



## HeartCode® ACLS & BLS Instructions

\*\* Google Chrome is the preferred browser for RQI1Stop, the platform for HeartCode® courses.

### Registration for the course:

- a. Visit <https://chips.questionpro.com/> and complete the Heartcode ACLS/BLS request form.
- b. After you submit the request for ACLS and/or BLS you will receive an email from RQI1Stop. If you don't see the email in your inbox, please check your spam or junk folder.

### Online course completion:

- a. In the email, you will be prompted to change your password.
- b. After you change your password, you will receive another email to enroll in the course.
- c. From the email, click on the link to enroll in the course.

### Hands-On Session:

- a. Hands-On Session must be performed at a skills station. Skills stations are accessible 24/7, are self-guided, and do not require a staff or faculty to be present.
- b. Skills stations are in the General Education Building (GEB), 8 South Dunlap Street, room B355 and can be accessed with UTHSC ID 24/7. A key fob is required on your badge for access. These can be obtained from campus police.
- c. Instructions for use will be provided at the skill stations.

### Certificate of completion:

- a. Effective September 1, 2018, physical cards will no longer be issued and are being replaced with electronic cards (eCards) available in your RQI1Stop portal under training history and certificates.
- b. For technical difficulties using the skills station, please email [simulate@uthsc.edu](mailto:simulate@uthsc.edu) or call 448-9746.

\*\* Simulation program staff are only available to address technical difficulties during normal business hours.