# 17 CPR and First Aid Certifications on File in Office

## How to Get a Manager Check-Off

Turn in a copy of your CPR and First Aid Cards to the Challenge Center Manager. They will be scanned and saved in your digital employee file.

## Procedure Details

Take a basic CPR and First Aid (or higher) class to receive certification. Every once in a while, ASI will offer a free training. Managers will email everyone on payroll when these opportunities arise.

Facilitators and Team Leads are expected to keep these certifications current. Any lapse in certification may result in loss of work.