



Dear EEP Employee,

Adult and pediatric CPR and First Aid training is required by all EEP employees in order to work in any of our preschool classrooms. If you have a current CPR card, please be sure to give a copy of it to the office. If you need CPR and First Aid training, please enroll in a class within 90 days of your hire date.

To enroll in a class, contact the center below. Expect that your CPR and First Aid training will take about 5 hours to complete and 24-hour notice is required for any cancellations. If you decide to take your adult and pediatric CPR and First Aid training at another location, be sure to submit a copy of your receipt for reimbursement and be sure to give the office a copy of your CPR card.

The CPR & First Aid Training Center\*

541-342-3602

95 S. Bertelsen

Eugene, OR 97402

[info@thecprcenter.com](mailto:info@thecprcenter.com)

\*EEP has made arrangements with the CPR Center to be billed for your training. Please be sure to tell them that you work for EEP when you schedule your class. After you complete the class, you will receive an email explaining how to retrieve your new CPR & First Aid certification e-card. There will be an option for you to forward proof of your CPR & First Aid certification to EEP. Please be sure to forward that information to [amy@earlyeducationprogram.org](mailto:amy@earlyeducationprogram.org).

As mentioned above, the CPR Center does require a 24 hour cancellation notice if you are unable to make it to your scheduled class. If you do not cancel in time, the \$67 fee will be billed to the employee.

CPR & First Aid certification cards are typically valid for 2 years. It is mandatory that you update your CPR and First Aid certification before it expires.

Please call the EEP office at 541-485-0368 if you have any questions.