Release: 4/15/2021
Revised: [Date]
Process Owner: LD
Compliance: [Date]
TMH: # LD.TMH-001

BEACON
Specialized Living

Tell Me How

CPR Certification Look up – American Red Cross

Overview

CPR/FA certifications obtained through the American Red Cross may be accessed from the American Red Cross website. This can be done by the employee themselves if they need a copy of their certification, or in the event that a CPR/FA certification is required for a Licensing or CMH in-home audit and it is not found in the LMS/Star Services. This TMH outlines the steps for obtaining a duplicate certificate.

Audience

Direct Support Professionals, Home Managers, Compliance, Learning & Development, District Directors, Regional Vice Presidents

Tools Required

Red Cross – Digital Certification Lookup

BSLS Policy

[CTS-018] First Aid and CPR

Process Walkthrough

1. Go to https://www.redcross.org/take-a-class/digital-certificate and search by Email Address.

2. Enter in the employee's Beacon email and click FIND.

3. Check the box next to the desired certificate and click VIEW & PRINT or DOWNLOAD.

Class	Completion Date	Student Name	Status	
■ Adult First Aid/CPR/AED	Dec 15, 2020	▮▮▮▮	Valid	DETAILS ⌄

☐ Select All

Certificates are available within 72 hours of class completion. Certificate record are kept for 3 years. In addition, you can access your certificates by visiting the Red Cross Learning Center.

1 selected   Size ● Wallet ○ 11" X 8.5"   **VIEW & PRINT**   **DOWNLOAD**

4. Print or save the certificate.

PRINT   **DOWNLOAD PDF**   f ⓘ 𝕏 ▶

Certificate of Completion

▮▮▮▮

has completed the requirements for
Adult First Aid/CPR/AED
conducted by
American Red Cross
Date Completed: 12/15/2020
Valid Period: 2 Years
Certificate ID: ▮▮▮▮

American Red Cross

Scan code or visit:

https://www.redcross.org/take-a-class/qrcode?certnumber=0
0GIH8G

5. Upload Documents to LMS/Star Services (TMH: Uploading Documents Star Services)