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**POLICIES ON REGISTRATION**

 *BASIC / ADVANCED CARDIAC LIFE SUPPORT TRAINING*

**Registration**

Registration is open to all nurses, allied healthcare professionals and physicians. Registration includes a name badge, program and general sessions.

**Payment of all applicable fees must accompany your registration.**

For your inconvenience, the following modes of payments are being accepted:

 • Interbranch payment may be made at any BPI branch.

 Calamba Medical Center

 BPI SA # 8451-001087

 Calamba Branch

 • Payment at CMC Cashier, Ground Floor, Calamba Medical Center

**Ways to Register:**

**• Advance Registration/ Pre-Registration**

Pre-registration will be held at the DNET Office, Room 3105 Calamba Medical Center, Mondays thru Fridays, 8:00-5:00 PM.

• **Fax**

 Complete the registration form and fax to (049) 545-2809

• **Mail**

 Complete and mail the registration form to: Chief Nurse- Training / DNET Calamba Medical Center, Crossing, Calamba City, 4027

**Confirmation**

Acknowledgment of receipt of payment would be confirmed through text or via email indicated in the registration form.

**Cancellation**

Refund of registration fee will be allowed if cancellation is made through written request postmarked two (2) weeks prior to each course. A handling fee of PhP 500.00 will be retained for all cancellations. Likewise, refund will be made two (2) weeks of each course to the registrant or his duly authorized representative. Cancellation received after two (2) weeks of each course will not be eligible for refund.

ACLS Trainee substitution from one individual to another will only be allowed two (2) weeks prior to the activity. In exceptional cases like sudden illness, death of the attendee or death of the immediate member of the family which will require his/ her attention, substitution or cancellation with refund will be allowed within the two-week period prior to the scheduled course.

Tentative Schedule for 2016: **BLS & ACLS**

|  |  |  |
| --- | --- | --- |
| **MONTH** | **BLS COURSE** | **ACLS COURSE** |
| FEBRUARY | 22 | 23 &24 |
| APRIL | 19 | 20 &21 |
| JUNE | 21 | 22 &23 |
| AUGUST | 17 | 18 &19 |
| OCTOBER | 19 | 20 &21 |
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| --- | --- |
| Registration Fee: BLS Only | Php 3,000.00 |
| Registration Fee: ACLS Only | Php 5,000.00 |
| Registration Fee: BLS & ACLS | Php. 8,000.00 |

* Note: Certificate Card (from AHA) will only be released only if you passed both written and practical examinations.
* 2-year Validity

Prepared by: Noted / Approved by:

Rene L. Mundin RN, MAN Jose Enrico G. Juliano MD

Chief Nurse- Training Medical Director

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**POLICIES ON REGISTRATION**

 *BASIC IVT / UPDATES / REFRESHER TRAINING*

**Registration**

Registration is open to all nurses. Registration includes a name badge, program and general sessions.

**Payment of all applicable fees must accompany your registration.**

For your inconvenience, the following modes of payments are being accepted:

 • Interbranch payment may be made at any BPI branch.

 Calamba Medical Center

 BPI SA # 8451-001087

 Calamba Branch

 • Payment at CMC Cashier, Ground Floor, Calamba Medical Center

**Ways to Register:**

**• Advance Registration/ Pre-Registration**

Pre-registration will be held at the DNET Office, Room 3105 Calamba Medical Center, Mondays thru Fridays, 8:00-5:00 PM.

• **Fax**

 Complete the registration form and fax to (049) 545-2809

• **Mail**

 Complete and mail the registration form to: Chief Nurse- Training / DNET Calamba Medical Center, Crossing, Calamba City, 4027

**Confirmation**

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**Cancellation**

Refund of registration fee will be allowed if cancellation is made through written request postmarked two (2) weeks prior to each course. A handling fee of Php. 500.00 will be retained for all cancellations. Likewise, refund will be made two (2) weeks of each course to the registrant or his duly authorized representative. Cancellation received after two (2) weeks of each course will not be eligible for refund.

IVT Trainee substitution from one individual to another will only be allowed two (2) weeks prior to the activity. In exceptional cases like sudden illness, death of the attendee or death of the immediate member of the family which will require his/ her attention, substitution or cancellation with refund will be allowed within the two-week period prior to the scheduled course.

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| --- | --- |
| Registration Fee: BASIC IVT | Php 2,800.00 |
| Registration Fee: UPDATES/ REFRESHER | Php 2,100.00 |

Tentative Schedule for 2016: IVT TRAININGS

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| --- | --- | --- |
| **MONTH** | **IVT- UPDATES/ REFRESHER** | **IVT- BASIC** |
| MARCH | 14,15 & 16 | 16, 17 & 18 |
| JULY | 18,19, & 20 | 20 , 21 & 22 |
| SEPTEMBER | 26, 27 , & 28 | 28, 29 & 30 |
| NOVEMBER | 23, 24 & 25 | 21,22 & 23 |

Prepared by: Noted / Approved by:

Rene L. Mundin RN, MAN Jose Enrico G. Juliano MD

Chief Nurse- Training Medical Director