

Independent learning includes activities which take place outside of a classroom based environment – they are designed to complement the learning which is guided by an Instructor/Instructor Trainer/Master Instructor Trainer. Examples can include (but are not limited to): participant workbooks, reviewing of participant materials, pre-course assignments, etc... This is different from online learning which is self-guided, and is completed outside of teaching time.

Certification vs Non-Certification Courses

Our education programs are designed to help people create safe environments and have the confidence to use their knowledge and skills to help someone that is ill or injured.

Some of these programs will result in a certification from CRC, indicating the participant has demonstrated a prescribed level of competency (includes knowledge and skill application). If the intent of the session was to explore a topic or skill (based on a participant’s identified learning needs), the course may not result in CRC certification. This does not mean the education was not meaningful or effective; merely that certification was not required.
Program Delivery Standards

Time

Overall length for participant level courses (hours per day)
Classroom face-to-face sessions shall not exceed 10 consecutive hours in length or any combination of hours which exceed 10 hours, within a 24-hour period. This shall include required participant breaks (e.g.: washroom, lunch, refreshment).

This supports a learning environment in which participants can reasonably retain the skills and knowledge taught within the session.

Timeframe to complete a course
The flexible design of the first aid courses offered by the Canadian Red Cross allows instructors to customize the course schedule in order to meet the needs of the participants. Depending on the length of a course it may be scheduled to take place in a single session or it may be split over multiple sessions. Courses split over multiple sessions may take place on sequential days (several days in a row) or over non-sequential days. The intent of the “timeframe to complete” is to ensure any course is completed within a reasonable amount of time and the learnings of one session are able to be effectively linked to the next session in the series. This timeframe is intended to support consistent outcomes as various influencers could impact both the instructor and participants.

Core First Aid, Wilderness and Remote and CPR (classroom) courses:
Shall be completed within 30 days from date of commencement of the course including completion of the knowledge evaluation.

Professional Responder (initial courses):
Shall be completed within six months including completion of the practical and knowledge evaluations.

Note: Professional Responder departments/organizations may contact FAEducation@redcross.ca for options to accommodate internal training delivery should the standard format hinder program delivery internally.

Teaching Hours (refers to Instructor/participant face-to-face time)
Teaching hours refers to time spent on learning activities applicable to the course content (e.g., content discussion, scenarios, demonstrations, completing written knowledge evaluations, etc.); Teaching Hours does not include time spent on: course administration, breaks, or any other non-learning-related elements. The teaching hours are listed for each course (under Courses) indicate minimum teaching time; this may be extended for optional modules, to meet audience-specific needs or legislative requirements, or to ensure participants are meeting the standards.
Course participants may be required to complete all, or portions of, an additional assignment at the discretion of the Instructor/Instructor Trainer. This CRC content may be assigned as an additional assignment to enhance learning. These additional learning activities do not reduce the established teaching hours.

**Ratios & Equipment**

**Instructor to Participant Ratios**

Instructor to participant ratios are based on certified Instructional personnel only. The presence of an Instructor Candidate in the classroom does not extend ratios.

**Teaching Aids to Participant Ratios**

**Youth Courses**

<table>
<thead>
<tr>
<th>Stay Safe! Course</th>
<th>(Up to 30 participants per Youth Leader)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blankets</td>
<td>1:3</td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>5:2</td>
</tr>
<tr>
<td>Latex-Free Gloves</td>
<td>1:1</td>
</tr>
<tr>
<td>Epinephrine Auto-Injector Trainer</td>
<td>1:10</td>
</tr>
<tr>
<td>Asthma Inhaler Trainer</td>
<td>1:10</td>
</tr>
<tr>
<td>Asthma Spacer</td>
<td>1:10</td>
</tr>
<tr>
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<td>1</td>
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<tr>
<td>FA Kit (for in-class emergencies)</td>
<td>1</td>
</tr>
<tr>
<td>Babysitting Course</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Adult or Child Mannequins– do not need to be ventilating</td>
<td>1:3</td>
</tr>
<tr>
<td>Baby Mannequins– do not need to be ventilating</td>
<td>1:3</td>
</tr>
<tr>
<td>Blankets</td>
<td>1:3</td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>5:2</td>
</tr>
<tr>
<td>Latex-Free Gloves</td>
<td>1:1</td>
</tr>
<tr>
<td>Epinephrine Auto-Injector Trainer</td>
<td>1:10</td>
</tr>
<tr>
<td>Asthma Inhaler Trainer</td>
<td>1:10</td>
</tr>
<tr>
<td>Asthma Spacer</td>
<td>1:10</td>
</tr>
<tr>
<td>Sample First Aid Kit</td>
<td>1</td>
</tr>
<tr>
<td>First Aid Kit (for in class emergencies)</td>
<td>1</td>
</tr>
<tr>
<td>Dolls (suitable for demonstration of personal care --diapering, feeding, burping, dressing)</td>
<td>1:3</td>
</tr>
<tr>
<td>Bottles with Nipples</td>
<td>1:3</td>
</tr>
<tr>
<td>Diapers</td>
<td>1:3</td>
</tr>
<tr>
<td>Baby Wipes (disposable or reusable)</td>
<td>1:3</td>
</tr>
<tr>
<td>Feeding Bib</td>
<td>1:3</td>
</tr>
<tr>
<td>Feeding Spoon</td>
<td>1:3</td>
</tr>
<tr>
<td>Receiving Blanket</td>
<td>1:3</td>
</tr>
<tr>
<td>Clothing for Doll (various forms: sleepers, diaper shirts, pants, shirts, socks, etc)</td>
<td>1:3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Aid &amp; CPR Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Mannequins</td>
<td>1:2</td>
</tr>
<tr>
<td>Baby Mannequins</td>
<td>1:2</td>
</tr>
<tr>
<td>AED Trainers</td>
<td>1:2</td>
</tr>
<tr>
<td>Blankets</td>
<td>1:3</td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>5:2</td>
</tr>
<tr>
<td>Commercial Tourniquets</td>
<td>1:4</td>
</tr>
<tr>
<td>Pocket Mask, One Way Valve and Latex-free Gloves</td>
<td>1:1</td>
</tr>
</tbody>
</table>
Professional Responder Courses
The equipment listed below with required numbers is a minimum for a class of 12. In some jurisdictions there may be additional competencies that must be taught, which requires equipment not listed below. It is the responsibility of the Training Partner to know what are the requirements for the jurisdiction they are offering the course and ensure any additional equipment is made available to the students. For example, traction splints, hose and bite sticks or masks, and/or Naloxone training supplies may be required in some jurisdictions.

<table>
<thead>
<tr>
<th>First Responder– General Equipment</th>
<th>(Up to 12 participants per instructor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Mannequins</td>
<td>1:3</td>
</tr>
<tr>
<td>Infant Mannequins</td>
<td>1:3</td>
</tr>
<tr>
<td>AED or SAED Trainers</td>
<td>1:3</td>
</tr>
<tr>
<td>Blankets</td>
<td>2:3:4</td>
</tr>
<tr>
<td>N-95 masks</td>
<td>1:1</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>1:1</td>
</tr>
<tr>
<td>Spine boards/long boards c/w strapping</td>
<td>2 per class</td>
</tr>
<tr>
<td>Clamshells/scoop c/w strapping</td>
<td>2 per class</td>
</tr>
<tr>
<td>Latex-Free Exam Gloves (S, M, L, XL)</td>
<td>Minimum 2 full boxes per size per class session</td>
</tr>
<tr>
<td>Hot Packs</td>
<td>Instructor’s discretion</td>
</tr>
<tr>
<td>Safety Glasses</td>
<td>1:1</td>
</tr>
<tr>
<td>Airway Training Manikin (must be able to accept Oropharyngeal Airway (OPA) and Nasopharyngeal Airway (NPA))</td>
<td>1:12</td>
</tr>
<tr>
<td>Basket Stretcher</td>
<td>1:12</td>
</tr>
<tr>
<td>Assorted Helmets</td>
<td>Minimum 1 full face motorcycle helmet</td>
</tr>
<tr>
<td>Obstetrics Kit</td>
<td>1:4</td>
</tr>
</tbody>
</table>
### Marine Advanced First Aid– General Equipment

(Up to 12 participants per instructor)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Mannequins</td>
<td>1:2</td>
</tr>
<tr>
<td>AED or SAED Trainers</td>
<td>1:2</td>
</tr>
<tr>
<td>Blankets</td>
<td>2:3:4</td>
</tr>
<tr>
<td>N-95 masks</td>
<td>1:1</td>
</tr>
<tr>
<td>Spine boards/long boards c/w strapping</td>
<td>2 per class</td>
</tr>
<tr>
<td>Clamshells/scoop c/w strapping</td>
<td>2 per class</td>
</tr>
<tr>
<td>Latex-Free Exam Gloves (S, M, L, XL)</td>
<td>Minimum 2 full boxes per size per class session</td>
</tr>
<tr>
<td>Hot Packs</td>
<td>Instructor’s discretion</td>
</tr>
<tr>
<td>Safety Glasses</td>
<td>1:1</td>
</tr>
<tr>
<td>Assorted Helmets</td>
<td>Min 1 full face helmet</td>
</tr>
</tbody>
</table>

### Emergency Medical Responder– General Equipment

(Up to 12 participants per instructor)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Mannequins</td>
<td>1:3</td>
</tr>
<tr>
<td>Infant Mannequins</td>
<td>1:3</td>
</tr>
<tr>
<td>AED or SAED Trainers</td>
<td>1:3</td>
</tr>
<tr>
<td>Blankets</td>
<td>2:3:4</td>
</tr>
<tr>
<td>N-95 masks</td>
<td>1:1</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>1:1</td>
</tr>
<tr>
<td>Spine boards/long boards c/w strapping</td>
<td>2 per class</td>
</tr>
<tr>
<td>Clamshells/scoop c/w strapping</td>
<td>2 per class</td>
</tr>
<tr>
<td>Latex-Free Exam Gloves (S, M, L, XL)</td>
<td>Minimum 2 full boxes per size per class session</td>
</tr>
<tr>
<td>Hot Packs</td>
<td>Instructor’s discretion</td>
</tr>
<tr>
<td>Safety Glasses</td>
<td>1:1</td>
</tr>
<tr>
<td>Airway Training Manikin (must be able to accept Oropharyngeal Airway (OPA) and Nasopharyngeal Airway (NPA))</td>
<td>1:12</td>
</tr>
<tr>
<td>Basket Stretcher</td>
<td>1 per class</td>
</tr>
<tr>
<td>Assorted Helmets</td>
<td>Minimum 1 full face motorcycle helmet</td>
</tr>
<tr>
<td>Birthing Manikin</td>
<td>1 per class</td>
</tr>
<tr>
<td>IV Bags</td>
<td>1:3</td>
</tr>
<tr>
<td>Drip Sets</td>
<td>1:3</td>
</tr>
</tbody>
</table>

**NOTE:** The equipment listed above is a minimum for a class of 12. In some jurisdictions there may be additional competencies that have to be taught, which requires equipment not listed above. It is the responsibility of the Training Partner to know the requirements for the jurisdiction they are offering the EMR course, and to ensure any additional equipment is made available to the students.
Below are some examples of additional equipment that may be required but not listed above.

- *Traction Splint*
- *Glucometer equipment*
- *Entonox c/w regulator, hose and bite sticks or mask*
- *Naloxone training supplies*

### Oxygen Therapy Training Equipment

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Bag-Valve-Mask w/O2 res</td>
<td>1:3</td>
</tr>
<tr>
<td>Child Bag-Valve-Mask w/O2 res</td>
<td>1:3</td>
</tr>
<tr>
<td>Infant Bag-Valve-Mask w/O2 res</td>
<td>1:3</td>
</tr>
<tr>
<td>Pocket Mask c/w one-way valve and O2 port</td>
<td>1:1</td>
</tr>
<tr>
<td>Oxygen Unit (incl. regulator, carry device, O2 cylinder (full), wrench)</td>
<td>1:2</td>
</tr>
<tr>
<td>Adult Standard O2 Face mask c/w tubing</td>
<td>1:1</td>
</tr>
<tr>
<td>Child Standard O2 Face mask c/w tubing</td>
<td>1:1</td>
</tr>
<tr>
<td>Adult Non-Rebreather O2 Face Mask c/w tubing</td>
<td>1:1</td>
</tr>
<tr>
<td>Nasal Canula</td>
<td>1:1</td>
</tr>
<tr>
<td>Pulse Oximeter</td>
<td>1:2</td>
</tr>
</tbody>
</table>

**Note:** The 1 to 1 ratio listed above is to allow each student to have their own oxygen mask to prevent cross contamination when practicing in the classroom.

### Airway Management Training Equipment

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sets of Oropharyngeal Airways</td>
<td>1:3</td>
</tr>
<tr>
<td>Sets of Nasopharyngeal Airways c/w lubricant</td>
<td>1:3</td>
</tr>
<tr>
<td>Manual or Electronic Suction units</td>
<td>1:3</td>
</tr>
<tr>
<td>Airway Training Head (must be able to accommodate airway adjuncts)</td>
<td>1:3</td>
</tr>
<tr>
<td>Latex-Free Exam Gloves (S, M, L, XL)</td>
<td>Minimum 1 box of each size per class</td>
</tr>
</tbody>
</table>
### BLS Course - Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Ratio (1:3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Mannequins</td>
<td>1:3</td>
</tr>
<tr>
<td>Baby Mannequins</td>
<td>1:3</td>
</tr>
<tr>
<td>AED or SAED Trainers</td>
<td>1:3</td>
</tr>
<tr>
<td>Adult Bag-Valve-Mask w/02 res</td>
<td>1:3</td>
</tr>
<tr>
<td>Child Bag-Valve-Mask w/02 res</td>
<td>1:3</td>
</tr>
<tr>
<td>Infant Bag-Valve-Mask w/02 res</td>
<td>1:3</td>
</tr>
<tr>
<td>Pocket Mask and One-Way Valve and O2 outlet</td>
<td>1:1</td>
</tr>
<tr>
<td>Latex-Free Exam Gloves (S, M, L, XL)</td>
<td>Minimum 1 box of each size per class</td>
</tr>
<tr>
<td>CPR Feedback Devices (recommended)</td>
<td>1:3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Equipment Kits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Responder Kit (1 Kit per 4 students)</strong></td>
</tr>
</tbody>
</table>

- Adult BVM c/w tubing (1)
- Set of OPA’s (1)
- Set of NPA’s c/w lubricant (1)
- Pelvic Wrap (1)
- Burn Dressings (various sizes)
- Abdominal Dressings (2)
- Pressure Dressings (1)
- Tensor Bandages (1)
- Roller Gauze (2)
- Cold Pack (1)
- Sterile Gauze (4)
- Non-stick sterile dressings (4)
- Trauma Dressings (1)
- Tourniquet (1)
- Elastic straps (2)
- Pen light (1)
- Glucose (2)
- Tongue depressors (2)
- Epinephrine Auto-Injector Trainer (1)

- Metered Dose Inhaler Trainer (1)
- Moldable Splint (2)
- Pocket Mask (1)
- Assorted wound closures (6)
- Adult Blood Pressure Cuff (1)
- Child Bladder (1)
- Extra Large Bladder (1)
- Triangular Bandages (2)
- Non-allergenic tape (1)
- Thermometer (1)
- Pulse Oximeter (1)
- Scissors (1)
- Saline (rinse wounds) (4-15ml or equivalent)
- Suction (manual or electronic) (1)
- Roller Gauze (2)
- Non-Sterile dressings (10)
- Antiseptic Towelettes (4)
- Clipboard with Patient care records (1)
Oxygen Kit (1 Kit per 4 students)
- E or D size oxygen cylinders (must be able to flow oxygen) (1)
- Regulator (1)
- Non-rebreather adult mask c/w tubing (1)
- Regular adult face mask c/w tubing (1)
- Nasal Cannula (1)
- Pediatric face mask c/w tubing (1)

Hard Collar Kit (1 Kit per 4 students)
- Adult Hard Collars (2)
- Pediatric Hard Collars (1)
- Fiberglass Tape (1)
- Adult Commercial Head immobilization device (jurisdiction appropriate) (1)
- Pediatric Commercial Head immobilization device (jurisdiction appropriate) (1)
- Splint – rigid, mouldable (1)
- Foam spacers (1)

Pediatric Kit (1 Kit per 4 students)
- Child BVM c/w tubing (1)
- Infant BVM c/w tubing (1)
- Child and Infant OPAs (1 of each)
- Tongue depressor (2)
- Obstetrics kit (1)

Note: Training Partners are responsible for ensuring that any damaged or soiled equipment is replaced during the course. Training Partners must also ensure that there is enough full oxygen cylinders available throughout the course to accommodate the application of oxygen administration when required.

Training Facility Requirements

A Training Partner must ensure that the first aid equipment and supplies, listed on the appropriate course page, are available, clean, safe and ready for use in each class. Equipment that makes direct contact with participants must be kept in a sanitary condition. The Instructor must have an unobstructed view of participants during the training. The facility and Instructor must comply with all relevant sections of the Provincial/Territorial and/or Federal Occupational Health and Safety Regulation and applicable building/occupancy/electrical/fire/other codes. The training space used for first aid instruction must be illuminated, heated and ventilated as required for an office in the relevant Occupational Health and Safety Regulation for the
jurisdiction the training is been held. Clear floor space must be available for practical skill practise as detailed below.

Floor space (space: participant)

1.4m² (15 sq. feet): 1

**First Aid Kit**

A first aid kit must be present at all courses. The kit must contain items used to treat the type of injuries that could occur in a classroom setting.

**Certification**

**Certification is:**

- Proof of competence through training
- Active for three years

**Certification Period**

The certification period for all Canadian Red Cross First Aid and CPR courses is three years, with the exception of the BLS course, which is a one-year certification period. Participants are encouraged to attend courses more frequently to assist with skill retention and confidence level when providing first aid. Some workplaces, employers and organizations may require their members/employees to attend first aid courses more frequently than the three-year certification period.

**Certification Cards**

CRC certification cards must:

- Be issued by Canadian Red Cross
- Reflect the accurate certification period
- Be issued on the date of completion; they are not permitted to be post-dated

Any breach of these conditions will result in a certification that is not recognized by CRC.

**Participation Letter**

Canadian Red Cross First Aid National Program Standards, as well as provincial regulations, require that all skills be successfully demonstrated (according to the skill sheet) in order to obtain certification. In cases where course participants are unable to demonstrate skills, a Course Participant Letter can be issued as proof of attendance and participation in a Canadian Red Cross course.

My Red Cross > Tools > First Aid Programs > Standard and Emergency First Aid
Recertification

Recertification is:
- Confirmation that competence is maintained from initial training
- Provides an additional certification of three years
- Facilitated prior to the expiry of the initial certification period

Facilitating a recertification course is different from facilitating an initial training course. In a recertification course, participants are looking to maintain the knowledge and skills developed during their initial training. They are familiar with the course content and may have used their first aid skills in a real emergency since they were in a first aid classroom. Because of this, they have different needs as learners and their course is delivered differently (teaching hours and learning activities) than an initial training course. Recertification courses cannot be combined with initial training courses.

For guidance on which courses can be combined please see the Combining Courses section of the Program Standards.

First Aid Recertification
For recertification courses, all standards remain the same with the exception of the teaching hours required for each course. The time requirements are listed in the course pages.

Pre-course requirements:

For details on recertification regulations in your jurisdiction, please see www.redcross.ca/firstaidlegislation

Professional Responder Recertification Alternate Delivery Approval

The Alternative Recertification Process for First Responder and Emergency Medical Responder is intended for those professionals who are currently certified, train regularly and have maintained certification while active within a professional first response department. This process maintains consistency of skills and knowledge while providing training flexibility to accommodate the operational needs of an emergency response department. Requests are reviewed and assessed on a case-by-case-basis.

For more information and to apply please contact FAEducation@redcross.ca

Note: General public recertification courses do not qualify for the above option noted for Professional Response Departments or Organizations.
Use of Unauthorized Materials

Instructional personnel must use only the participant materials, handouts (including but not limited to knowledge evaluations and skills sheets) and slide presentations developed and produced by the Canadian Red Cross for the Canadian Red Cross First Aid Program. Instructional personnel are permitted to develop activities and other learning tools for use in the classroom. These tools must accurately reflect the content of the appropriate program. Any tools developed are for classroom use only and cannot be used as post-course take-home materials.

Copyright Ownership and Control

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## Youth First Aid

| Overview | Red Cross has two programs designed to give youth the age-appropriate skills they require, while simultaneously increasing their capacity to improve safety and respond to challenges accordingly.  

Red Cross First Aid programs are unique. Developed by educational and instructional professionals along with technical advisors, our programs offer both practical skills and greater self-awareness. These programs are designed to increase youth capacity for care in their communities. |
|---|---|
| Courses | Stay Safe!  
Babysitting |
Stay Safe!

**Course Instructor:** Red Cross Youth Leader

**Pre-course Requirements:** Participants must be 9 years of age or older (or must have completed Grade 3)

**Course Length (Minimum Teaching Hours):**

<table>
<thead>
<tr>
<th></th>
<th>Minimum Teaching Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom (full length)</td>
<td>5-6 hours teaching time</td>
</tr>
<tr>
<td>Classroom (recertification)</td>
<td>n/a</td>
</tr>
<tr>
<td>Blended (full length)</td>
<td>n/a</td>
</tr>
<tr>
<td>Blended (recertification)</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Maximum Instructor to Participant ratio:** 1:30

**Completion Criteria:**

- **Attendance:** Participants must attend and participate in 100% of the course – this includes active, directed contributions at all scheduled sessions
- **Personal Care Skills:** Participants must be able to comprehend and demonstrate the critical personal care skills
- **First Aid Skills:** Participants must be able to comprehend and demonstrate the critical first aid skills
- **Behaviour:** Participants must be able to exhibit the behaviours expected of a participant in this course

**Required Participant Materials:**

- Stay Safe! Workbook
- Stay Safe! Completion certificate

**Required Instructor Tools**

- Access to Boulevard
- Youth leader fundamentals of instruction eBook
- Youth leader guide
- Course plan and Lesson plans
- Skill Sheets
- Participant Sign in Sheet
- Participant Emergency Contact Sheet

**Recommended Teaching Aids**

- Red Cross First Aid App
- Media presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
Stay Safe!

Required Teaching Aids

- Blankets to Participant
- Triangular Bandages to Participant
- Wound care supplies for practice
- Latex-free Gloves to Participant
- Hand soap

- Epinephrine Auto-Injector Trainer
- Asthma Inhaler Trainer
- Asthma Spacer
- Sample First Aid Kit (1)
- FA kit for in-class emergencies

Equipment ratios
Course Instructor: Red Cross Youth Leader

Pre-course Requirements: Participants must be 11 years of age or older (or must have completed Grade 5)

Course Length (Minimum Teaching Hours):

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Minimum Teaching Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom (full length)</td>
<td>7-8 hours teaching time</td>
</tr>
<tr>
<td>Classroom (recertification)</td>
<td>n/a</td>
</tr>
<tr>
<td>Blended (full length)</td>
<td>n/a</td>
</tr>
<tr>
<td>Blended (recertification)</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Maximum Instructor to Participant ratio: 1:30

Completion Criteria:

- **Attendance**: Participants must attend and participate in 100% of the course – this includes active, directed contributions at all scheduled sessions
- **Personal Care Skills**: Participants must be able to comprehend and demonstrate the critical personal care skills
- **First Aid Skills**: Participants must be able to comprehend and demonstrate the critical first aid skills
- **Behaviour**: Participants must be able to exhibit the behaviours expected of a participant in this course

Required Participant Materials:

- Babysitter's Manual
- Babysitter's Completion certificate

Required Instructor Tools

- Access to Boulevard
- Youth leader fundamentals of instruction eBook
- Youth leader guide
- Course plan and Lesson plans
- Skill Sheets
- Participant Sign in Sheet
- Participant Emergency Contact Sheet
- Babysitter’s Self Quiz
- Babysitter’s Report Card
- Babysitter’s Interview Form and Checklist

Recommended Teaching Aids

- Red Cross First Aid App
- Media presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
Babysitting

Required Teaching Aids

- Adult or Child Mannequins to Participant – do not need to be ventilating
- Baby Mannequins to Participant – do not need to be ventilating
- Blankets to Participant
- Triangular Bandages to Participant
- Wound care supplies for practice
- Latex-free Gloves to Participant
- Epinephrine Auto-Injector Trainer
- Asthma Inhaler Trainer
- Asthma Spacer
- Sample First Aid Kit (1)
- Hand soap

- First Aid Kit for in class emergencies
- Dolls suitable for demonstration of personal care skills (diapering, feeding, burping, dressing)
- Bottles with nipples
- Diapers
- Baby Wipes – reusable (disposable)
- Feeding bib
- Feeding spoon
- Receiving blanket
- Clothing for doll (various forms: sleepers, diaper shirts, pants, shirts, socks, etc.)

Equipment ratios
# First Aid & CPR Program

## Overview
Canadian Red Cross core First Aid & CPR courses offer lifesaving first aid skills. All courses cover cardiopulmonary resuscitation (CPR) for adults, children, and babies (according to the level of CPR included). Courses meet legislation requirements for provincial/territorial worker safety and insurance boards. Courses offer skills for individuals needing training for the workplace or for those interested in having first aid skills so they can respond to emergencies at home.

## Courses
- CPR A
- CPR C
- Emergency First Aid
- Standard First Aid

## Legislation
Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
CPR A

Course Instructor:
CPR Instructor, First Aid Instructor, CPR Instructor Trainer or First Aid Instructor Trainer

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):

<table>
<thead>
<tr>
<th></th>
<th>CPR A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR</td>
<td>4 hours teaching time</td>
</tr>
<tr>
<td>Blended CPR</td>
<td>3 hours online learning 2 hours teaching time</td>
</tr>
</tbody>
</table>

Maximum Instructor to Participant ratio: 1 : 18

Completion Criteria:
- Ability to comprehend and successfully demonstrate all required skills, including critical steps
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

Required Participant Materials:
- CPR (manual from the Canadian Red Cross)
- Comprehensive Guide to First Aid & CPR (eBook)
- CPR A– Online (Blended only)

Required Instructor Tools
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of Instruction eBook
- Instructor Guide – First Aid & CPR
- CPR manual
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

Recommended Teaching Aids
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
Required Teaching Aids

- Adult ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Blankets
- Training first aid kits
- First Aid kit (for in-class emergencies)

Equipment ratios

Recertification

- Recertification of CPR A is not available.

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
CPR C

Course Instructor:
CPR Instructor, First Aid Instructor, CPR Instructor Trainer or First Aid Instructor Trainer

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):

<table>
<thead>
<tr>
<th></th>
<th>CPR C</th>
<th>5 hours teaching time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blended CPR</td>
<td>3 hours online learning</td>
<td>3 hours teaching time</td>
</tr>
</tbody>
</table>

Maximum Instructor to Participant ratio: 1 : 18

Completion Criteria:
- Ability to comprehend and successfully demonstrate all required skills, including critical steps
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

Required Participant Materials:
- CPR (manual from the Canadian Red Cross)
- Comprehensive Guide to First Aid & CPR (eBook)
- CPR C – Online (Blended only)

Required Instructor Tools
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of instruction eBook
- Instructor Guide – First Aid & CPR
- CPR manual
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

Recommended Teaching Aids
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
CPR C

Required Teaching Aids

- Adult ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Blankets
- Training first aid kits
- First Aid kit (for in-class emergencies)

Equipment ratios

Recertification

For recertification, standards remain the same with the following variations:

<table>
<thead>
<tr>
<th></th>
<th>CPR C</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR</td>
<td>3.5 hours teaching time</td>
</tr>
<tr>
<td>Blended CPR</td>
<td>2 hours online learning</td>
</tr>
<tr>
<td></td>
<td>2.5 hours teaching time</td>
</tr>
</tbody>
</table>

- Proof of current certification by an approved provincial or national provider required
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
# Emergency First Aid

**Course Instructor:**
First Aid Instructor or First Aid Instructor Trainer

**Pre-course Requirements:** None

**Course Length (Minimum Teaching Hours):**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>CPR A</th>
<th>CPR C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency First Aid</td>
<td>6.5 hours teaching time</td>
<td>7.5 hours teaching time</td>
</tr>
<tr>
<td>Blended Emergency First Aid</td>
<td>4 hours online learning</td>
<td>4 hours online learning</td>
</tr>
<tr>
<td></td>
<td>3.5 hours teaching time</td>
<td>4.5 hours teaching time</td>
</tr>
</tbody>
</table>

**Maximum Instructor to Participant ratio:** 1 : 18

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all required skills, including critical steps
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**
- First Aid & CPR (manual from the Canadian Red Cross)
- Comprehensive Guide to First Aid & CPR (eBook)
- Emergency First Aid CPR A/C – Online (Blended only)

**Required Instructor Tools**
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of instruction eBook
- Instructor Guide – First Aid & CPR
- First Aid & CPR manual
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

**Recommended Teaching Aids**
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
Emergency First Aid

Required Teaching Aids

- Adult ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Epinephrine auto-injector trainers
- Metered Dose Inhaler Trainers and spacers
- Commercial tourniquet
- Blankets
- Wound care supplies (bandages and dressings)
- Training first aid kits
- First Aid kit (for in-class emergencies)

Equipment ratio

Recertification

For recertification, standards remain the same with the following variations:

<table>
<thead>
<tr>
<th></th>
<th>CPR A</th>
<th>CPR C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency First Aid</td>
<td>4 hours teaching time</td>
<td>5 hours teaching time</td>
</tr>
<tr>
<td>Blended Emergency</td>
<td>4 hours online learning</td>
<td>4 hours online learning</td>
</tr>
<tr>
<td>First Aid</td>
<td>3 hours teaching time</td>
<td>4 hours teaching time</td>
</tr>
</tbody>
</table>

- Proof of current certification by an approved provincial or national provider required
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. www.redcross.ca/firstaidlegislation
Emergency First Aid & BLS

Course Instructor: The Instructor must be a First Aid Instructor, plus either a BLS Instructor, First Responder Instructor, Emergency Medical Responder Instructor, First Responder Instructor Trainer, or Emergency Medical Responder Instructor Trainer.

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):

<table>
<thead>
<tr>
<th></th>
<th>BLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency First Aid</td>
<td>9.5 hours teaching time</td>
</tr>
<tr>
<td>Blended Emergency First Aid</td>
<td>NA</td>
</tr>
</tbody>
</table>

Maximum Instructor to Participant ratio: 1:12

Completion Criteria:
- Ability to comprehend and successfully demonstrate all required skills, including critical steps
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

Required Participant Materials:
- First Aid & CPR (manual from the Canadian Red Cross)
- Canadian Red Cross Basic Life Support Field Guide
- Comprehensive Guide to First Aid & CPR (eBook)

Required Instructor Tools
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of Instruction eBook
- Instructor Guide – First Aid & CPR
- Instructor Guide – Basic Life Support
- First Aid & CPR manual
- Basic Life Support Field Guide
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

Recommended Teaching Aids
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
Emergency First Aid & BLS

Required Teaching Aids

- Adult ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- CPR Feedback Devices (recommended)
- Adult Bag-Valve-Mask w/O2 reservoir
- Pediatric Bag-Valve-Mask w/O2 reservoir
- Baby Bag-Valve-Mask w/O2 reservoir
- AED or SAED trainers
- Epinephrine auto-injector trainers
- Metered Dose Inhaler Trainers and spacers
- Commercial tourniquet
- Blankets
- Wound care supplies (bandages and dressings)
- Training first aid kits
- First Aid kit (for in-class emergencies)

Equipment ratios

Certification Period

BLS certification is for one year, EFA C certification is for three years

Recertification

For recertification, standards remain the same with the following variations:

<table>
<thead>
<tr>
<th></th>
<th>BLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency First Aid</td>
<td>6.5 hours teaching time</td>
</tr>
<tr>
<td>Blended Emergency First Aid</td>
<td>NA</td>
</tr>
</tbody>
</table>

- Proof of current certification by an approved provincial or national provider required
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
Standard First Aid

Course Instructor: First Aid Instructor or First Aid Instructor Trainer

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):

<table>
<thead>
<tr>
<th></th>
<th>CPR A</th>
<th>CPR C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard First Aid</td>
<td>13 hours teaching time</td>
<td>14 hours teaching time</td>
</tr>
<tr>
<td>Blended Standard First Aid</td>
<td>8 hours online learning</td>
<td>8 hours online learning</td>
</tr>
<tr>
<td></td>
<td>5.5 hours teaching time</td>
<td>7.5 hours teaching time</td>
</tr>
</tbody>
</table>

Maximum Instructor to Participant ratio: 1 : 18

Completion Criteria:
- Ability to comprehend and successfully demonstrate all required skills, including critical care steps
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

Required Participant Materials:
- First Aid & CPR (manual from the Canadian Red Cross)
- Comprehensive Guide to First Aid & CPR (eBook)
- Standard First Aid CPR A/C – Online (Blended only)

Required Instructor Tools
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of instruction eBook
- Instructor Guide – First Aid & CPR
- First Aid & CPR manual
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

Recommended Teaching Aids
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
Standard First Aid

Required Teaching Aids

- Adult ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Epinephrine auto-injector trainers
- Metered Dose Inhaler Trainers and spacers
- Commercial tourniquet
- Blankets
- Splinting materials, including commercial splints
- Triangular bandages
- Wound care supplies (bandages and dressings)
- Training first aid kits
- First Aid kit (for in-class emergencies)

Equipment ratios

Recertification

For recertification, standards remain the same with the following variations:

<table>
<thead>
<tr>
<th></th>
<th>CPR A</th>
<th>CPR C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard First Aid</td>
<td>6.5 hours teaching time</td>
<td>7.5 hours teaching time</td>
</tr>
<tr>
<td>Blended Standard First Aid</td>
<td>4 hours online learning</td>
<td>4 hours online learning</td>
</tr>
<tr>
<td></td>
<td>3 hours teaching time</td>
<td>4 hours teaching time</td>
</tr>
</tbody>
</table>

- Proof of current certification by an approved provincial or national provider required
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
# Standard First Aid & BLS

**Course Instructor:** The Instructor must be a First Aid Instructor, plus either a BLS Instructor, First Responder Instructor, Emergency Medical Responder Instructor, First Responder Instructor Trainer, or Emergency Medical Responder Instructor Trainer.

**Pre-course Requirements:** None

**Course Length (Minimum Teaching Hours):**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Minimum Teaching Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLS</td>
<td>16 hours teaching time</td>
</tr>
<tr>
<td>Blended Standard First Aid</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Maximum Instructor to Participant ratio:** 1 : 12

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all required skills, including critical care steps
- Ability to complete a written, closed book knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**
- First Aid & CPR (manual from the Canadian Red Cross)
- Canadian Red Cross Basic Life Support Field Guide
- Comprehensive Guide to First Aid & CPR (eBook)

**Required Instructor Tools**
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluations, blank answer sheets and answer key
- Fundamentals of instruction eBook
- Instructor Guide – First Aid & CPR
- Instructor Guide – Basic Life Support
- First Aid & CPR manual
- Canadian Red Cross Basic Life Support Field Guide
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

**Recommended Teaching Aids**
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
Standard First Aid & BLS

Required Teaching Aids

- Adult ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Epinephrine auto-injector trainers
- CPR Feedback Devices (recommended)
- Adult Bag-Valve-Mask w/02 reservoir
- Pediatric Bag-Valve-Mask w/02 reservoir
- Baby Bag-Valve-Mask w/02 reservoir
- Metered Dose Inhaler Trainers and spacers
- Commercial tourniquet
- Blankets
- Splinting materials, including commercial splints
- Triangular bandages
- Wound care supplies (bandages and dressings)
- Training first aid kits
- First Aid kit (for in-class emergencies)

Equipment ratios

Certification

BLS certification is valid for one year, SFA C is valid for three years

Recertification

For recertification, standards remain the same with the following variations:

<table>
<thead>
<tr>
<th>BLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard First Aid</td>
</tr>
<tr>
<td>Blended Standard First Aid</td>
</tr>
</tbody>
</table>

- Proof of current certification by an approved provincial or national provider required
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
## Caregiver Program

### Overview
Canadian Red Cross caregiver courses are designed to introduce caregivers to injury prevention skills and knowledge. Courses include Canadian Red Cross First Aid & CPR and offer lifesaving first aid skills. All courses cover cardiopulmonary resuscitation (CPR) for children, and babies. Courses meet legislation requirements for provincial/territorial early childhood education and day care worker safety requirements.

### Courses
- Emergency Child Care First Aid & CPR B
- Standard Child Care First Aid & CPR B

### Legislation
Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements.  
[www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
Emergency Child Care First Aid & CPR B

Course Instructor: First Aid Instructor or First Aid Instructor Trainer

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):
- 8 hours of teaching time

Maximum Instructor to Participant ratio: 1 : 18

Completion Criteria:
- Ability to comprehend and successfully demonstrate all required skills, including critical steps
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

Required Participant Materials:
- Child Care First Aid (manual from the Canadian Red Cross)
- Comprehensive Guide to First Aid & CPR (eBook)

Required Instructor Tools
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of instruction eBook
- Instructor Guide – First Aid & CPR
- Child Care First Aid manual
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

Recommended Teaching Aids
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
# Emergency Child Care First Aid & CPR B

## Required Teaching Aids

- Child (or adult) ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Epinephrine auto-injector trainers
- Metered Dose Inhaler Trainers and spacers
- Commercial tourniquet
- Blankets
- Splinting materials, including commercial splints
- Triangular bandages
- Wound care supplies (bandages and dressings)
- Training first aid kits
- First Aid kit (for in-class emergencies)

## Equipment Ratios

### Recertification

For recertification, standards remain the same with the following variations:

- 6 hours of teaching time
- Proof of current certification by an approved provincial or national provider required
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
### Standard Child Care First Aid & CPR B

**Course Instructor:** First Aid Instructor or First Aid Instructor Trainer

**Pre-course Requirements:** None

**Course Length (Minimum Teaching Hours):**
- 16 hours of teaching time

**Maximum Instructor to Participant ratio:** 1 : 18

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all required skills, including critical steps
- Ability to complete a written, closed book knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**
- Child Care First Aid (manual from the Canadian Red Cross)
- Comprehensive Guide to First Aid & CPR (eBook)

**Required Instructor Tools**
- Access to Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of instruction eBook
- Instructor Guide – First Aid & CPR
- Child Care First Aid manual
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies

**Recommended Teaching Aids**
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
Standard Child Care First Aid & CPR B

Required Teaching Aids

- Child (or adult) ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Epinephrine auto-injector trainers

- Metered Dose Inhaler trainers and spacers
- Commercial tourniquet
- Blankets
- Splinting materials, including commercial splints
- Triangular bandages
- Wound care supplies (bandages and dressings)
- Training first aid kits
- First Aid kit (for in-class emergencies)

Equipment ratios

Recertification

For recertification, standards remain the same with the following variations:

- 8 hours of teaching time
- Proof of current certification by an approved provincial or national provider required
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. www.redcross.ca/firstaidlegislation
Wilderness & Remote First Aid Program

<table>
<thead>
<tr>
<th>Overview</th>
<th>Canadian Red Cross developed specialty first aid courses for remote and wilderness settings. Courses are suitable for those who live, work, and/or play in remote locations or for individuals who supervise those who do.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>Wilderness &amp; Remote First Aid</td>
</tr>
<tr>
<td></td>
<td>Advanced Wilderness &amp; Remote First Aid</td>
</tr>
<tr>
<td>Legislation</td>
<td>Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. <a href="http://www.redcross.ca/firstaidlegislation">www.redcross.ca/firstaidlegislation</a></td>
</tr>
</tbody>
</table>
Wilderness First Aid

**Course Instructor:** Wilderness & Remote First Aid Instructor (including AWRFAI and WRFAIT)

**Pre-requisite(s):** Participant must be in good health and physical condition

**Course Length (Minimum Teaching Hours):**

<table>
<thead>
<tr>
<th>Classroom (full length)</th>
<th>20 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 25% of the course must be taught in a non-urban setting. If possible, more than 50% of the course should be taught in a non-urban setting.</td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate the skills
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course
- Instructors can facilitate the knowledge evaluation as legislation dictates and/or as participants require

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**

- Canadian Red Cross *Wilderness & Remote First Aid Field Guide*

**Required Instructor Tools**

- Instructors must have a trip plan prepared and filed with a responsible individual not involved in the course. A sample can be found on [myrc.redcross.ca/](http://myrc.redcross.ca/).
- To facilitate the life-like scenarios, hands-on elements are a must for this program.
- Instructors should inform local emergency services that they are performing mock emergency training, which will lessen the risk of having a real emergency response.
- Knowledge evaluations, blank answer sheets and answer key

**Recommended Teaching Aids**

- Simulation kit
- Flip chart or dry-erase board
- Mats
- Office supplies
- Name tags
- LCD projector and computer
- Red Cross Course Media Presentation
- Ropes and tarps
- Communication devices
Wilderness First Aid

Required Teaching Aids

- Adult and baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- AED trainers
- Equipment cleaning supplies
- Triangular bandages
- Bandages
- Pocket masks with one-way valve
- Latex-free gloves
- Blankets
- Splinting materials
- Epinephrine auto-injector trainers
- Metered-dose inhalers and spacers (2)
- Improvised equipment for:
  - Wound care
  - Spinal motion restriction
  - Splinting
  - Hypothermia care
  - Moving people

Equipment ratios

Recertification

For recertification, standards remain the same with the following variations:

- 8-10 hours of teaching time
- Proof of current Wilderness & Remote First Aid certification (or as legislation dictates) required
- Must have access to the most current CRC participant materials
- Participants are not required to purchase an additional Wilderness & Remote First Aid Field Guide unless the participant has not previously attended a CRC course or program has had revision.

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
Advanced Wilderness First Aid

Course Instructor: Advanced Wilderness & Remote First Aid Instructor (including WRFAIT)

Pre-requisite(s): Participants must be at least 16 years of age and in good health and physical condition.

Course Length (Minimum Teaching Hours):

<table>
<thead>
<tr>
<th>Classroom (full length)</th>
<th>40 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>More than 25% of the course must be taught in a non-urban setting. If possible, more than 50% of the course should be taught in a non-urban setting.</td>
</tr>
</tbody>
</table>

Maximum Instructor to Participant ratio: 1:12

Completion Criteria:

- Ability to comprehend and successfully demonstrate the skills
- Ability to complete a written, closed book knowledge evaluation with a minimum mark of 75%
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course
- Instructors can facilitate the knowledge evaluation as legislation dictates and/or as participants require

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

Required Participant Materials:

- Canadian Red Cross Wilderness & Remote First Aid Field Guide
- Waiver of Liability, Assumption of Risks and Release Agreement (the “Agreement”)

Required Instructor Tools

- Instructors must have a trip plan prepared and filed with a responsible individual not involved in the course. A sample can be found on myrc.redcross.ca/.
- To facilitate the life-like scenarios, hands-on elements are a must for this program.
- Instructors should inform local emergency services that they are performing mock emergency training, which will lessen the risk of having a real emergency response.
- Knowledge evaluation, blank answer sheets and answer key
- Metered-dose inhalers and spacers (2)

Recommended Teaching Aids

- Simulation kit
- Flip chart or dry-erase board
- Mats
- Office supplies
- Name tags
- LCD projector and computer
- Red Cross Course Media Presentation
- Ropes and tarps
- Communication devices
Required Teaching Aids

- Adult and baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- AED trainers
- Equipment cleaning supplies
- Triangular bandages
- Bandages
- Pocket masks with one-way valve
- Latex-free gloves
- Blankets

- Splinting materials
- Epinephrine auto-injector trainers (2-3)
- Full-faced helmet
- Improvised equipment for:
  - Wound care
  - Spinal motion restriction
  - Splinting
  - Hypothermia care
  - Moving people

Equipment ratios

Recertification

For recertification, standards remain the same with the following variations:

- 16–20 hours of teaching time
- Proof of current Advanced Wilderness & Remote First Aid certification (or as legislation dictates) required
- Proof of current recognized Advanced Wilderness & Remote First Aid certification (or as legislation dictates) required
- Participants are not required to purchase an additional Wilderness & Remote First Aid Field Guide unless the participant has not previously attended a CRC course or program has had revision.
- Must have access to the most current CRC participant materials

Note: Please be aware of local/provincial regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
## Marine First Aid Program

### Overview
This program meets the requirements of Transport Canada outlined in Transport Publication (TP) 13008 E. It is designed to meet the needs of those expected to provide first aid in a marine environment. Course uses a combination of lecture, discussion, and scenarios taken from the marine/fishing industry to teach the required knowledge and skills.

### Courses
- Marine Basic First Aid
- Marine Advanced First Aid

### Notes
Please refer to the Transport Canada Marine First Aid Quality Assurance Manual for additional information.

### Legislation
Marine First Aid Courses are regulated by Transport Canada. Information on the Transport Canada legislation can be found here: [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
Marine Basic First Aid

**Course Instructor:** First Aid Instructor or First Aid Instructor Trainer

**Pre-course Requirements:** None

**Course Length (Minimum Teaching Hours):**
- **Classroom** 16 hours

**Maximum Instructor to Participant ratio:** 1 : 18

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all required skills, including critical steps
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course
- Participants must adhere to the Fundamental Principles

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**
- First Aid & CPR (manual from the Canadian Red Cross)
- Comprehensive Guide to First Aid & CPR (eBook)
- Transport Canada certification issued directly by CRC

**Required Instructor Tools Recommended Teaching Aids**
- Course and lesson plans on Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Fundamentals of instruction eBook
- Instructor Guide – First Aid & CPR
- First Aid & CPR manual
- Comprehensive Guide to First Aid & CPR eBook
- Equipment cleaning supplies
- Red Cross First Aid App
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
Marine Basic First Aid

Required Teaching Aids

- Adult ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- Pocket masks with one-way valve
- Latex-free gloves
- AED trainers
- Epinephrine auto-injector trainers
- Metered Dose Inhaler Trainers and spacers
- Commercial tourniquet
- Blankets
- Splinting materials, including commercial splints
- Triangular bandages
- Wound care supplies (bandages and dressings)
- Training first aid kits
- Marine First Aid Kit 1 per class

Equipment ratios

Recertification

Recertification of Marine First Aid is not permitted under federal regulations.

Information on the Transport Canada legislation can be found here.
www.redcross.ca/firstaidlegislation
Marine Advanced First Aid

Course Instructor: First Responder Instructor, Emergency Medical Responder Instructor, First Responder Instructor Trainer, Emergency Medical Responder Instructor Trainer

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):
Classroom 31 hours

Maximum Instructor to Participant ratio: 1:12*

Completion Criteria:
- Ability to comprehend and successfully demonstrate the course skills competencies
- Ability to independently complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Successfully complete two scenarios. (1 trauma and 1 medical)
- Participants must attend and participate in 100% of the course
- Instructors can facilitate the knowledge evaluation in accordance with TP 13008

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluation

Required Participant Materials:
- Canadian Red Cross Emergency Care for Professional Responders Reference Text
- Canadian Red Cross Emergency Care for Professional Responders Workbook (optional)

Required Instructor Tools
Whenever possible, the course should use local equipment so participants become familiar with equipment from their area or region

- Course and lesson plans on Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluations, blank answer sheets and answer keys
- Instructor Guide – Professional Responder Programs
- Emergency Care for Professional Responders Reference Text
- Equipment cleaning supplies

Recommended Teaching Aids
- Slide presentations
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
## Required Teaching Aids

- [General Equipment – Marine Advanced First Aid](#)
- [Professional Responder Kit](#)
- [Oxygen Kit](#)
- [Hard Collar Kit](#)

## Recertification

Recertification of Marine First Aid is not permitted by Transport Canada TP 13008E.

Information on the Transport Canada legislation can be found here: [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)

Note: Training Partners and Instructors should reference the latest copy of the Marine First Aid Quality Management Manual for additional information.
# Professional Responder Program

## Overview

Canadian Red Cross Professional Responder courses offer training to first responders and those providing care in a pre-hospital setting. Team approach to professional life-support skills are offered in courses that meet the needs of emergency medical services (EMS) personnel.

## Courses

<table>
<thead>
<tr>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen Therapy</td>
</tr>
<tr>
<td>Airway Management</td>
</tr>
<tr>
<td>Basic Life Support</td>
</tr>
<tr>
<td>Advanced First Aid</td>
</tr>
<tr>
<td>First Responder</td>
</tr>
<tr>
<td>Emergency Medical Responder</td>
</tr>
</tbody>
</table>

## Legislation

Please be aware of provincial/territorial/federal regulations that may dictate different maintenance and recertification requirements.

[www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
Oxygen Therapy

**Course Instructor:** First Responder Instructor, Emergency Medical Responder Instructor, BLS Instructor, First Responder Instructor Trainer, Emergency Medical Responder Instructor Trainer

**Pre-course Requirements:** None

**Course Length (Minimum Teaching Hours):**
- Oxygen Therapy (stand-alone) 1-2 hours
- Oxygen Therapy Option with BLS 1 hour

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all the course skill competencies
- Ability to complete a written, closed-book, independently completed knowledge evaluation with a minimum mark of 75%
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**
- Canadian Red Cross Basic Life Support Field Guide

**Required Instructor Tools**
Whenever possible, the course should use local equipment so participants become familiar with equipment from their area or region
- Course and lesson plans on Boulevard
- Skill Sheets
- Knowledge evaluation, blank answer sheets and answer key
- Instructor Guide – Basic Life Support
- Basic Life Support Field Guide
- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags

**Recommended Teaching Aids**
- Floor Mats (optional)
- Scenarios (optional)
Oxygen Therapy

Required Teaching Aids

- Oxygen Therapy Training Equipment

Recertification

No recertification available. Participant to retake complete module as needed.
Airway Management

Course Instructor: First Responder Instructor, Emergency Medical Responder Instructor, BLS Instructor, First Responder Instructor Trainer, Emergency Medical Responder Instructor Trainer

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):
- Airway Management (stand-alone) 1-2 hours
- Airway Management Option with BLS 1 hour

Maximum Instructor to Participant ratio: 1:12

Completion Criteria:
- Ability to comprehend and successfully demonstrate all the course skill competencies
- Ability to independently complete a written, closed-book, independently completed knowledge evaluation with a minimum mark of 75%
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

Required Participant Materials:
- Canadian Red Cross Basic Life Support Field Guide

Required Instructor Tools
Whenever possible, the course should use local equipment so participants become familiar with equipment from their area or region
- Course and lesson plans on Boulevard
- Skill Sheets
- Knowledge evaluation, blank answer sheets and answer key
- Instructor Guide – Basic Life Support
- Basic Life Support Field Guide
- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags

Recommended Teaching Aids
- Floor Mats (optional)
- Scenarios (optional)
# Airway Management

**Required Teaching Aids**

- [Airway Management Training Equipment](#)

## Recertification

No recertification available for this module.
# Basic Life Support

**Course Instructor:** Basic Life Support Instructor, First Responder Instructor, Emergency Medical Responder Instructor, First Responder Instructor Trainer, Emergency Medical Responder Instructor Trainer

**Pre-course Requirements:** None

**Course Length (Minimum Teaching Hours):**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Minimum Teaching Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLS stand-alone (full length) course</td>
<td>4 hours</td>
</tr>
<tr>
<td>BLS Recertification</td>
<td>2 hours</td>
</tr>
<tr>
<td>Airway Management Option with BLS</td>
<td>Add 1 hour</td>
</tr>
<tr>
<td>Oxygen Therapy Option with BLS</td>
<td>Add 1 hour</td>
</tr>
</tbody>
</table>

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate all the course skill competencies
- Ability to complete a written, closed-book, independently completed knowledge evaluation with a minimum mark of 75%
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

Note: Instructors/Evaluators may conduct a one-to-one verbal or written knowledge evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**

- Canadian Red Cross Basic Life Support Feld Guide

**Required Instructor Tools**

Whenever possible, the course should use local equipment so participants become familiar with equipment from their area or region

- Course and lesson plans on Boulevard
- Skill Sheets
- Knowledge evaluation, blank answer sheets and answer key
- Instructor Guide- Basic Life Support
- Basic Life Support Field Guide
- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags

**Recommended Teaching Aids**

- Floor Mats (optional)
- Scenarios (optional)
Basic Life Support

Required Teaching Aids

- BLS Training Equipment
- Equipment for Airway Management Option
- Equipment for Oxygen Therapy Option

Certification
1-year certification in Basic Life Support

Recertification

For recertification, standards remain the same with the following variations:
- 2 hours of teaching required
- Proof of current recognized BLS Certification
- Participants are required to have a current Basic Life Support Field Guide
Advanced First Aid

Course Instructor: Emergency Medical Responder Instructor or Emergency Medical Responder Instructor Trainer

Note: In some jurisdictions, the Instructor must be a licensed practitioner to conduct courses.

Pre-course Requirements:
- Participant must be certified in Standard First Aid with CPR level C.

Course Length (Minimum Teaching Hours):

Classroom 80-120 Hours (based on jurisdiction)

Maximum Instructor to Participant ratio: 1:12

Completion Criteria:
- Ability to comprehend and successfully demonstrate all the course skills competencies
- Ability to independently complete a written, closed-book, independently completed knowledge evaluation with a minimum mark of 75 %
- Successfully complete two evaluated scenarios (one each, medical and trauma)
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

Note: Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations

Note: Additional completion criteria may be required in specific jurisdictions by regulators, licensing bodies or registration bodies. Please check to ensure additional requirements, where applicable, are met.

Required Participant Materials:
- Canadian Red Cross Emergency Care for Professional Responders Reference Text
- Canadian Red Cross Emergency Care for Professional Responders Workbook (optional)

Required Instructor Tools
Whenever possible, the course should use local equipment so participants become familiar with equipment from their area
- Instructor Guide - Professional Responder Programs
- Emergency Care for Professional Responders Reference Text
- Course and lesson plans on Boulevard
- Skill Sheets
- Scenarios
- Teaching stethoscopes
- Simulation kit
- Knowledge evaluation, blank answer sheets and answer key
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Equipment cleaning supplies
Required Teaching Aids

- General Equipment – First Responder
- Professional Responder Kit
- Oxygen Kit
- Hard Collar Kit

Recertification

For recertification, standards remain the same with the following variation:
- 40 hours of teaching required
- Proof of current Advanced First Aid certification (or in accordance with local legislation) required
- Participants are required to have a current version of the Emergency Care for Professional Responders Reference Text

Information on the legislation can be found here: www.redcross.ca/firstaidlegislation
First Responder Course Instructor: First Responder Instructor, Emergency Medical Responder Instructor, First Responder Instructor Trainer, or Emergency Medical Responder Instructor Trainer

Pre-course Requirements: None

Course Length (Minimum Teaching Hours):

Classroom 40 hours

Maximum Instructor to Participant ratio: 1:12

Completion Criteria:
- Ability to comprehend and successfully demonstrate the skills
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Successfully complete two evaluated scenarios (one medical and one trauma)
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

Note: Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations.

Note: Additional completion criteria may be required in specific jurisdictions by regulators, licensing bodies or registration bodies. Please check to ensure additional requirements, where applicable, are met.

Required Participant Materials:
- Canadian Red Cross Emergency Care for Professional Responders Reference Text
- Canadian Red Cross Emergency Care for Professional Responders Workbook (optional)

Required Instructor Tools
- Whenever possible, the course should use local equipment so participants become familiar with equipment from their area
- Course and lesson plans on Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- Instructor Guide - Professional Responder Programs
- Emergency Care for Professional Responders Reference Text
- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats (optional)
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
- Teaching stethoscopes
First Responder

Required Teaching Aids
- General Equipment – First Responder
- Professional Responder Kit
- Oxygen Kit
- Hard Collar Kit
- Pediatric Kit

Recertification

For recertification, standards remain the same with the following variations:
- 20 hours of teaching required
- Proof of current recognized First Responder certification
- Participants are required to have a current Emergency Care for Professional Responders Reference Text

Professional response departments may apply for approval for an alternate delivery process for recertification. For more information and to apply please contact FAEducation@redcross.ca.

Note: Please be aware of local/provincial regulations that may dictate different maintenance, recertification and age requirements. Information on the legislation can be found here: www.redcross.ca/firstaidlegislation
**Emergency Medical Responder**

**Course Instructor:** Emergency Medical Responder Instructor or Emergency Medical Responder Instructor Trainer  
**Note:** in some jurisdictions, the Instructor must be a licensed practitioner in order to conduct courses.

**Pre-course Requirements:**
- Participant must be certified in Standard First Aid with CPR level C.

**Course Length (Minimum Teaching Hours):**

| Classroom | 80-120 hours (based on jurisdiction) |

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all the skills
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Successfully complete two evaluated scenarios (one medical and one trauma)
- Participants must see and interact with an emergency response vehicle (ambulance) in order to successfully complete the course requirements
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations

**Note:** Additional completion criteria may be required in specific jurisdictions by regulators, licensing bodies or registration bodies. Please check to ensure additional requirements, where applicable, are met.

**Required Participant Materials:**
- Canadian Red Cross *Emergency Care for Professional Responders* Reference Text
- Canadian Red Cross *Emergency Care for Professional Responders Workbook* (optional)

**Required Instructor Tools**
- Whenever possible, the course should use local equipment so participants become familiar with equipment from their area or region
- Course and lesson plans on *Boulevard*
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- *Fundamentals of Instruction* eBook
- *Instructor Guide – Professional Responder Programs*
- Canadian Red Cross *Emergency Care for Professional Responders Reference Text*
- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
- Teaching stethoscope
Required Teaching Aids

- General Equipment – Emergency Medical Responder
- Professional Responder Kit
- Oxygen Kit
- Hard Collar Kit
- Pediatric Kit

Recertification

For recertification, standards remain the same with the following variation:
- 40 hours of teaching required
- Proof of current recognized Emergency Medical Responder certification required
- Participants are required to have a current version of the Emergency Care for Professional Responders Reference Text.

Note: Please be aware of local/provincial regulations that may dictate different maintenance recertification and/or age requirements. www.redcross.ca/firstaidlegislation
Bridging Courses

Overview

In specific cases, it is possible to move from one level of certification to another within Canadian Red Cross programs. The type of course taken to achieve this is a bridging course. These courses have been developed to recognize the overlap in training between some Red Cross First Aid courses. The courses detailed in this section are the only bridging courses approved by the Red Cross based on legislative requirements.

<table>
<thead>
<tr>
<th>Bridging Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Responder to Advanced First Aid Bridge</td>
</tr>
<tr>
<td>Wilderness &amp; Remote First Aid to Advanced Wilderness &amp; Remote First Aid Bridge</td>
</tr>
<tr>
<td>Marine Advanced First Aid to First Responder Bridge</td>
</tr>
<tr>
<td>First Responder to Emergency Medical Responder Bridge</td>
</tr>
<tr>
<td>Marine Advanced First Aid to Emergency Medical Responder Bridge</td>
</tr>
<tr>
<td>Advanced First Aid to Emergency Medical Responder Bridge</td>
</tr>
<tr>
<td>Emergency Medical Responder to Advanced First Aid Bridge</td>
</tr>
</tbody>
</table>

Notes

With bridging courses, the three year certification window begins at the time of bridge course completion.

There is no recertification for bridge courses. Candidates will enrol in the recertification course of the level they are recertifying. Refer to course pages of the applicable course level for recertification requirements.

Legislation

Please be aware of provincial/territorial/federal regulations that may dictate different maintenance and recertification requirements.

[www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
First Responder to Advanced First Aid Bridge

**Course Instructor:** Emergency Medical Responder Instructor or Emergency Medical Responder Instructor Trainer

**Note:** In some jurisdictions, the instructor must be a licensed practitioner to conduct courses.

**Pre-course Requirements:**
- Current Red Cross First Responder certification or equivalent

**Course Length (Minimum Teaching Hours):**
- Classroom 40-60 hours

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all course skills competencies
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Ability to successfully complete two evaluated scenarios (one medical, one trauma)
- Participants must attend and participate in 100% of the course
- Must meet additional legislative requirements, if applicable

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations.

**Note:** Additional completion criteria may be required in specific jurisdictions by regulators, licensing bodies or registration bodies. Please check to ensure additional requirements, where applicable, are met.

**Required Participant Materials:**
- Canadian Red Cross *Emergency Care for Professional Responders* Reference Text
- Canadian Red Cross *Emergency Care for Professional Responders* Workbook (optional)
## First Responder to Advanced First Aid Bridge

### Required Instructor Tools

Whenever possible, the course should use local equipment so participants become familiar with equipment from their area:
- Course and lesson plans on *Boulevard*
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key
- *Instructor Guide - Professional Responder Programs*
- *Emergency Care for Professional Responders Reference Text*

### Required Teaching Aids

- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats (optional)
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit

### General Equipment – Emergency Medical Responder

- Professional Responder Kit
- Oxygen Kit
- Hard Collar Kit
- Pediatric Kit
Wilderness & Remote First Aid to Advanced Wilderness & Remote
First Aid Bridge

**Course Instructor:** Advanced Wilderness & Remote First Aid Instructor (including WRFAIT)

**Pre-course Requirements:**
- Proof of current Red Cross Wilderness & Remote First Aid certification required
- Completed Wilderness & Remote First Aid skills checklist

**Course Length (Minimum Teaching Hours):**

<table>
<thead>
<tr>
<th>Classroom</th>
<th>20 hours</th>
</tr>
</thead>
</table>

More than 25% of the course must be taught in a non-urban setting. If possible, more than 50% of the course should be taught in a non-urban setting.

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate the skills
- Ability to complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%
- Participants must attend and participate in 100% of the course

*Note:* Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations.

**Required Participant Materials:**
- Canadian Red Cross *Wilderness & Remote First Aid Field Guide*
- Completed Trip Plan

**Required Instructor Tools**
- Instructors must have a trip plan prepared and filed with a responsible individual not involved in the course. A sample can be found on myrc.redcross.ca/
- To facilitate the life-like scenarios, hands-on elements are a must for this program.
- Instructors should inform local emergency services that they are performing mock emergency training, which will lessen the risk of having a real emergency response.
- Knowledge evaluation and answer sheet

**Recommended Teaching Aids**
- Metered-dose inhalers and spacers (2)
- Simulation kit
- Flip chart or dry-erase board
- Mats
- Office supplies
- Name tags
- LCD projector and computer
- Red Cross Course Media Presentation
- Ropes and tarps
- Communication devices.
### Required Teaching Aids

- Course Guide
- Lesson plans
- Adult and baby ventilating mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- AED trainers
- Equipment cleaning supplies
- Triangular bandages
- Bandages
- Pocket masks with one-way valve
- Latex-free gloves
- Blankets

- Splinting materials
- Epinephrine auto-injector trainers (2-3) miscellaneous design
- Full-faced helmet
- Commercial tourniquet

- Improvised equipment for:
  - Wound care
  - Spinal motion restriction
  - Splinting
  - Hypothermia care
  - Moving people

---

**Equipment ratios**
Marine Advanced First Aid to First Responder Bridge

Course Instructor: First Responder Instructor, First responder Instructor Trainer, Emergency Medical Responder Instructor, Emergency Medical Responder Instructor Trainer

Note: In some jurisdictions, the Instructor must be a licensed practitioner to conduct courses.

Pre-course Requirements:

- Current Red Cross Marine Advanced First Aid certification

Course Length (Minimum Teaching Hours):

Classroom 16 hours

Maximum Instructor to Participant ratio: 1:12

Completion Criteria:

- Ability to comprehend and successfully demonstrate all the course skills competencies
- Ability to independently complete a written, closed book knowledge evaluation with a minimum mark of 75%
- Successfully complete one evaluated scenarios (one trauma or one medical)
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

Note: Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations.

Note: Additional completion criteria may be required in specific jurisdictions by regulators, licensing bodies or registration bodies. Please check to ensure additional requirements, where applicable, are met.

Required Participant Materials:

- Canadian Red Cross Emergency Care for Professional Responders Reference Text
- Canadian Red Cross Emergency Care for Professional Responders Workbook (optional)

Required Instructor Tools

Whenever possible, the course should use local equipment so participants become familiar with equipment from their area

- Course and lesson plans on Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, blank answer sheets and answer key

- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats (optional)
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
### Required Instructor Tools (cont’d)
- *Instructor Guide - Professional Responder*
- *Emergency Care for Professional Responders Reference Text*
- Name Tags
- Simulation kit
- Teaching Stethoscope

### Required Teaching Aids
- [General Equipment – First Responder](#)
- Birthing Mannikin (1)
- [Professional Responder Kit](#)
- [Oxygen Kit](#)
- [Hard Collar Kit](#)
- [Pediatric Kit](#)
First Responder to Emergency Medical Responder Bridge

**Course Instructor:** Emergency Medical Responder Instructor or Emergency Medical Responder Instructor Trainer

**Pre-course Requirements:**
- Proof of current Red Cross First Responder certification or equivalent

**Course Length (Minimum Teaching Hours):**

| Classroom | 40-60 hours |

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**
- Ability to comprehend and successfully demonstrate all course skills competencies
- Ability to independently complete a written, closed book knowledge evaluation with a minimum mark of 75%,
- Successfully complete two evaluated scenarios (one medical and one trauma)
- Participants must see and interact with an emergency response vehicle (ambulance) in order to successfully complete the course requirements
- Participants must attend and participate in 100% of the course
- Must meet additional legislative requirements, if applicable

**Note:** Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations.

**Note:** Additional completion criteria may be required in specific jurisdictions by regulators, licensing bodies or registration bodies. Please check to ensure additional requirements, where applicable, are met.

**Required Participant Materials:**
- Canadian Red Cross *Emergency Care for Professional Responders* Reference Text

**Required Instructor Tools**
- Whenever possible, the course should use local equipment so participants become familiar with equipment from their area
- Course and lesson plans on *Boulevard*
- Skill Sheets
- Scenarios
- Knowledge evaluation, answer sheet and answer key
- Equipment cleaning supplies
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats (optional)
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
### Required Instructor Tools (cont.d)
- *Fundamentals of instruction* eBook
- *Instructor Guide – Professional Responder Programs*
- *Emergency Care for Professional Responders Reference Text*
- Simulation kit
- Teaching Stethoscope

### Required Teaching Aids
- [General Equipment – Emergency Medical Responder](#)
- Professional Responder Kit
- Oxygen Kit
- Hard Collar Kit
- Pediatric Kit
Advanced First Aid to Emergency Medical Responder Bridge

Course Instructor: Emergency Medical Responder Instructor or Emergency Medical Responder Instructor Trainer

Pre-course Requirements:

- Proof of current Red Cross certification in Advanced First Aid

Course Length (Minimum Teaching Hours):

| Classroom | 16 hours |

Maximum Instructor to Participant ratio: 1:12

Completion Criteria:

- Ability to comprehend and successfully demonstrate all course skills competencies
- Ability to independently complete a written, closed book, independently completed knowledge evaluation with a minimum mark of 75%,
- Successfully complete two evaluated scenarios (one medical and one trauma)
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

Note: Instructors/Evaluators may conduct a one-to-one verbal or written evaluation if the student has a demonstrated learning disability completing written evaluations.

Note: Additional completion criteria may be required in specific jurisdictions by regulators, licensing bodies or registration bodies. Please check to ensure additional requirements, where applicable, are met.

Required Participant Materials:

- Canadian Red Cross *Emergency Care for Professional Responders* Reference Text
- Canadian Red Cross *Emergency Care for Professional Responders Workbook* (optional)

Required Instructor Tools

Whenever possible, the course should use local equipment so participants become familiar with equipment from their area

- Course and lesson plans on Boulevard
- Skill Sheets
- Scenarios
- Knowledge evaluation, answer sheet and answer key
- *Fundamentals of instruction* eBook

Recommended Teaching Aids

- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats (optional)
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags
- Simulation kit
### Required Instructor Tools (cont.d)
- *Instructor Guide – Professional Responder Programs*
- *Emergency Care for Professional Responders Reference Text*
- Equipment cleaning supplies
- Teaching stethoscope

### Required Teaching Aids
- [General Equipment – Emergency Medical Responder](#)
- [Professional Responder Kit](#)
- [Oxygen Kit](#)
- [Hard Collar Kit](#)
- [Pediatric Kit](#)
# Emergency Medical Responder to Advanced First Aid Bridge

**Course Instructor:** Emergency Medical Responder Instructor or Emergency Medical Responder Instructor Trainer

*Note:* In some jurisdictions, the instructor must be a licensed practitioner to conduct courses.

**Pre-course Requirements:**
- Proof of current Red Cross Emergency Medical Responder certification

**Course Length (Minimum Teaching Hours):**

<table>
<thead>
<tr>
<th>Classroom</th>
<th>8 hours</th>
</tr>
</thead>
</table>

**Maximum Instructor to Participant ratio:** 1:12

**Completion Criteria:**
- Must meet additional legislative requirements, if applicable
- Participants must attend and participate in 100% of the course

*Note:* Additional completion criteria may be required in specific jurisdictions by regulations, Licensing Bodies or registration bodies. Please ensure you check to ensure additional requirements, were applicable, are met.

**Required Participant Materials:**
- Canadian Red Cross Emergency Care for Professional Responders Reference Text

**Required Instructor Tools**
- Course and lesson plans on *Boulevard Instructor Guide – Professional Responder Programs*
- Canadian Red Cross *Emergency Care for Professional Responders* Reference Text
- Knowledge evaluation, blank answer sheets and answer key
- Computer
- Projector
- Flip Chart or Dry Erase Board & Markers
- Floor Mats
- Office Supplies (markers, pencils, scissors, tape, coloured paper, sticky notes, etc.)
- Name Tags

**Required Teaching Aids**

N/A
Instructor Development Program: Roles

- Leader
  - Youth Leader
- Instructor
  - Evaluator
  - Instructor
  - Instructor Trainer
  - Master Instructor Trainer
- Teaching Experience Supervisor
- Instructor Trainer
- Master Instructor Trainer
<table>
<thead>
<tr>
<th>Roles</th>
<th>Is a CRC certification?</th>
<th>Role</th>
<th>Minimum Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Leader</td>
<td>Yes</td>
<td>The person prepared to facilitate adolescent (9 to 15 years old) prevention and safety training activities which do not result in first aid certification</td>
<td>18 years old or 16-17 years old with on-site adult support</td>
</tr>
<tr>
<td>Instructor</td>
<td>Yes</td>
<td>The person prepared to lead participant level first aid training (full length courses and recertification courses)</td>
<td>18 years old</td>
</tr>
<tr>
<td>Evaluator</td>
<td>No</td>
<td>The person prepared to evaluate the clinical skills of First Responder candidates seeking licensure. This person is either an existing First Responder Instructor or Emergency Medical Responder Instructor. They are not involved with the remaining aspects of the First Responder course and are acting as an independent skills assessor.</td>
<td>18 years old</td>
</tr>
<tr>
<td>Teaching Experience Supervisor</td>
<td>Yes</td>
<td>The person prepared to supervise the Teaching Experience of an Instructor candidate. This person is an experienced instructor who has completed additional CRC development work in order to fulfill this role. This lasts as long as their instructor certification is valid (does not extend their instructor certification).</td>
<td>18 years old</td>
</tr>
<tr>
<td>Instructor Trainer</td>
<td>Yes</td>
<td>The person prepared to develop Instructor candidates (full length courses and recertification courses).</td>
<td>18 years old</td>
</tr>
<tr>
<td>Master Instructor Trainer</td>
<td>Yes</td>
<td>The person prepared to develop Instructor Trainer candidates (full length courses and recertification courses).</td>
<td>18 years old</td>
</tr>
</tbody>
</table>
Instructor Development Program

**Overview**
The Canadian Red Cross First Aid Instructor Development Program trains and certifies Instructors to organize and deliver First Aid & CPR courses.

The Instructor Development Program trains Instructors to apply an individualized approach focusing on injury prevention, learning styles and a variety of instructional techniques that consider the abilities, ages and needs of each participant. Our First Aid & CPR Instructors are trained to encourage each participant's personal rate of achievement, recognizing this will vary from one person to the next.

**Courses**

- Youth Leader
- Instructor Development
- Teaching Experience Supervisor
- Instructor Trainer
- Master Instructor Trainer

**Legislation**

Note: Please be aware of provincial/territorial/federal regulations that may dictate different maintenance and recertification requirements. [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation)
Step 1: Check prerequisites

Pre-requisite(s):
- Minimum age of 18 y/o (or 16-17 y/o with adult support)
- Red Cross Standard First Aid & CPR/AED Level C certification or equivalent

Step 2: Fundamentals of Instruction

Course Instructor: Under direction of Teaching Experience Supervisor

Pre-requisite(s): Step 1

Course Length (Minimum Teaching Hours):
- Online: Approximately 8 hours

Minimum Instructor Trainer to Candidate ratio: N/A
Maximum Instructor Trainer to Candidate ratio: N/A

Completion Criteria:
- Completion of the online component (Fundamentals of Instruction for Youth Leaders)

Required Candidate Materials:
- Fundamentals of Instruction for Youth Leaders online component
- Access to Fundamentals of Instruction for Youth Leaders eBook
- Youth Leader Guide
- Stay Safe! Workbook
- Babysitter’s Manual

Step 3: Teaching Experience

Course Instructor: Teaching Experience Supervisor

Pre-requisite(s): Step 2

Course Length (Minimum Teaching Hours):
- Classroom: Can vary – up to 3 attempts allowed
Minimum Instructor to Candidate ratio: N/A
Maximum Instructor to Candidate ratio: N/A

Completion Criteria:

- Completion of a Teaching Experience (unless meet exceptions listed below)
- Adhere to the Canadian Red Cross Standards of Behaviour
- Youth Leader candidates must complete a teaching experience with a Teaching Experience Supervisor; the following exceptions apply:
  - Red Cross (FA or WS) Instructors or Instructor Trainers are required to own the current participant materials (detailed below) and complete the ‘Fundamentals of Instruction for Youth Leaders’ online component. Educators (elementary or secondary level) are required to own the current participant materials (detailed below) and complete the ‘Fundamentals of Instruction for Youth Leaders’ online component.

Required Teaching Aids

- Teaching Experience Form

Step 4: Certification

- Valid for three years
- Candidates are not required to purchase materials from original certification course unless the program has been revised.
Step 1: Evaluate skills & check prerequisites

**Course Instructor:** Teaching Experience Supervisor OR Instructor Trainer (discipline specific)

**Pre-requisite(s):** 18 years old, proof of current participant level certification (discipline specific). CPR candidates require a CPR C certification, FAI candidates require a SFA C certification, BLSI candidates require a BLS, AM and OT certification; FRI candidates require a FR certification, EMRI candidates require an EMR certification; WRFAI candidates require a WRFA certification; AWRFAI candidates require a AWRFA certification.

**Minimum TES/IT to Candidate ratio:** N/A

**Maximum TES/IT to Candidate ratio:** 1:18 (First Aid & CPR), 1:12 (Professional Responder or Wilderness & Remote First Aid)

**Completion Criteria:**
- Candidates have 60 days once their skills evaluation is complete to begin the classroom component of Step 2.

**Required Teaching Aids**
- Discipline specific skill sheets
- Skill Evaluation Form

Step 2: Fundamentals of Instruction

**Course Instructor:** Any CRC Instructor Trainer

**Pre-requisite(s):** Step 1

**Course Length (Minimum Teaching Hours):**

- Online: Approximately 8 hours
- Classroom: 14 hours 30 minutes

**Minimum Instructor Trainer to Candidate ratio:** 1:4

**Maximum Instructor Trainer to Candidate ratio:** 1:8

**Completion Criteria:**
- Successfully complete the *Fundamentals of Instruction – First Aid Programs* online component
- Candidates have 30 days to progress from completing the *Fundamentals of Instruction Online* to begin the classroom component of Step 2
-Successfully complete the in-class microteaching segments
• Adhere to the Canadian Red Cross Standards of Behaviour and the Group Charter
• Attend and participate in 100% of the course—this includes active, directed contributions at all scheduled sessions

<table>
<thead>
<tr>
<th>Required Candidate Materials:</th>
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<tbody>
<tr>
<td><strong>Fundamentals of Instruction – First Aid Programs</strong> (online component)</td>
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<tr>
<td><strong>Fundamentals of Instruction – First Aid Programs</strong> (eBook)</td>
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<tr>
<td><strong>Fundamentals of Instruction – First Aid Programs Workbook</strong></td>
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</table>

**Required Teaching Aids**
- Course Kit (detailed in *Instructor Trainer Guide – First Aid Programs*)
- Access to *Boulevard*

**Step 3: Discipline specific classroom component**

**Course Instructor:** This classroom segment may be facilitated by:
- First Aid & CPR program (CPRIT, FAIT)
- Wilderness & Remote First Aid program (WRFAIT)
- Professional Responder program (FRIT, EMRIT)

**Candidates:** The following identifies which discipline specific classroom component candidates will participate in:
- First Aid & CPR program (CPRI, FAI)
- Wilderness & Remote First Aid program (WRFAI, AWRFAI)
- Professional Responder program (FRI, EMRI, BLSI)

*If the classroom will include a mixed audience of Wilderness & Remote and Professional Responder Instructor candidates the Instructor Trainer must be certified as a WRFAIT and FRIT or EMRIT. FAI and CPRI candidates are not to be combined with WRFAI and PRI candidates. Instructor Trainer certification is required to match the level of Instructor certification sought by candidates.*

**Pre-requisite(s):** Step 2, Candidate must hold participant level certification of the program the wish to deliver. For example, a candidate must hold a current First Responder certificate in order to be certified as a First Responder Instructor and a candidate must hold a current SFA CPR C certificate in order to be certified as a First Aid Instructor.

**Course Length (Minimum Teaching Hours):**
- Classroom: 14 hours 30 minutes

**Minimum Instructor Trainer to Candidate ratio:** 1:4

**Maximum Instructor Trainer to Candidate ratio:** 1:8

**Completion Criteria:**
- Candidates have 6 months to progress from completing Step 2 to begin Step 3
- Successfully complete the in-class microteaching segments
- Adhere to the Canadian Red Cross Standards of Behaviour and the Group Charter
- Attend and participate in 100% of the course—this includes active, directed contributions at all scheduled sessions
Required Candidate Materials:
- Fundamentals of Instruction – First Aid Programs Workbook
- Instructor Guide (discipline specific)
- Participant level products
- Boulevard

Required Teaching Aids
- Course Kit (detailed in Instructor Trainer Guide – First Aid Programs)
- Access to Boulevard

Step 4: Teaching Experience

Course Instructor: Teaching Experience Supervisor or Instructor Trainer

Pre-requisite(s): Step 3

Course Length (Minimum Teaching Hours):
- Online: Approximately 30-45 minutes
- Classroom: Can vary – up to 3 attempts allowed

Minimum Instructor to Candidate ratio: N/A
Maximum Instructor to Candidate ratio: N/A

Completion Criteria:
- Successfully complete The Teaching Experience – First Aid Programs (online component)
- Successfully complete the classroom Teaching Experience within one year of completing classroom session
- Adhere to the Canadian Red Cross Standards of Behaviour

Required Candidate Materials:
- The Teaching Experience – First Aid Programs (online component)

Required Teaching Aids
- Teaching Experience Form

Step 5: Certification

- Valid for three years
- Candidates are not required to purchase course materials from original certification course unless the program has been revised.
Instructor Development (Transfer Pathway)

There are two options for instructor candidates who wish to transfer instructional ability and skills from another program/agency to Canadian Red Cross First Aid Programs. This is an application process through Instructor Development Centres.

All requirements of the IDP remain the same with the following exceptions in place:

**Option 1: Instructor Candidates with Previous First Aid Instruction Experience**

Instructor candidates who qualify for this transfer pathway are entering into the Instructor Development Program with current instructor level certification through another recognized First Aid agency. They will follow the Instructor Development Program however they will not be required to complete Step 3: Discipline Specific Classroom Component.

**Option 2: Instructor Candidates with previous experience as an Educator or Red Cross Water Safety Instructor/Trainer**

Instructor candidates who qualify for this transfer pathway are entering into the Instructor Development Program with current certification as a Canadian Red Cross Water Safety Instructor/Instructor Trainer or are an educator (elementary or secondary level). They will follow the Instructor Development Program however they will not be required to complete Step 2: Fundamentals of Instruction - Classroom Component.
Instructor Development (Recertification)

Note: Legacy Instructors may recert their “highest” instructor certification and continue instruction of courses across programs for which they are certified to teach. This “hierarchy” system will discontinue in the year 2020.

Step 1: Check prerequisites

Pre-requisite(s):

- A current CRC First Aid Program Instructor certification,
- Have taught a minimum of three Canadian Red Cross First Aid Program courses during the three-year certification period,
- One course must have been taught in each Instructor designation seeking recertification (to the highest level of certification within each program area, recertification courses qualify),
- Attention: there may be additional requirements set by local legislators. Please check legislation in your area for additional requirements.

Note: Courses which were taught in combination (example: Standard First Aid and CPR C) do not count as separate courses for the purpose of recertification prerequisites.

Step 2: Complete Pre-Course Assignment

Will be detailed pre-course to each Instructor via their Instructor Trainer.

Pre-requisite(s): Step 1

Step 3: Classroom Component

Course Instructor: Instructor Trainer certified to the level of Instructor recertification sought:

- First Aid & CPR program (CPRIT, FAIT)
- Wilderness & Remote First Aid program (WRFAIT)
- Professional Responder program (FRIT, EMRIT)

Note: If the classroom will include a mixed audience of Wilderness & Remote and Professional Responder Instructor candidates the Instructor Trainer must be certified as a WRFAIT and FRIT or EMRIT. FAI and CPRI candidates are not to be combined WRFAI and PRI candidates. Instructor Trainer certification is required to match the level of Instructor certification sought by candidates.
Pre-requisite(s): Step 2

Course Length (Minimum Teaching Hours):

| Classroom | 7 hours |

Minimum Instructor Trainer to Candidate ratio: 1:4  
Maximum Instructor Trainer to Candidate ratio: 1:12

Completion Criteria:

- Successfully complete the pre-course assignment
- Successfully demonstrate selected discipline specific clinical and instructional skills
- Adhere to the Canadian Red Cross Standards of Behaviour and the Group Charter (created in class)
- Attend and participate in 100% of the course—this includes active, directed contributions at all scheduled sessions

| Required Instructor Materials: | Instructor Recertification – First Aid Programs Workbook |

Required Teaching Aids:

- *Instructor Trainer Guide – First Aid Programs*
- Course Kit (as outlined in the *Instructor Trainer Guide – First Aid Programs*)
- Access to Boulevard

Step 3: Certification

- Valid for three years
- Candidates are not required to purchase materials from original certification course unless the program has been revised.
Teaching Experience Supervisor

Step 1: Evaluate skills & check prerequisites

Course Instructor: Teaching Experience Supervisor OR Instructor Trainer (discipline specific)

Pre-requisite(s):

- 18 years old
- Proof of current CRC Instructor level certification (discipline specific), or anyone 18 years and older (or 16-17 years old with on-site adult support) who holds a Youth Leader certification.
- A completed skills evaluation form is required for all candidates, except Youth Leaders
- Youth Leaders must hold current SFA CPR C certification and do not require a skills evaluation.
- SWSIT need to hold a current participant level certification in the course(s) they wish to supervise.

Minimum TES/IT to Candidate ratio: N/A
Maximum TES/IT to Candidate ratio: 1:18 (First Aid & CPR), 1:12 (Professional Responder or Wilderness & Remote First Aid)

Completion Criteria:

- Candidates have 60 days once their skills evaluation is complete to begin the classroom component of Step 2.

Required Teaching Aids

- Discipline specific skill sheets
- Skill Evaluation Form

Step 2: Fundamentals of Instruction

Course Instructor: Any CRC Instructor Trainer

Pre-requisite(s): Step 1

Course Length (Minimum Teaching Hours):

Online          Approximately 2-4 hours
Classroom        7 hours
Minimum Instructor Trainer to Candidate ratio: 1:4
Maximum Instructor Trainer to Candidate ratio: 1:12

Completion Criteria:
- Successfully complete the Fundamentals of Instruction – Teaching Experience Supervisor online component.
- Candidates have 30 days after completing the Fundamentals of Instruction – Online to start the classroom component.
- Adhere to the Canadian Red Cross Standards of Behaviour and the Group Charter.
- Attend and participate in 100% of the course—this includes active, directed contributions at all scheduled sessions.
- SWSIT must complete the FOI – online only.

Required Candidate Materials:
- Fundamentals of Instruction – Teaching Experience Supervisor (online component)
- Fundamentals of Instruction – Teaching Experience Supervisor (eBook)
- Fundamentals of Instruction - Teaching Experience Supervisor Workbook

Required Teaching Aids
- Course Kit (detailed in Instructor Trainer Guide – First Aid Programs)
- Access to Boulevard

Step 3: Certification
- Valid as long as a CRC Instructor certification is current.
- Candidates are not required to purchase materials from original certification course unless the program has been revised.
Step 1: Evaluate skills & check prerequisites

**Course Instructor:** Teaching Experience Supervisor OR Instructor Trainer (discipline specific)

**Pre-requisite(s):** 18 years old, current CRC Instructor certification (Taught 5 courses within their most recent certification period (3yrs)- two need to be in the specified discipline)

**Minimum TES/IT to Candidate ratio:** N/A
**Maximum TES/IT to Candidate ratio:** 1:18 (First Aid & CPR), 1: 12 (Professional Responder or Wilderness & Remote First Aid)

**Completion Criteria:**
- Candidates have 60 days once their skills evaluation is complete to begin the classroom component of Step 2

**Required Teaching Aids**
- Discipline specific skill sheets
- Skill Evaluation Form

Step 2: Fundamentals of Instructor Development

**Course Instructor:** CRC Master Instructor Trainer

**Pre-requisite(s):** Step 1

**Course Length (Minimum Teaching Hours):**

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<td>Online</td>
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<td>Classroom</td>
<td>19 hours</td>
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</tbody>
</table>

**Minimum Instructor to Candidate ratio:** 1:4
**Maximum Instructor to Candidate ratio:** 1:8

**Completion Criteria:**
- Successfully complete the *Fundamentals of Instructor Development – First aid Programs* (online component)
- Successfully complete the pre-course assignment
- Successfully complete the in-class microteaching segments
- Adhere to the Canadian Red Cross Standards of Behaviour and the Group Charter
- Attend and participate in 100% of the course—this includes active, directed contributions at all scheduled sessions
Required Candidate Materials:

- Fundamentals of Instructor Development – First Aid Programs (online component)
- Fundamentals of Instructor Development – First Aid Programs (eBook)
- Fundamentals of Instructor Development – First Aid Programs Workbook
- Instructor Trainer Guide – First Aid Programs

Required Teaching Aids

- Course Kit (detailed in Master Instructor Trainer Guide – First Aid Programs)

**Step 3: Teaching Experience**

**Course Instructor:** Instructor Trainer or Master Instructor Trainer

**Pre-requisite(s):** Step 2

**Course Length (Minimum Teaching Hours):**

| Classroom | Can vary – up to 3 attempts allowed |

**Minimum Instructor Trainer to Candidate ratio:** N/A

**Maximum Instructor Trainer to Candidate ratio:** N/A

**Completion Criteria:**

- Successfully complete the classroom Teaching Experience
- Adhere to the Canadian Red Cross Standards of Behaviour
- Must be completed within one year from completion of Step 2

**Required Teaching Aids**

- Instructor Trainer Teaching Experience Form

**Step 4: Certification**

- Valid for three years (note: All Instructor Trainers join the recertification cycle as it comes due regardless of their certification date – the next cycle will take place in 2019).
Note: Next cycle of First Aid Program Instructor Trainer recertification will take place in 2019.

### Step 1: Evaluate skills & check prerequisites

**Course Instructor:**
- Teaching Experience Supervisor OR Instructor Trainer (discipline specific)

**Pre-requisite(s):**
- Must teach 3 IDP courses per certification period
  - 1 discipline specific classroom component for each IT certification they are renewing
- Teaching options are
  - Fundamentals of Instruction classroom component
  - Discipline Specific classroom component
  - Teaching Experience Supervisor classroom component
  - Instructor Recertification course classroom component
- Must have completed the reflection of practise (IT support network)
- Successfully complete a skills evaluation
- Participant level training not required

**Minimum TES/IT to Instructor Trainer ratio:** N/A
**Maximum TES/IT to Instructor Trainer ratio:** 1:18 (First Aid & CPR), 1:12 (Professional Responder or Wilderness & Remote First Aid)

**Required Teaching Aids**
- Discipline specific skill sheets
- Skill Evaluation Form

### Step 2: Complete Pre-Course Assignment

Will be detailed pre-course to each Instructor via their Master Instructor Trainer.

**Pre-requisite(s):** Step 1
**Step 3: Classroom component**

**Course Instructor:** First Aid Program Master Instructor Trainer

**Pre-requisite(s):** Step 2

**Course Length (Minimum Teaching Hours):**

| Classroom | 19 hours |

**Minimum MIT to IT ratio:** 1:4  
**Maximum MIT to IT ratio:** 1:12

**Completion Criteria:**

- Successfully complete the pre-course assignment
- Successfully demonstrate selected discipline specific clinical and skills
- Adhere to the Canadian Red Cross Standards of Behaviour and the Group Charter (created in class),
- Attend and participate in 100% of the course—this includes active, directed contributions at all scheduled sessions

**Required Teaching Aids**

- Course Kit (detailed in *Master Instructor Trainer Guide – First Aid Programs*)

**Step 4: Certification**

- Valid for three years
- Candidates are not required to purchase materials from original certification course unless the program has been revised.
Step 1: Check prerequisites
Pre-requisite(s): 18 years old, perspective MITs must have taught each of the IDP courses:
- Fundamentals of Instruction classroom component
- Discipline Specific classroom component
- Teaching Experience Supervisor classroom component
- Instructor Recertification course classroom component

Step 2: Complete Application Process
Application details are provided in the recruitment notice.

Step 3: Pre-Workshop Development
Pre-requisite(s): Step 2
Course Length (Minimum Teaching Hours):
Online 12 hours

Step 4: Development Workshop
Course Instructor: Canadian Red Cross
Pre-requisite(s): Step 3
Course Length (Minimum Teaching Hours):
Classroom 15 hours 30 min
Completion Criteria:
- Successfully complete the pre-workshop online component
- Adhere to the Canadian Red Cross Standards of Behaviour and the Group Charter
- Attend and participate in 100% of the development workshop—this includes active, directed contributions at all scheduled sessions

Step 5: Designation
Designation results from a recruitment and selection process. The term lasts for 3 years and is renewable for a second term at the discretion of the CRC and the MIT.
Marine First Aid Quality Management Manual

Canadian Red Cross Marine First Aid programs are designed and facilitated to meet training standards set by Transport Canada and referenced in TP 13008 E.

In addition all Training Partners and Red Cross Instructors are required to deliver programs according to the Red Cross First Aid National Program Standards, which outlines the specifics for training aids, equipment, and instructor/student ratios.

Both sets of training standards must be upheld by all agencies offering Red Cross Marine First Aid training within Canada.

The recognition of our program by Transport Canada is dependent on Red Cross’ compliance with these standards, which includes our Training Partners. Training Partners will indicate compliance with these requirements in the Marine First Aid Training Partner contract addendum.

The Canadian Red Cross is not eligible to issue a marine certificate independent of Transport Canada regulations. Participants must follow all training standards required in order to receive a Transport Canada certificate.

Portability of Instruction Development Program Certifications

Regulators do not approve our instructors, just our programs. Any instructor qualifications required are submitted based on our national Instructor Development Program so we would be recognized in each Province/Territory based on program approval.
Best Practices

Supporting Small Class Sizes

Instructors are required to comply with the teaching hours associated with each course.

Teaching hours are allotted to each course based on the maximum enrolment with the appropriate ratio of instructors according to legislation. There are times when below maximum enrolment occurs which may impact (possibly reduce) the actual teaching times of the specific lessons within a course. Smaller class sizes do not justify a reduction in overall course times, rather they allow an opportunity for the instructor to provide the learner additional scenario based learning while maintaining the teaching hours. Instructors should confirm the class size when preparing their course and lesson plans. Pre-course preparation should include additional classroom activities to be used in the event that the required content is finished prior to the required teaching time.

Class Size

Participant Level First Aid Courses
The Canadian Red Cross strongly recommends that participant level courses have a minimum class size of four persons. Courses need to have sufficient participants to facilitate demonstration of skills and scenarios – especially those which require an ill/injured person and two first aiders/responders to complete the skill.

Instructor and Instructor Recertification Classes
Instructor and Instructor Recertification classes must have a minimum of four candidates.

Physical activity

Upon registering for a CPR and/or First Aid course (or Instructor or Instructor Trainer course), participants should be advised that physical activity is required when demonstrating skills. Participants must be able to demonstrate all the skills in the course to receive certification.

If registrants have any concerns about the level of activity involved in the course, they should be directed to consult with their physician prior to attending the course. A sample text for a letter is below. Participants and Instructor/Instructor Trainer candidates must also be made aware of the following at the start of every Canadian Red Cross course:

For most people, the physical activity involved in a First Aid and/or CPR course should not pose a threat to their health. There are a small number of people who may find the physical activities in a course strenuous.
If participants are unsure if they should participate in any aspect of the course involving physical activity, they should see the course conductor before the course begins. Should participants wish to remain in the course but are unable to perform all of the required skills, they cannot successfully complete the course and receive certification. A participation letter is available and can be issued by the instructor in lieu of certification.

Suggested text for Training Partners to send to participants regarding physical activity.

**Subject: Physical Activity Notice for Upcoming CPR and/or First Aid Course**

Thank you for registering for the upcoming INSERT COURSE TITLE course. Our goal is to help you feel more knowledgeable about first aid practices and better equipped to deal with a situation where first aid is required.

First Aid courses do require a certain degree of physical activity. For most people, the physical activity involved in a First Aid and/or CPR course should not pose a threat to their health. There are a small number of people who may find the physical activities in a course strenuous.

If you have any concerns about the level of activity involved in the course, please consult with your physician prior to attending the course. If you are unsure if you should participate in any aspect of the course involving physical activity, please see the course conductor before the course begins.
Requirements

Teaching Hours
Instructors are required to comply with the teaching hours associated with each course. Please see the Supporting Small Class Size section in Best Practices.

Minimum Class Size
First Aid Instructor and First Aid Instructor Recertification Classes
First Aid Instructor and Instructor Recertification classes must have a minimum of four participants.

Knowledge Evaluations
Written knowledge evaluations are required for each Canadian Red Cross course that results in certification. Knowledge evaluations must be completed individually – participants are not permitted to complete in pairs or as a group. Written knowledge evaluations are closed book evaluations.

First Aid & CPR, Caregiver First Aid, and Wilderness & Remote First Aid: If a participant does not successfully complete the knowledge evaluation they are permitted to remediate incorrect responses with the instructor. They are not required to observe a waiting period prior to remediation. Participants who indicate a challenge with reading or writing may complete their knowledge evaluation verbally with the instructor provided that it is administered individually. Instructors should note this accommodation on their answer sheet.

Emergency Medical Responder, First Responder, Advanced First Aid and Marine First Aid Course: If a participant does not successfully complete the knowledge evaluation they are required to observe a 24-hour waiting period prior to a second attempt. Their second attempt must be of an alternate version. If the second attempt is unsuccessful, inform the participant that he or she must complete a recertification for that course.

Combining Courses
Training Partners will often wish to combine (or “stack”) multiple first aid programs within the same classroom. Under this operational method, more than one program type is being run congruently with another in the same learning environment (example – Emergency First Aid as well as Standard First Aid) with participants earning different certifications.

When combining courses, several factors must be taken into consideration:

- Instructor qualifications
- Instructor experience (able to manage the increased complexity of balancing more than one set of program outcomes)
• Regulatory requirements
• Course length
• Participant ratios
• Equipment ratios
• Needs of the learner (first time participants versus recertification candidates)
• All appropriate topics must be covered for each course

Challenges when combining courses may include:

• Instructors who are not experienced enough to balance the needs of all participants
• Not all participants will be able to self-guide while the instructor is working with other program outcomes
• Participants may not all be using the same participant products (instructor must be able to reference more than one)
• Slide presentations and videos are designed to be used with single programs (instructors may struggle to toggle between content to appeal to more than one program)

The following combinations are permitted when combining initial courses with initial courses or recertification courses with recertification courses. Recertification courses cannot be combined with initial training courses. Instructors are permitted to combine courses following the below chart of acceptable combinations:

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<th>CPR A</th>
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</table>
Oxygen Therapy and Airway Management are stand alone courses that can be added on to any of our courses providing the program standards are met.

CPR BLS courses cannot be combined with other CPR courses. Basic Life Support can be taught in place of CPR A or C with Standard First Aid or Emergency First Aid. EFA & BLS and SFA & BLS are stand alone courses that cannot be combined with other EFA and SFA courses, which may include candidates who are completing level A or level C CPR. EFA & BLS and SFA & BLS courses can be combined.

**EFA & BLS**

**SFA & BLS**

Marine courses are not permitted to be combined other than as indicated above. MBFA and MAFA cannot be combined.

Blended Learning courses are not to be combined with traditional delivery courses.

**Mixing delivery methods**

The in-person component of a classroom delivery first aid course is very different than that of a blended delivery first aid course.

In a classroom delivery course, participants experience all of their learning in the classroom. This includes:

- Gaining knowledge
- Reflecting on the knowledge
- Conceptualizing why the knowledge makes sense
- Applying the knowledge

In a blended delivery course, participants progress through the first three stages during online using self-guided study and then apply their knowledge once they enter the classroom. Because of this, participants have different learning needs when working with their instructor – the mixing of delivery methods is not permitted in order to protect the learning experience of the participant.

**Preventing Disease Transmission**

Prevention of Disease Transmission (PDT) and handwashing components must be included in every Canadian Red Cross First Aid course. Good hygiene is important in first aid because unhygienic practices can pass on many infections. Individuals who are infected with a contagious disease should use their own mannequin and all precautions should be taken to reduce exposure to other participants.
Blended Learning Requirements

Design and Length

Each blended learning course is divided into two components. Participants must first complete the self-paced online component, which includes a knowledge evaluation, then successfully complete an Instructor-led classroom component (skills practice and evaluation session) in order to achieve certification. Participants should complete the classroom component within six weeks of completing the online component. If a participant does not attend a classroom session within this timeframe, they are required to retake the online component before being admitted into the classroom. Note: In Ontario the completion window is four weeks. The self-paced online component is located at [http://www.redcrosselearning.ca/](http://www.redcrosselearning.ca/)

Due to provincial regulatory requirements, when facilitating a blended learning program you may be required to utilize documents and/or tools that have been modified from our national program. Please visit the Training Partner website > First Aid > Teaching Resources and Forms to access these items. If you require further information, please speak with your local Program Representative.

Preparing Participants

Blended Learning Training Partners are responsible to prepare participants to be successful in receiving first aid certification. Participant materials (i.e., participant products and access to the online component) are recommended to be distributed to participants two to four weeks prior to the classroom session. This gives participants an opportunity to complete the online component and familiarize themselves with the contents and materials for the course. Participants must be provided with a set of the course products prior to beginning the online component.

Course participants should also receive either a letter or an email containing information about health and safety requirements before participating in the classroom component. See sample text for letter below.

> **Dear Blended Learning Course Participant,**

> Thank you for enrolling in the Canadian Red Cross blended learning course. The time and place of the classroom component is listed below.
>  
> Course Name: [specify]
>  
> Date and Time: [specific times]
>  
> Location: [include directions]

> In this course, you will learn how to recognize an emergency and follow the emergency action steps: Prepare–Check–Call–Care. Depending on your course selection, you will also learn a number of CPR and first aid skills, such as how to perform CPR, how to control bleeding, and how to immobilize an injured body part.
To receive certification, you must successfully complete both the online component (including passing the online knowledge evaluation) and the classroom component. Please bring verification of online component completion (proof of completion can be printed upon successful completion of all content) to the classroom. Once you have registered for a Blended Learning Course, you will receive an email from Canadian Red Cross/Croix-Rouge Canadienne outlining how to access the online component for the course. Once you complete these instructions, you will be able to access your course by going to myrc.redcross.ca > My Profile > My Online Courses.

You will be participating in strenuous activities, such as performing cardiopulmonary resuscitation (CPR) on the floor. If you have a medical condition or disability that may prevent you from taking part in a skills session, or if you have any questions about your ability to participate fully in this course, discuss them with me, your Training Partner/Instructor, before you start the course. Wear comfortable clothing for the classroom component.

Upon successful completion of the required online knowledge evaluation and the classroom training, you will receive a certificate. The certificate is valid for three years. Some things to keep in mind:

- The online learning is where you will focus on the theory of first aid. Your in-class session will be mainly skills focused where you can apply the theory you learned online.
- The amount of time you can expect to spend in training is very similar to taking the two-day traditional delivery course except that half will be self-paced online and half will be in the classroom with a Red Cross First Aid Instructor.
- If you have any content related questions while working through the online component, please contact your Training Partner/Instructor. Questions about system or technical issues can be directed to the “live chat” feature on the site.
- Be aware of your own time management strategies. The on-line component is not intended to be completed in one session, and should not be attempted the evening before a classroom session.
- You can exit the program at the end of each module without losing your placement. When you return you will continue with the next module.

I look forward to having you in my class.

Teaching Aids: Definitions

Please see Equipment Ratios

Ventilating Mannequins
Mannequins must have inflatable, disposable lungs.

Pocket Masks
Required; must be decontaminated and include a disposable one-way valve.
AED Trainers
AED Trainers must be commercially manufactured. They must have a power source, voice prompts with several scenarios and self-adhesive pads.

Commercial Tourniquet
There is a requirement for tourniquets used in class to include commercial tourniquets. A commercial tourniquet is a preassembled device used to stem the flow of traumatic bleeding. Commercial tourniquets include the following; windlass, a sturdy strap approximately 1 1/2–2 inches in width and a locking point.

Equipment, Props and Medication
It is important to only use equipment that is appropriate for the audience and classroom. This means the aids are suitable for the course being taught (are required according to the skills sheets for the course) and are safe for the participants to use. At no time are “live” medications or tools permitted to be used in class. Instructors must use training devices to allow participants to safely engage with equipment. It is also important to place the safety of participants as the first priority when demonstrating skills. The use of tourniquets in the classroom is a new addition. Tourniquets must not be tightened on a person. In all cases when demonstrating skills on class participants, any technique which could cause discomfort or injury can only be simulated.

Decontamination of Training Aids

What to Clean

All teaching aids used during Canadian Red Cross First Aid courses must be clean and safe for use. This includes first aid equipment and education based tools.

Note that some training aids can be decontaminated, while others will need to be disposed of after single use.

Only use equipment models that can be decontaminated after class according to the recommendations below.

Equipment decontamination must be completed after each session for the following equipment:

- Mannequins
- BVMs
- Pocket masks
- Any other equipment that comes into contact with body fluids

Other first aid equipment, such as bandages and blankets, should be washed after each course so they are clean for the next class.

Disposable lungs must be removed from mannequins and replaced with new lungs prior to the next course.
Be mindful of the other items used in your classroom (pens, AED trainers, floor mats, tables, chairs, etc.). Ensure they are regularly cleaned and maintained. This includes wiping down surfaces that may collect germs as well as replacing batteries and/or components that show wear.

**How to Clean**

For Training Aids that Require Decontamination Following Each Class/Training Session:

1. Gloves (non-latex) and safety goggles should be worn for disassembly of mannequin parts (face, mouth tubing and chest plate)
2. Wash all surfaces with warm water and soap; brushes should be used to provide friction
3. Thoroughly rinse surfaces with fresh tap water
4. Soak all surfaces in freshly prepared chlorine bleach solution (minimum 10 minutes)
5. Rinse all surfaces with fresh tap water and dry all parts thoroughly. Rinsing with alcohol will aid drying of internal surfaces and prevent survival and growth of bacterial or fungal pathogens

For Training Aids that Require Decontamination During Class:

When more than one participant must use a mannequin, decontaminate the mannequin between each individual use by following these steps:

1. Wearing non-latex gloves and safety goggles, apply alcohol (70% isopropyl or ethyl) to unused wipes or gauze pads
2. Vigorously scrub the mannequin for a minimum of 30 seconds
3. Allow the alcohol to air dry.

**Chlorine Bleach Solution**

(60 ml (1/4 cup) chlorine bleach in 4 L (one gallon) water)

1. Gloves (non-latex) and safety goggles should be worn during the application of chlorine bleach solution to the surface of the mannequin
2. Use a clean absorbent material wet with chlorine bleach solution to swipe all surfaces. Surfaces should remain wet for at least 60 seconds (one minute), then wipe with a second clean absorbent material
3. Safely discard any unused solution

**Note:** For any equipment that cannot be cleaned and decontaminated using the above instructions please follow the manufacturers instructions.

**Storage of equipment**

Once your training aids have been decontaminated and are fully dry, ensure they are stored in a cool, dry location to prevent mildew.
**Use of Skills Sheets**

The skills sheets, which can be found on Boulevard, are used to evaluate participants at any point in the course. This checklist determines which skills the participants must demonstrate in order to complete their course and outlines for Instructors the components of each skill. **If a participant did not successfully demonstrate a skill, the Instructor is required to complete a skills sheet to justify why the participant was unsuccessful.** The skill sheet also serves as documentation as some agencies need paperwork to confirm the participation of the person in the course.

For Professional Responder level courses, a Skills Progress Log is used in concert with the skills sheets to track the individual participant or the entire class. Once all the skills have been successfully completed, the Instructor will then have the participant initial beside their name to confirm. By initialling, this indicates the participant has received feedback and has been shown their skill status. This will also assist should an issue arise post-course, providing supporting documentation for both the Instructor and the participant.

**Standards Versus Practice**

When practicing and evaluating participants skills, instructors must be mindful of standards versus practice. Standards are documented in the skills sheets and are evidence-based, required procedures. Practices are adaptations of standards that users have adopted for a variety of reasons (they see someone else doing it, its perceived as being easier or faster than the standard, they think it is more effective, etc.). Instructors need to be able to distinguish between evidence-supported clinical treatments (standards) and practices employed by learners. Certification requires that participants perform all skills according to the standards outlined in our programs and according to the courses skills sheets.

**Accommodations Versus Modification**

There are times when the courses we offer will need to be adapted in order to meet the learning needs of our participants. There are two different types of changes:

- **Accommodations:** change how a participant learns the material. Accommodations do not influence the performance criteria.

- **Modifications:** change what a participant is expected to learn or demonstrate. **Modifications are not permitted** due to legislative approval and copyright regulations.

Our goal is to make the learning experience as suitable to each participant as possible though the use of accommodations.
Accommodation Examples:
- Completing a knowledge evaluation verbally for participants who have a reading difficulty is an accommodation from the typical format of written completion.
- Allowing a participant to perform CPR on a hard, flat surface such as a tabletop.

Modification Examples:
- Not requiring the participant to complete the knowledge evaluation or completing as a group would be a modification.
- Marking a participant as successful when they cannot compress the chest deeply enough as per the criteria on the CPR Skill Sheet.

The skill sheets for each demonstrated skill indicate which steps in the skill are critical and therefore are required to be demonstrated by the participant to meet the certification standard.

Modifications that change what a participant is expected to learn or demonstrate are not permitted.

Letter of Participation: Participants who are unable to demonstrate the required skills contained within the course (according to the courses skills sheet) can be issued a letter of participation. This letter outlines that they have participated in a course and have gained valuable knowledge; however, they were unsuccessful in obtaining certification.

myrc.redcross.ca > Resources > Additional Resources

IDP Certificate Maintenance

Maintaining Certification
Once instructors have established themselves as a CRC First Aid Programs Instructor, they will be required to recertify every three years. Following recertification, the Instructor will continue this three-year practice until the discontinuation of their certification.

Attendance at a recertification courses does not guarantee recertification. If an Instructor is unable to successfully complete the recertification course, the Instructor may be assigned to complete another recertification course. The Teaching Experience is not to be used as a remedial tool.

Recertification in Remote Communities
The purpose of the remote clause is to ensure Instructor development meets the training needs of the community and provides an alternate method of recertification for Instructors living in remote or isolated communities. This clause is to be used only in exceptional cases and is not to be considered a standard practice. Pre-approval is required by the Canadian Red Cross.
In order to qualify to recertify under the remote clause, Instructors/Instructor Trainers must live in a remote or isolated community. This is defined as a community that:

- Is not within two hours of an urban centre (population greater than 1,000), and is only accessible by car using winter roads and/or by boat in summer;
- Has no current Instructor / Instructor Trainer(s) living within the vicinity; and,
- Does not have regularly scheduled recertification workshops (once every three years) in the vicinity.

**Expired Certifications**

After your Instructor and/or Instructor Trainer certification expires, you will no longer be able to instruct Canadian Red Cross first aid programs.

**Grace Period**

If your instructor certification has expired within the last 12 months and you have taught the prerequisite number of courses required, you can apply to be granted approval to attend a recertification course by contacting our National Contact Centre.

**Record Keeping by Training Partners**

In addition to providing course rosters to the Canadian Red Cross, Training Partners should use the following timelines for record keeping documents (digital or print).

**Course Management Documents**

- **Rosters:**
  - Pupil level - 1 year past certification expiry date.
  - Leadership - 1 year past certification expiry date
- **FAI Course evaluations** - 1 year past certification expiry date
  - WEFA instructor – 3 years
- Knowledge Evaluations – 1 year past certification expiry date
- WEFA specific documentation - based on WorkSafeBC’s requirements - 3 years
- Marine specific documentation - based on Transport Canada’s requirements – 7 years
- EMR specific documentation - based on Provincial legislation requirements – 5 years

**Supervision of Youth**

Youth First Aid courses, which comprise participants up to 16 years of age, must be supervised at all times by a Community and/or Youth Leader. Participants are not to be left unattended. For courses that will be facilitated by a single Community or Youth Leader, a secondary adult must be accessible to assist in situations where your focus would be split (example: medical emergency). This could include a facility staff person.
Processes

The Teaching Experience

Goal of the Teaching Experience
A teaching experience provides the opportunity for an Instructor/Instructor Trainer candidate to demonstrate their competence within their selected discipline and refine their professional identity. Based on the concept of service learning, the teaching experience focuses comprehensively on the role of an Instructor/Instructor Trainer - including requirements when preparing for a course (pre-course), while facilitating a course (during the course) and following a course (post course). There are several distinct benefits to including a teaching experience within a development program:

- It reduces the theory practice gap for pre-service Instructors/Instructor Trainers
- It allows newly certified Instructors/Instructor Trainers to connect with their peers
- It encourages reflection of practice
- It prepares Instructor/Instructor Trainer candidates in a way that is more relevant to modern day classrooms (it’s the real deal)
- It allows an Instructor/Instructor Trainer candidate to develop a professional identity by engaging in authentic practice. As with other professions, this would include exposure to how both they and their peers talk, listen, write, read, act, interact, etc...

The Teaching Experience is a compulsory component of the First Aid Program Instructor Development Program (applies to Instructors and Instructor Trainers) and must be completed within one year of finishing the classroom-based development components. No extension will be granted after one year without written permission from the Canadian Red Cross. (Extensions will only be considered for exceptional circumstances.)

Components of the Teaching Experience (Instructor Level)
1. Online preparation module: Candidates will begin by completing an online preparation module that guides them through the Teaching Experience process. Content includes:
   - Benefits of a Teaching Experience
   - Connecting with the Teaching Experience Supervisor
   - Establishing a Facilitation Charter
   - Organizing course details
   - Planning and organization
   - Working together and providing/receiving feedback
   - Teaching Experience evaluation criteria
Following this they will begin working with their assigned Teaching Experience Supervisor to prepare for the course.

2. Observation: Candidates have the option to observe a participant level first aid course (lead by a certified CRC Instructor). This is an opportunity for the candidate to organize their learnings, observe how a certified Instructor works with participants and consider their own upcoming application. This is not a remedial development component and is at the discretion of the candidate to support their needs as a learner.

3. In-Class Component: Each candidate will be provided with up to three attempts to meet the completion criteria. Following each attempt, they will speak with their Discipline-Specific Instructor Trainer in order to determine how they can incorporate their learnings to improve.

Instructor Trainers are permitted to assign one Teaching Experience at a time to Instructor candidates. Following the first attempt, the focus of additional Teaching Experiences will be to complete the Instructional Tasks remaining for certification. If the candidate is not successful following the third attempt, the candidate is required to retake the entire Instructor Development Program.

**Components of the Teaching Experience (Instructor Trainer Level)**

Instructor Trainer candidates are familiar with the purpose and process of a Teaching Experience, as well as the preparation considerations. Because of this they will proceed directly to an optional observation and begin preparing for their classroom component with a certified Instructor Trainer (an online component is not required). Following this they will begin the in-class component. Each candidate will be provided with up to three attempts to meet the completion criteria. Following each attempt they will speak with their Master Instructor Trainer in order to consider how they can incorporate their suggestions for improvement. Master Instructor Trainers are permitted to assign one Teaching Experience at a time to Instructor Trainer Candidates. Following the first attempt, the focus of additional Teaching Experiences will be to complete the Instructional Tasks remaining for certification. If the candidate is not successful following the third attempt, the candidate is required to retake the entire Instructor Trainer Development Program.

**Initial Certification & Additional Certification (Instructor)**

Candidates seeking their initial Instructor certification within the First Aid Programs of the Canadian Red Cross are required to demonstrate each of the Instructional tasks listed below. Candidates seeking additional Instructor certification as they expand their teaching experience will only be required to demonstrate tasks marked with an asterisk. At all times candidates are expected to teach according to the Fundamental Principles and follow the Canadian Red Cross Standards of Behaviour. Remaining segments of the course are expected to be lead by the Teaching Experience Supervisor/Instructor Trainer so the candidate is also able to learn from their approach to instruction.
<table>
<thead>
<tr>
<th>Instructional Task</th>
<th>Criteria</th>
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</table>
| Plan by course and by lesson | Plan for an entire course including assigned micro-teach lessons.  
- Identify where to locate resources connected to program content.  
- Recognize and comply with relevant provincial and federal legislation.  
- Use plans for each lesson that demonstrates time management skills.  
- Identify the different learner audiences you may encounter in your classroom and adapt instruction to meet their learning needs.  
- Reinforce key points clearly and concisely so participants are able to understand them. |
| Prepare teaching aids and course content |  
- Utilize equipment appropriate to the program being taught, based on the Canadian Red Cross National First Aid Program Standards.  
- Incorporate a variety of teaching aids.  
- Demonstrate a commitment to a safe learning environment by using equipment that has been appropriately maintained (cleaned) and stored. |
| Create a safe learning environment |  
- Identify the appropriate emergency procedures that your learners must be aware of within the learning environment.  
- Prepare for how you will intervene immediately in situations that jeopardize the physical or emotional safety of your learners.  
- Prepare your learning environment in a manner which protects the physical safety of your learners. |
| Review all lesson content and activities |  
- Review all lesson content and activities prior to starting the course  
- Adapt to evolving circumstances (such as program content updates) and learner needs prior to starting the course. Incorporate this into your course and lesson plans. |
| Start a course |  
- Communicate learning expectations and course completion criteria.  
- Be attentive to signals that learners are sending about their readiness, understanding and involvement in the learning process (consider how this will impact your lesson plans).  
- Act with integrity and demonstrate accountability to learner success. |
### Maintain a safe learning environment

- Value injury prevention and safety in the learning environment and with the learners.
- Identify the appropriate emergency procedures that learners must be aware of at the start of each program.
- Intervene immediately in situations that jeopardize the physical or emotional safety of the learners.
- Recognize that the values, biases, perspectives or behaviours of learners may have an impact on the quality of the learning experience of others. Be able to intervene and remediate when necessary.
- Use language appropriate for all learners.

### Teach Lessons

Includes two skill-based lessons and two knowledge-based lessons (using instructional techniques other than lecture)

- Share the intent of each lesson with the learner.
- Employ a variety of activities that promote active participation.
- Utilize and maintain teaching aids and equipment appropriately to supplement learning.
- Use appropriate lessons which will allow learners to explore skill application and decision making.
- Demonstrate expected skill performance accurately according to the Canadian Red Cross standard.
- Appropriate courses to support the teaching experience include: EFA or SFA which allows the candidate to instruct two skill-based lessons and two knowledge-based lessons. A maximum of one candidate may participate in a teaching experience during an EFA course and a maximum of two candidates may participate in a teaching experience during an SFA course.
- A teaching experience may not be conducted during a recert or blended course.
- Use lesson plans for each lesson taught that demonstrate time management.
- Reinforce key points clearly and concisely so learners can understand them.
- Address and ask questions appropriately.
- Act with integrity and demonstrate accountability to learner success.
Assess participants; provide additional instruction when needed

<table>
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<tr>
<th>This Instructional Task is linked to the lessons taught.</th>
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<tr>
<td>- Be attentive to signals that learners are sending about their readiness, understanding and involvement in the learning process.</td>
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<tr>
<td>- Use perception checks to ensure learners understand the message(s) being communicated.</td>
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<tr>
<td>- Assess learners using the program tools/strategies available to you.</td>
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</table>

Adapt instructional approach to meet learning needs

| - Guide learners in how to improvise and adapt to changing situations as their knowledge and skill base increase during the lesson and the course. |

Resolve conflict (if applicable)

| - Utilize conflict resolution strategies when needed to protect the learning experience and environment. |

Evaluate participants

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<th>Candidate aids in this effort; the certified Instructor authorizes participant level certification</th>
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<tr>
<td>- Evaluate each learner’s completion/non completion of the course.</td>
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<tr>
<td>- Communicate each learner’s completion/non completion of the course.</td>
</tr>
</tbody>
</table>

Close a course

| - Reinforce key points clearly and concisely so participants are able to understand them. |
| - Promote the programs and services of the Canadian Red Cross in the local community. |

Decontaminate teaching aids

| - Maintain equipment appropriately to optimize learning. |
| - Model and uphold the Canadian Red Cross First Aid National Program Standards. |

Complete post-course paperwork

| - Recognize and comply with relevant provincial and federal legislation. |
| - Participate in the completion of all post-program activities. |

Reflect on the experience

| - Complete reflection of practice in Fundamentals of Instruction – First Aid Programs Workbook. |
| - Discuss the outcome of the course with the Teaching Experience Supervisor/Instructor Trainer. |
| - Prepare a personal learning plan. |

Certification - Instructor Trainer Level

Candidates seeking Instructor Trainer certification within the First Aid Programs of the Canadian Red Cross are required to demonstrate each of the Instructional tasks outlined above, in addition to the following:

- Initiate a professional relationship with candidates (pre-course)
- Facilitate learner-led activities (during the course)
- Maintain relationship with candidate throughout the development program (during the course)
- Maintain relationship with candidates throughout their professional practice (post-course)

At all times, candidates are expected to teach according to the Fundamental Principles and follow the Canadian Red Cross Standards of Behaviour. Remaining segments of the course are to be lead by the Supervising Instructor Trainer so the candidate is also able to learn from their approach to instruction.

**Consideration for Wilderness Instructor Candidates**

Instructing in a wilderness or remote location involves unique safety and instructional considerations to ensure a safe learning environment and successful learning experience for participants. To ensure Instructor Candidates are prepared to support these considerations once certified, at minimum one skill-based lesson and one knowledge-based lesson of the Teaching Experience must be successfully demonstrated in a wilderness or remote location (alternative classroom). Additionally, if candidates are seeking certification as a Wilderness Instructor through additional certification (are already certified as another CRC First Aid Program Instructor and are able to condense the Teaching Experience requirements) they will be required to engage in the pre-course activity of “Creating a Safe Learning Environment” where these actions differ from a traditional classroom setting.

**Team Teaching**

Team teaching (more than one candidates teaching on the same participant level course alongside of an Instructor Trainer or Teaching Experience Supervisor) is permitted provided that each candidate is able to demonstrate the required knowledge and skill-based lesson components. If Instructor Candidates within the First Aid & CPR Program will be team teaching, their selected course must be Standard First Aid (Emergency First Aid does not include enough knowledge and skill components to support multiple candidates and also include teaching from the Instructor Trainer/Teaching Experience Supervisor). The Teaching Experience preparation efforts (following the online component) will be shared by each member of the team (all candidates and the Teaching Experience Supervisor/Instructor Trainer).

**Roles and Responsibilities during a Teaching Experience**

**The Red Cross:**
- Issue certification to successful candidates within four weeks of receiving all completed documentation

**Instructor Development Centre:**
- Assist the candidate with locating an appropriate course to conduct their teaching experience.
- Connect the candidate with the Teaching Experience Supervisor that will be evaluating their teaching experience.
- Enable communication between the candidate and their Instructor Trainer.
• Collect completed teaching experience form from the candidate.
• Upon successful completion of the candidate’s teaching experience, download the completed teaching experience form to My Red Cross website and enter the candidate as complete.

**Instructor Development Program Course Facilitator (Instructor Trainer/Master Instructor Trainer):**
- Review the Teaching Experience process with the candidate before the end of the course
- Ensure candidates understand the Teaching Experience requirements they must fulfill to become certified
- Inform the IDC of candidates who have not successfully completed their post-course requirements
- Provide the IDC with comprehensive documentation on any candidates who do not successfully complete the Instructor Development Program within one week of attempted completion

**Teaching Experience Supervisor/Instructor Trainer:**
- Be a role model, guide, and coach to the candidate
- Ensure the candidate is informed ahead of time about the Teaching Experience
- Ensure the roles of the Teaching Experience Supervisor/Instructor Trainer and candidate are clearly identified
- Plan the course with the candidate; assist with any difficulties encountered
- Ensure the candidate is prepared with lesson plans; review the lesson plans prior to the course
- Be present throughout the entire course
- Ensure full course content is presented accurately
- Provide feedback verbally and in writing to the candidate throughout the course; inform him/her of any areas requiring improvement and provide an opportunity for the candidate to correct these
- Allow the candidate to assist with the evaluation and feedback of the course participants/candidates (the Teaching Experience Supervisor/Instructor Trainer authorizes participant/instructor certification)
- Discuss the final result of the Teaching Experience with the candidate on the last day of the course; write any applicable comments on the Teaching Experience form

**Candidate**
- Present their Teaching Experience form to the Teaching Experience Supervisor/Instructor Trainer
- Complete the online Teaching Experience preparation component (Instructor level only)
- Demonstrate the required Instructional Tasks
- Work co-operatively with the Teaching Experience Supervisor/Instructor Trainer
- Be punctual, prepared and organized
• Accept feedback from the Teaching Experience Supervisor/Instructor Trainer with a positive attitude and a willingness to work on areas needing improvement
• Send the completed and signed Teaching Experience form to the IDC as soon as the Teaching Experience is complete

Expanding Instructor Certification
Once certified, Instructors are able to earn additional certifications through an abridged development process:

<table>
<thead>
<tr>
<th>Courses Included</th>
<th>Change Possibilities Within Category</th>
</tr>
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<tbody>
<tr>
<td><strong>Core/CPR Instructor</strong></td>
<td>CPR A, CPR C, EFA, SFA, MBFA, CCEFA, CCSFA</td>
</tr>
<tr>
<td><strong>Wilderness</strong></td>
<td>WRFA, AWRFA,</td>
</tr>
<tr>
<td><strong>Professional Responder</strong></td>
<td>FR, EMR, AFA, BLS</td>
</tr>
<tr>
<td>Step 1: Pre-Req Check</td>
<td>Step 2: Fundamentals of Instruction</td>
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<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>Must be 18 years old</td>
<td>Online component</td>
</tr>
<tr>
<td>Participant Level</td>
<td></td>
</tr>
<tr>
<td>Certification &amp; Skill</td>
<td>[Online component]</td>
</tr>
<tr>
<td>Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

| Core to Other Core    | Not required – already completed   | Not required – already completed | Not required – already completed | Not required – already completed |
|                       |                                    |                                   |                                   | Not required – already completed |

| Core to Psychological First Aid (PFA) | Not required – already completed | Not required – already completed | Not required – already completed | Refer to PFA program standards |

| Core or PFA to Wilderness | Not required – already completed | Not required – already completed | Not required – already completed | Not required – already completed |
| Core or PFA to Professional | Not required – already completed | Not required – already completed | Not required – already completed | Not required – already completed |

| Wilderness to Core | Not required – already completed | Not required – already completed | Not required – already completed | Not required – already completed |
| Wilderness to Other Wilderness | Not required – already completed | Not required – already completed | Not required – already completed | Not required – already completed |

| Wilderness to Professional | Not required – already completed | Not required – already completed | Not required – already completed | Refer to PFA program standards |

| Professional to PFA | Not required – already completed | Not required – already completed | Not required – already completed | Refer to PFA program standards |

| Professional to PFA | Not required – already completed | Not required – already completed | Not required – already completed | Refer to PFA program standards |

| Professional to PFA | Not required – already completed | Not required – already completed | Not required – already completed | Refer to PFA program standards |

| Professional to PFA | Not required – already completed | Not required – already completed | Not required – already completed | Refer to PFA program standards |
Additional Instructor Trainer Certification
Once certified, Instructor Trainers are able to earn additional certifications through an abridged development process:

1. They must be certified as an Instructor within the new discipline and complete a skills evaluation
2. They will proceed directly to a Teaching Experience when they have completed the “Fundamentals of Instructor Development” segment of the Instructor Trainer Development Program. (The paperwork for this stage will come directly from the Canadian Red Cross.)
3. Following successful completion of the Teaching Experience, the Instructor Trainer will be certified within this additional discipline.

Exceptions to Program Standards
The Canadian Red Cross Program Standards must be upheld in all cases. If a situation arises where an Instructor or Training Partner feels that an exception to the Program Standards needs to be made, approval must be requested from the Red Cross. Approvals must be received in advance of any exceptions being made by Instructors or Training Partners. To request an exception please send an email request to MyRCsupport@redcross.ca.

Professional Responder Recertification Alternate Delivery Approval
The Alternative Recertification Process for First Responder and Emergency Medical Responder is intended for those professionals who are currently certified, train regularly and have maintained certification while active within a professional first response department. This process maintains consistency of skills and knowledge while providing training flexibility to
accommodate the operational needs of an emergency response department. Requests are reviewed and assessed on a case-by-case basis.

For more information and to apply please contact FAEducation@redcross.ca

**Note:** General public recertification courses do not qualify for the above option noted for Professional Response Departments or Organizations.

### Instructor Development Program Certification and Teaching Experience Extension Process

**Instructor Development Program Certification Extensions**

In cases where extenuating circumstances prevent an Instructor or Instructor Trainer from attending a recertification course before their certification expiry date, the instructor can request an extension to their certification. All requests for Instructor/Instructor Trainer certification extensions should be sent to MyRCsupport@redcross.ca.

**IDP Teaching Experience Extensions**

In cases where extenuating circumstances prevent an Instructor or Instructor Trainer candidate from completing their Teaching Experience within one year of finishing their classroom based course component, the Instructor/Instructor Trainer can request an extension to their teaching experience deadline. All requests for Instructor/Instructor Trainer Teaching Experience deadline extensions should be sent to MyRCsupport@redcross.ca.

### Alternate Manual Format

As we often receive requests for PDF or Word versions of our program manuals for use by course participants who have conditions such as dyslexia or vision impairment, a request form has been created to expedite the process for accessing these documents through our publisher. This form is available to Training Partners through: My Red Cross > Resources > Additional Resources
# Instructional Personnel

## Roles and Responsibilities of Instructional Personnel

### Who Can Teach It

Canadian Red Cross First Aid programs must be facilitated by a certified Leader/Instructor/Instructor Trainer/Master Instructor Trainer. **Any rosters submitted with an expired or unauthorized facilitator will not be accepted for certification.**

Instructional personnel are able to expand their discipline through additional certification. For details please see the Instructor Development Program [Expanding your Discipline section](#).

## Instructors for Participant Courses

| | Stay Safe! | Babysitting | CPR A | CPR C | EFA | SFA | Adv FA | ECC FA | SCC FA | WRFA | AW RAF | WRFR | MBFA | MAFA | O2 Therapy | AM | BLS | FR | EMR |
| Youth Leader | • | • | | | | | | | | | | | | | | | | | | |
| CPRI | • | • | | | | | | | | | | | | | | | | | | |
| FAI | • | • | • | • | • | • | • | | | | | | | | | | | | | | |
| WRFAI | | | | | | | | | | | | | | | | | | | | |
| AWRFAI | | | | | | | | | | | | | | | | | | | | |
| BLSI | • | • | • | • | • | • | • | | | | | | | | | | | | | | |
| FRI | | | | | | | | | | | | | | | | | | | | |
| EMRI | • | | | | | | | | | | | | | | | | | | | |

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First Aid Program Standards – June 2019

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## Who Can Teach What – Legacy Instructors

*This table will be removed in 2020 as it will no longer pertain to our programming at that time*

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Instructor Trainers for Instructor Courses

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Note: All Instructor Trainer courses are taught by designated First Aid Program Master Instructor Trainers.

Role: Participation in the Instructor Trainer Support Network

The CRC IT Support Network is made up of a number of components designed to support the growth and development of Instructor Trainers throughout their certifications with the Red Cross.

Each Instructor Trainer will be required to engage and participate in this support network as a prerequisite for Instructor Trainer recertification. Each IT will be assigned to a specific MIT who will connect with the IT throughout their certification period to facilitate professional growth and development (peer support).

Responsibility: How to create safe environments

Safe learning environments comprise two parts:

- The physical environment
- The psychological environment
What is a safe physical environment?
- Free of hazards and dangers (e.g., no fire, live wires, broken glass)
- Well lit and ventilated
- At a comfortable temperature
- Situated near washrooms and exits
- Appropriate and comfortable for practising skill

What is a safe psychological environment?
- A safe psychological environment is free of violence, abuse, bullying, exploitation, harassment and discrimination.

Details for establishing and maintaining safe learning environments are included within the Instructor Development Program and involve work both prior to the course beginning and while it is taking place. Instructional Personnel have a responsibility to intervene in situations where the physical or psychological environment has been (or may be) jeopardized.

Situations that jeopardize the physical or psychological safety of participants require instructional personnel to intervene immediately.

A threat to the physical learning environment can include a violent action, misuse of equipment, an unintentional injury, or inappropriate contact/touching. The threat may come from a participant in the classroom or from someone outside. The threat could also include extreme weather (resulting in flooding or a power outage) or contamination due to chemicals or bodily fluids. These threats are typically obvious and objective. If you experience a threat to the physical environment, action is required to ensure the safety of yourself and participants.

If the threat occurs within the classroom, we recommend you follow these steps:

1. If necessary, remove either the offending participant or the class. Be aware of your safety and that of your participants. Use your best judgment based on the situation
2. If needed, seek on-site support to assist you in supervising the class
3. Provide care to any ill or injured persons. If medical support is needed, call EMS/9-1-1
4. Notify your Training Partner, and, if the incident involves violence, law enforcement
5. Determine if the course can resume. This may require use of a secondary classroom space
6. Document the incident and actions taken. Give this to your Training Partner for follow-up

If the threat occurs outside the classroom, it may be safer to remain sheltered within the room. Use your best judgment based on the situation. If necessary, call EMS/9-1-1.
Threats to the psychological environment include racism, harassment (including sexual harassment), bullying, and inappropriate humour. These are sometimes more subjective and may be less evident than physical threats. If you experience a threat to the psychological environment, we recommend you follow these steps:

1. Recognize the situation and the impact on the participant
2. Discreetly check in with the participant being harassed and intervene immediately. Harassment and bullying should not be tolerated
3. Speak with the offending participant—make it clear the behaviour must stop
4. If the offending participant persists, remove him or her from the course. If needed, seek on-site support to assist you in supervising the class
5. Document the incident and actions taken. Give this to your Training Partner for follow-up

Responsibility: Account for Legislation in Teaching

Certification-based first aid courses are subject to provincial and territorial legislation. In the case of Marine First Aid, programming is governed by Transport Canada. In the case of our Professional Responder programs, programming is often governed by licensing boards.

Legislation can influence program content, course length and certification duration. Instructional personnel need to know and apply any local requirements in their teaching. This could include use of specific:
- Tools
- Teaching methods
- Knowledge evaluations
- Evaluation methods

Details on applicable program legislation can be found at [www.redcross.ca/firstaidlegislation](http://www.redcross.ca/firstaidlegislation).

Responsibility: Maintain certification

Instructional personnel are required to maintain their certification according to Canadian Red Cross requirements. This includes recertification every three years.

Responsibility: Legal, Instructor Development Program

As a Canadian Red Cross Instructor, you could be found liable for the actions of a participant who performs a first aid or CPR/AED skill you have taught that is outside of (or non-compliant with) the Canadian Red Cross course curriculums. To minimize risk of liability for negligence, Instructors are encouraged to adhere to the following recommendations:
- Provide training that is consistent with the latest scientific evidence found in our curriculum.
- As an Instructor, you are charged with the responsibility of instructing your participants within the limits of the course content and the participant materials.
- If you are asked questions about matters outside the scope of a particular course, either state that the matter is not part of the course or qualify the answer with a disclaimer that the Canadian Red Cross does not include this material in its course and, therefore, does not intend the information or answers concerning it to be used as authority in a situation in which individuals require first aid.
- As a member of the Canadian Red Cross Instructional Personnel, you are responsible for ensuring your first aid knowledge and skills are current. As a result of research, first aid treatments change over time. These changes will be discussed in current Canadian Red Cross Instructor tools and participant products. It is your responsibility as an Instructor to remain aware of current Canadian Red Cross practices and to provide appropriate instruction from the date of your original certification through the periods between recertification as advised by the Canadian Red Cross. It is your responsibility to ensure Red Cross has your current contact (email) information so you will receive notifications of updates.
- The course you teach should focus on injury prevention and administration of first aid and should not focus on the cause of the injury or have first aiders diagnosing injuries.

**Responsibility: Teaching attire**

Instructor Trainers are required to wear a CRC branded shirt or vest when teaching a CRC Instructor course or Instructor Recertification course.

**STANDARDS OF BEHAVIOUR**

Instructional personnel will review and sign the Standards of Behaviour as part of taking their initial course, recertification or updates.

The Standards of Behaviour can be accessed on myrc.redcross.ca > Standards > Red Cross First Aid Standards of Behaviour.
Quality Assurance

The Canadian Red Cross wants to ensure that First Aid and CPR courses are of the highest quality and meet all the standards of the Society. Quality assurance is a step in an ongoing process to ensure the best first aid programs are delivered in Canada. **Canadian Red Cross expects all Instructional Personnel to teach courses according to the program standards listed in this document, the participant products, and the Instructor/Instructor Trainer tools.** If quality is not maintained it may result in the revocation of the Instructor/Instructor Trainer’s certification(s).

For the purposes of this process – **Instructional Personnel** will refer to an individual with the any of the following designations/certifications: Leader, Instructor, Instructor Trainer, or Master Instructor Trainer.

Quality Assurance Practices

The Canadian Red Cross may choose to assess the quality of a course in any of the following ways:

- Canadian Red Cross may have a representative drop in to observe a course at any time, without notice
- Canadian Red Cross may have a representative monitor a course at any time, without notice
- Canadian Red Cross may follow-up with the participants listed on a roster and ask them questions about how the course was conducted
- Participants of the course will be invited to contact the Canadian Red Cross directly to provide feedback
- Canadian Red Cross may review the course evaluation forms the participants fill out in the course
- A Canadian Red Cross representative could request skills testing of the Instructor/Instructor Trainer at any time, without notice

Quality Assurance Issues: Resolution

If quality issues are identified, the Canadian Red Cross will work with the instructional personnel to solve the issue(s) to ensure the quality of the course is meeting the expected standards.

The seriousness of the issues(s) will determine the action that needs to be taken. At all times Canadian Red Cross will attempt to resolve the matter to the satisfaction of all parties involved. If the issue(s) are not resolved, then steps will be taken to revoke the instructional personnel’s certification.
Issue Management and Resolution Process

Steps for Issue Management
Steps for non-instruction issues / complaints are dealt with based on the Training Partner Agreement.

Every complaint or concern about the conduct of an instructional personnel will be acknowledged and reviewed. Any of the quality assurance practices listed above may be initiated without notice. Complaints will only be escalated to the extent required, and not all complaints will require all the steps of the issue management process. Except as provided for below under the heading “Documentation Required During the Issue Management Process,” the identity of a complainant will be kept confidential if so requested as per the Red Cross Privacy Policy and confidentiality policy.

All serious complaints against instructional personnel will be investigated. A “serious” complaint is one that:

- Involves conduct that could place at risk personally safety or property interests or the integrity and reputation of the Program and/or the Red Cross
- Is made against an individual whose file indicates previously documented breaches of applicable standards, or two or more similar prior complaints of a non-serious nature, whether or not resolved at the time;
- Alleges Instructional Personnel has willfully used the Canadian Red Cross for personal gain or to conduct illegal activities
- Alleges behaviours of instructional personnel that are serious acts of misconduct as defined in the Standards of Behaviour, Section IV
- Alleges conduct unbecoming or offensive to the Fundamental Principles of the Red Cross and directly related to the person’s responsibilities as an Instructor/Instruction Trainer
- the Instructor’s/Instruction Trainer’s teaching or first aid/CPR/AED skills have been called in question
- Alleges an instructional personnel has willfully or recklessly taught participants improper first aid techniques
- Alleges that Instructional Personnel has failed to fulfill his or her Legal Responsibility as defined in the Legal Responsibility section
- Alleges an Instructor/Instruction Trainer has been suspended by another agency with respect to business of a similar nature or instruction (in the case of an instructor/instructor trainer)
- An Instructor/Instruction Trainer has failed to comply with a Remediation or Development plan imposed by the Quality Assurance team for a previous breach of standards.

The following steps will be taken to address a complaint:
1. A staff member or volunteer will document the complaint and forward it to the person responsible for follow-up. That person will review the complaint and determine the nature of the follow-up required.
2. If the review indicates the complaint is not serious, an attempt will be made to resolve the issue through discussion and education. The complaint, process and outcome will be documented and all documents filed in the Instructor/Instructor Trainer file (paper or electronic). If the complaint cannot be resolved, a notation shall be made in the file that the complaint was not resolved. Where a second similar complaint is received, whether or not the matter is resolved, a letter will be sent to the Instructor/Instructor Trainer notifying him or her that a third similar complaint will be treated as a serious complaint and investigated as such.

3. If the complaint is determined to be serious, it must be brought to the attention of the Advisor, Quality Assurance (AQA) or designate.

4. If the AQA or designate agrees the complaint is serious, the First Aid Representative must initiate contact with the Instructor/Instructor Trainer to provide notification of the complaint. The notification will be given by email or phone call.

5. The initial contact will be documented and placed in the investigation file.

6. The AQA will send a letter to the Instructor/Instructor Trainer to provide details of the complaint and the impending investigation. The AQA will request the Instructor/Instructor Trainer to respond in writing to the complaint.

7. The Continuous Quality Improvement (CQI) team or designate will commence further investigation.

8. If required, the AQA will make arrangements to discuss with the Instructor/Instructor Trainer their written response to the complaint.

9. The Instructor/Instructor Trainer certification will be suspended by the Program Director or designate during the investigation if:
   - The Director(s) or designate considers, in his or her opinion, that not suspending the Instructor/Instructor Trainer certification could place at risk personal safety, property interests or the integrity and reputation of the Program and/or the Red Cross
   - The complaint alleges the instructional personnel as willfully used the Canadian Red Cross for personal gain or to conduct illegal activities
   - Alleges behaviours on the part of instructional personnel that are serious acts of misconduct as defined in the Standards of Behaviour, Section IV. Breaches regarded as Serious Misconduct section of the Program Standards
   - The complaint concerns conduct unbecoming or offensive to the Fundamental Principles of the Red Cross and related to the person's responsibilities as an Instructor/Instructor Trainer
   - The Instructor's/Instructor Trainer's teaching or first aid/CPR/AED skills have been called in question
   - Complaint alleges instructional personnel has willfully or recklessly taught participants improper first aid techniques
   - Alleges that Instructional Personnel has failed to fulfill his or her Legal Responsibility as defined in the Legal Responsibility section of the Program Standards.

10. Once the CQI team has completed the investigation they will determine the most appropriate course of action.
a. When the CQI team finds the instructor/instructor trainer has not complied with the standards, the CQI team will develop a remediation plan. The Instructor/Instructor Trainer certification may be suspended until all requirements of the remediation plan have been met. If the instructional personnel fails to successfully complete the remediation or development plan, his or her Instructor/Instructor Trainer certification will be revoked for a one-year period. At the end of one year, the Instructor or Instructor Trainer may enroll once again in an Instructor/Instructor Trainer Development course. Upon successful completion of the Instructor/Instructor Trainer Development course, instructional personnel will be granted a one-year Instructor/Instructor Trainer certification. At the end of the one-year certification, instructional personnel will be required to enroll in the Instructor/Instructor Trainer recertification workshop, which he or she must successfully complete. Upon successful completion of the recertification course, the instructional personnel will receive a 3-year certification as an instructor/instructor trainer.

b. If it is established the instructional personnel has committed serious acts of misconduct as defined in the Standards of Behaviour, IV. Breaches regarded as Serious Misconduct section of the Program Standards, his or her Instructor/Instructor Trainer designation will be revoked with no possibility of reinstatement.

c. If it is established the Instructor/Instructor Trainer has willfully or recklessly taught participants improper first aid techniques or has committed an act considered serious, his or her Instructor/Instructor Trainer certification will be revoked with no possibility of reinstatement.

d. If it is established the instructional personnel has willfully used the Canadian Red Cross for personal gain or to conduct illegal activities, his or her Instructor/Instructor Trainer certification will be revoked with no possibility of reinstatement.

e. If it is established that the conduct of the instructional personnel is unbecoming or offensive to the Fundamental Principles of the Red Cross and directly related to the instructional personnel’s roles and responsibilities as defined in the Roles and Responsibilities of the Program Standards, his or her Instructor/Instructor Trainer certification will be revoked with no possibility of reinstatement.

f. If it is established that the Instructional Personnel has failed to fulfill the Legal Responsibility as defined in the Legal Responsibility section of the Program Standards, his or her Instructor/Instructor Trainer certification will be revoked with no possibility of reinstatement.

g. If it is established the instructional personnel has been discovered working under the effects of alcohol or drugs, and it is shown that this directly affected his or her abilities, the instructional personnel designation will be revoked. If he/she would like to become instructional personnel again he/she must have successfully dealt with his or her addiction and must provide proof. The instructional personnel must follow the instructional personnel recertification process as designated by the Director (or designate) before receiving an instructor/instructor trainer certification.

h. If it is established the complaint has been substantiated and the circumstances are outside the provisions of paragraphs a. through i., the CQI team may impose a suspension of the Instructor/Instructor Trainer certification for a period of up to two
years, to be followed by a successful application for the suspension to be lifted before the certification is restored.

i. The CQI team may, in its absolute discretion, stay the period of suspension and impose conditions upon which the instructional personnel may remain certified, subject to full compliance with the conditions imposed. Non-compliance with any condition will result in the reinstatement of the suspension imposed by the CQI team.

11. The AQA may consult the Canadian Red Cross Legal Department on any matter that arises during the proceedings which require legal advice, and the decision will be in writing setting out the reasons for the decision.

12. The AQA will notify the instructional personnel of the results of the investigation and the required resolution of the issue, or the decision to revoke the certification(s) of the instructional personnel.

13. Once the required resolution has been met the issue is considered resolved and closed; the AQA will notify the instructional personnel in writing.

**Criminal Matters**

Whether or not a complaint has been made, the instructional personnel certification will be suspended where the Instructor/Instructor Trainer has been accused by law enforcement authorities of a crime involving sexual contact of any kind, assault, fraud, theft, embezzlement or any other offence that, in the opinion of the Program Director or designate, could place at risk personal safety, property interests or the integrity and reputation of the Program and/or the Canadian Red Cross. The suspension will remain in place until the criminal matter has been disposed of.

The instructional personnel certification will be revoked if the instructional personnel is convicted of an offence referred to in the previous section. The revocation will be rescinded if the conviction is overturned on appeal. The individual may reapply for certification upon serving sentence for the offence. Consideration will be given to such application in light of all the circumstances of the offence, and special conditions may be imposed by the Program Director or designate.

**Documentation Required During the Issue Management Process**

The serious complaint and all steps taken in the investigation need to be documented in a file.

1. Formal written evaluations of the Instructor/Instructor Trainer and an acknowledgement signed by the Instructor/Instructor Trainer confirming that he or she has been provided with a copy of the evaluation will be contained in the file.

2. Copies of all written complaints, investigation results, and responses provided by the Instructor/Instructor Trainer will be included in the Instructor/Instructor Trainer file, as well as all other documents and information deemed necessary by Canadian Red Cross. Except as required or permitted by law, information in the file will not be communicated to a third party without the individual Instructor/Instructor Trainer’s written permission detailing what, if any, information may be released to the third-party inquirer.
3. An Instructor/Instructor Trainer can request to see his or her file; however, the confidentiality of any names of other individuals, including a complainant, will be maintained unless express written permission to disclose this information has been received in advance and permission is granted or, in the absolute discretion of a hearing panel, the fairness of the process requires disclosure of the identity of a complainant.

4. The decision will be included in the Instructor’s/Instructor Trainer’s file.
Social Media Guidelines

While the Canadian Red Cross encourages use of social media and recognizes that these can be a valuable resource, please remember that you cannot use the Red Cross emblem or logo in your social media, unless you “share” or “retweet” an official Red Cross social media channel, or have permission from the Red Cross to do so. More information on social media guidelines can be accessed here:

My Red Cross > Standards > Red Cross Policies
Emblem Guidelines

Red Cross Emblem

The red cross – five, red, equal-sized squares forming a cross, resting on a white background, is one of the most recognized emblems in the world. It is also, however, one of the most poorly understood. What does it really mean?

Origin of the emblem

The International Red Cross and Red Crescent Movement was born on a battlefield in 1859, in Solferino, Italy. Henry Dunant, a Swiss businessman, witnessed the aftermath of a grim battle that left 40,000 dead and wounded with few military or local medical services to help them. Horrified by what he saw, Dunant organized local villagers to care for the casualties. He ensured that victims from both sides of the conflict received water, food, and rudimentary medical attention. The impact of this experience changed Dunant's life.

Several years later, in 1863, Dunant and four other Swiss citizens organized an international conference which included delegates from fourteen countries. In addition to adopting resolutions providing for the establishment of relief societies for wounded soldiers – the future National Red Cross and later, Red Crescent Societies – the Conference delegates also adopted the red cross on a white background as a distinct symbol to identify medical personnel and their facilities.

Purpose

Today, the red cross emblem continues to be an internationally recognized symbol of protection and neutrality; used to identify military medical services as well as the people, programs and objects connected with the humanitarian activities of the International Red Cross and Red Crescent Movement.
Other emblems

The red crescent and the red crystal are equivalent symbols to the red cross. The three emblems have the same status under international law and following the laws of their country, a National Society is able to use one of the three emblems to indicate their work. So you will see members of the International Red Cross and Red Crescent Movement in other countries using the red cross, red crescent or red crystal.

Restricted use of the emblem

No organization – except the Canadian Red Cross and the medical services of the armed forces has the right to use the red cross emblem in Canada. The red cross emblem must be readily recognized and respected around the world as a trusted symbol of protection and humanitarian aid. Its use is legislated by the Geneva Conventions Act, the Trade Marks Act and the Canadian Red Cross Society Act.

Implication of emblem abuse

Link to Emblem misuse information http://www.redcross.ca/about-us/about-the-canadian-red-cross/red-cross-emblem/emblem-misuse-form

The Universal Sign of First Aid

The universal sign of first aid is a white cross on a green background and should be used to designate a first aid station, first aid kit, or other first aid-related item.

TP Graphic Guide

Guidelines on the use of the Training Partner logo


My Red Cross > Standards > Training Partner Graphic Standards
Canadian Red Cross Contact Details

National First Aid, Swimming & Water Safety Contact Centre
1305 11th Avenue SW
Calgary, Alberta
T2C 3P6

t  877-356-3226
f  800-811-8877
myrcsupport@redcross.ca

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https://twitter.com/redcrosscanada
https://www.instagram.com/redcrosscanada/
http://www.redcross.ca/blog/home
## Glossary

| **A** | **Adult** | For CPR Level A, C: 8 years of age and older  
For Professional Responder Programs: Onset of puberty (adolescence) and older |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AED Trainer</strong></td>
<td>The Automated External Defibrillator Trainer includes the essential features necessary for learning appropriate AED use and techniques; must have self-adhesive pads and voice prompts with several scenarios</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td><strong>Baby</strong></td>
<td>Newborn to 1 year of age</td>
</tr>
<tr>
<td><strong>Barrier device</strong></td>
<td>A protective item that limits the exposure to a person's body fluids. A barrier device, such as a plastic face shield with filter or a resuscitation mask with one-way valve and filter, is used when performing rescue breathes or CPR. This device aids in minimizing the possibility of acquiring infections related to bodily fluids for both the first aider as well as the ill or injured person.</td>
<td></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td><strong>Certification Course</strong></td>
<td>Provides the participant with a certification or other written recognition that has an expiry date on it.</td>
</tr>
<tr>
<td><strong>Certification Extension</strong></td>
<td>An approved allowance to time for when an Instructor is past his or her certification expiry date. He/she may request of the CRC to extend their certification so they may continue to instruct until there is an available recertification course.</td>
<td></td>
</tr>
</tbody>
</table>
| **Child** | For CPR Level A, B, C: 1 year of age to age 8  
For Professional Responder Programs: 1 year of age to onset of puberty (adolescence) |
<p>| <strong>Commercial Tourniquet</strong> | A commercial tourniquet is a preassembled device used to stem the flow of traumatic bleeding. Commercial tourniquets include the following; windlass, a sturdy strap approximately 1 1/2– 2 inches in width and a locking point. |
| <strong>Course Participation Letter</strong> | First Aid Program Standards, as well as provincial regulations, require all skills be successfully demonstrated in order to obtain certification. This letter acknowledges and congratulates people with physical limitations/disabilities for their attendance and participation in the Canadian Red Cross certification courses where they cannot demonstrate/attain the required skills. Participant must have attended 100% of course. |
| <strong>CPR level A</strong> | Cardiopulmonary Resuscitation / Automated External Defibrillation training course; includes adult CPR |
| <strong>CPR level B</strong> | Cardiopulmonary Resuscitation / Automated External Defibrillation training course includes, child and baby CPR, |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>child and baby choking, barrier devices</td>
<td>and pocket mask (only in Emergency and Standard Child Care First Aid).</td>
</tr>
<tr>
<td>CPR level C</td>
<td>Cardiopulmonary Resuscitation / Automated External Defibrillation training course includes adult, child and baby CPR.</td>
</tr>
<tr>
<td>CQI</td>
<td>Continuous Quality Improvement</td>
</tr>
<tr>
<td>Current</td>
<td>A certified First Aid instructional personnel or participant that is within the certification time period. The certification must not be expired or in a grace period.</td>
</tr>
<tr>
<td>Emergency Medical Responder</td>
<td>A responder who has successfully completed a recognized training program in the care and transportation of an ill or injured person.</td>
</tr>
<tr>
<td>First Responder</td>
<td>A person trained in emergency care who may be called on to provide care as a routine part of his or her job; often the first trained professional to respond to emergencies.</td>
</tr>
<tr>
<td>Good Standing</td>
<td>An Instructor in good standing has no active quality assurance files in the previous three years.</td>
</tr>
<tr>
<td>Healthcare Provider</td>
<td>Physicians, nurses, paramedics and Allied Healthcare Providers (e.g., Registered Therapist, Occupational Therapist, Physiotherapist).</td>
</tr>
<tr>
<td>ILCOR</td>
<td>International Liaison Committee on Resuscitation; coordinates the presentation of scientific worksheets on resuscitation.</td>
</tr>
<tr>
<td>IFRC FAEBN</td>
<td>International Federation of Red Cross and Red Crescent Societies First Aid Evidence-Based Network</td>
</tr>
<tr>
<td>Instructional Personnel</td>
<td>Canadian Red Cross certification/designations including: Leader, Instructor, Instructor Trainer, Master Instructor Trainer</td>
</tr>
<tr>
<td>National Training Agencies</td>
<td>The national training agencies worked together to align Canadian first aid and resuscitation guidelines based on the latest scientific evidence. The national training agencies include the Canadian Red Cross, St. John Ambulance, Heart and Stroke Foundation of Canada (CPR only), Lifesaving Society, and the Canadian Ski Patrol.</td>
</tr>
<tr>
<td>Participation letter</td>
<td>Proof of attendance at a course but where participants are not tested or certified on their knowledge and skills.</td>
</tr>
<tr>
<td>PIN</td>
<td>Personal identification number -- an electronic access code for Red Cross on redcrosselearning.ca.</td>
</tr>
<tr>
<td>Post-Course Requirements</td>
<td>The final steps required once the core of the course has been completed.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Prior Learning Assessment Review</td>
<td>The Canadian Red Cross First Aid Program Prior Learning Assessment Review is a process by which prior training can be evaluated for equivalency of meeting prerequisites for entry into Canadian Red Cross programs.</td>
</tr>
<tr>
<td>Recertification</td>
<td>A requirement to remain certified; to confirm and maintain skills and knowledge on a regular cycle.</td>
</tr>
<tr>
<td>Recognised First Aid Provider</td>
<td>A national training agency</td>
</tr>
<tr>
<td>Recommended</td>
<td>Materials, equipment, and standards that will increase program quality and enhance the program for participants. These materials, equipment, and standards should be made available to participants whenever possible.</td>
</tr>
<tr>
<td>Remote Area</td>
<td>An area not within two hours of an urban centre (population greater than 1,000), and is only accessible by car using winter roads and/or by boat in summer; has no current Instructor Trainer(s) living within the vicinity; and does not have regularly scheduled recertification workshops (once every three years) in the vicinity.</td>
</tr>
<tr>
<td>Required</td>
<td>Materials, equipment, or standards that Instructors must have in order to maintain program standards and provide essential materials for participants.</td>
</tr>
<tr>
<td>Teaching Experience</td>
<td>An opportunity to apply the skills/knowledge gained throughout the Leader/Instructor/Instructor Trainer development process in an authentic classroom setting with participants while under the guidance of a Teaching Experience Supervisor.</td>
</tr>
<tr>
<td>Update</td>
<td>To refresh the knowledge and skills to the current standards within the same certification.</td>
</tr>
<tr>
<td>Upgrade</td>
<td>To upgrade skills and knowledge from one Canadian Red Cross course to another. When the term “upgrade” is used it should always reference what is being upgraded.</td>
</tr>
<tr>
<td>Ventilating Mannequin</td>
<td>A mannequin used for training purposes which shows a rising and falling chest when ventilated.</td>
</tr>
</tbody>
</table>
# Acronyms

<table>
<thead>
<tr>
<th>Participant Certifications</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>AFA</td>
<td>Advanced First Aid</td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td>Airway Management</td>
<td></td>
</tr>
<tr>
<td>AWRFA</td>
<td>Advanced Wilderness &amp; Remote First Aid</td>
<td></td>
</tr>
<tr>
<td>BS</td>
<td>Babysitting</td>
<td></td>
</tr>
<tr>
<td>BLS</td>
<td>Basic Life Support</td>
<td></td>
</tr>
<tr>
<td>ECCFA</td>
<td>Emergency Child Care First Aid</td>
<td></td>
</tr>
<tr>
<td>SCCFA</td>
<td>Standard Child Care First Aid</td>
<td></td>
</tr>
<tr>
<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
<td></td>
</tr>
<tr>
<td>ECCFA</td>
<td>Emergency Child Care First Aid</td>
<td></td>
</tr>
<tr>
<td>EFA</td>
<td>Emergency First Aid</td>
<td></td>
</tr>
<tr>
<td>EMR</td>
<td>Emergency Medical Responder</td>
<td></td>
</tr>
<tr>
<td>FA</td>
<td>First Aid</td>
<td></td>
</tr>
<tr>
<td>FR</td>
<td>First Responder</td>
<td></td>
</tr>
<tr>
<td>MAFA</td>
<td>Marine Advanced First Aid</td>
<td></td>
</tr>
<tr>
<td>MBFA</td>
<td>Marine Basic First Aid</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>Oxygen Therapy</td>
<td></td>
</tr>
<tr>
<td>SS!</td>
<td>Stay Safe</td>
<td></td>
</tr>
<tr>
<td>WRFA</td>
<td>Wilderness &amp; Remote First Aid</td>
<td></td>
</tr>
<tr>
<td>AWRFAI</td>
<td>Advanced Wilderness &amp; Remote First Aid Instructor</td>
<td></td>
</tr>
<tr>
<td>BLSI</td>
<td>Basic Life Support Instructor</td>
<td></td>
</tr>
<tr>
<td>CPRI</td>
<td>CPR Instructor</td>
<td></td>
</tr>
<tr>
<td>FAI</td>
<td>First Aid Instructor</td>
<td></td>
</tr>
<tr>
<td>FRI</td>
<td>First Responder Instructor</td>
<td></td>
</tr>
<tr>
<td>EMRI</td>
<td>Emergency Medical Responder Instructor</td>
<td></td>
</tr>
<tr>
<td>TES</td>
<td>Teaching Experience Supervisor</td>
<td></td>
</tr>
<tr>
<td>WRFAI</td>
<td>Wilderness &amp; Remote First Aid Instructor</td>
<td></td>
</tr>
<tr>
<td>YL</td>
<td>Youth Leader</td>
<td></td>
</tr>
<tr>
<td>CPRIT</td>
<td>CPR Instructor Trainer</td>
<td></td>
</tr>
<tr>
<td>EMRIT</td>
<td>Emergency Medical Responder Instructor Trainer</td>
<td></td>
</tr>
<tr>
<td>FAIT</td>
<td>First Aid Instructor Trainer</td>
<td></td>
</tr>
<tr>
<td>FRIPT</td>
<td>First Responder Instructor Trainer</td>
<td></td>
</tr>
<tr>
<td>WRFAIT</td>
<td>Wilderness &amp; Remote First Aid Instructor Trainer</td>
<td></td>
</tr>
<tr>
<td><strong>Master Instructor Trainer</strong></td>
<td>MIT</td>
<td>Master Instructor Trainer</td>
</tr>
</tbody>
</table>