



Paperwork Protocol

LifeSavers Version 2026

Thank you so much for everything you do to support LifeSavers and our students! To help keep our records accurate and processing smooth, please follow the guidelines below when submitting paperwork. We truly appreciate your attention to these details!

General Reminders

- **Annual Reminder:** Please be sure you are only using **2026** forms. Any outdated forms should be discarded.
- **Completion Reminder:** If **outdated** or **incomplete** paperwork is submitted, **it will be returned** for correction.
- **Submission Timeframes:** Send after each class taught.
- **Records Retention:** All course records should be kept for at least **3 years**, in accordance with AHA guidelines.

How to Submit

- **Scan and Email** to LifeSavers → docs@HelloLifeSaver.com
- Email **Subject Line** Format:
 - **Document Name – Lead Instructor First & Last Name – Course Date**
 - *Example Subject Line: BLS Class Docs – Marty McFly – 01/01/2026*
- Include **Class Roster & Eval**s in your attachments. Do NOT send Skills Checklist.

Documents

Roster

- Ensure:
 - Correct course is selected
 - Correct number of students signed in and trained
 - Student names printed clearly and easy to read
- Exam Documentation (BLS Courses Only):
 - A passing exam score is 84% or higher.
 - If a student scores below 84%, please review the missed questions and have them correct their errors.
 - Document both scores (Example: 96/80).
- If something needs clarification, feel free to use the Comments section.

LifeSavers Evaluations

- **Mandatory** for each participant.
- Each Participant will take a secondary AHA evaluation to Claim their eCard.

Skills Checklists

- **Do Not Send/Email** – *keep them for your own records only.*

If you ever have questions or need help, we're always happy to assist! Thank you again for all you do to help LifeSavers deliver high-quality training and save lives every day!

✉ **Email:** Sarah@HelloLifeSaver.com

📞 **Phone:** 651.888.9119 [call/text]

🌐 **Website:** HelloLifeSaver.com

LifeSavers, LLC
7500 Golden Triangle Drive #B5
Eden Prairie, MN 55344