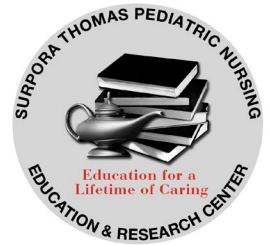# 2026
Basic Life Support *Complete**
READ Instructions

Complete= online portion (part one), followed by a mannequin hands-on (part two)

1. **To submit a request for BLS:** go to the COA Intranet/Red Wagon. Select- Education tab-then Nursing Education - then Basic Life Support Information/Calendar-Select the electronic BLS link

2. If your BLS expires in the months of **January, February, March, April, June, July, August, October, November, or December,** you will be assigned the *Complete course**.

3. When the form is submitted, you will receive a green check mark, and a statement: "thank you! Your submission has been received. Class information will be sent based on assignment."
   Do NOT submit another request.

4. At the beginning of the month, in which your BLS expires, BLS Complete will be assigned to your Children's University transcript.

5. Complete part one in Children's University. (It will state "failed') until Hands-On skills are complete at a mannequin station.

6. Go to a Mannequin station (ED, NICU, 6 Dearth-available 24hours, available M-Fr, 8:00-4:00pm) to complete Hands-On skills (part two.)

7. Log in to Mannequin/RQI station **using Children's University password, not Network password** to complete skills (part two.)

8. After completion of Mannequin hands-on skills (part two), your certificate and e-card will appear on the RQI screen. **You must send this certificate and e-card to your hospital email account.**
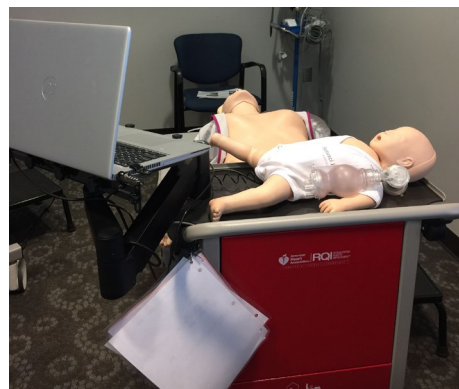
Contact Nursing Education for any questions.
Office 638-9127