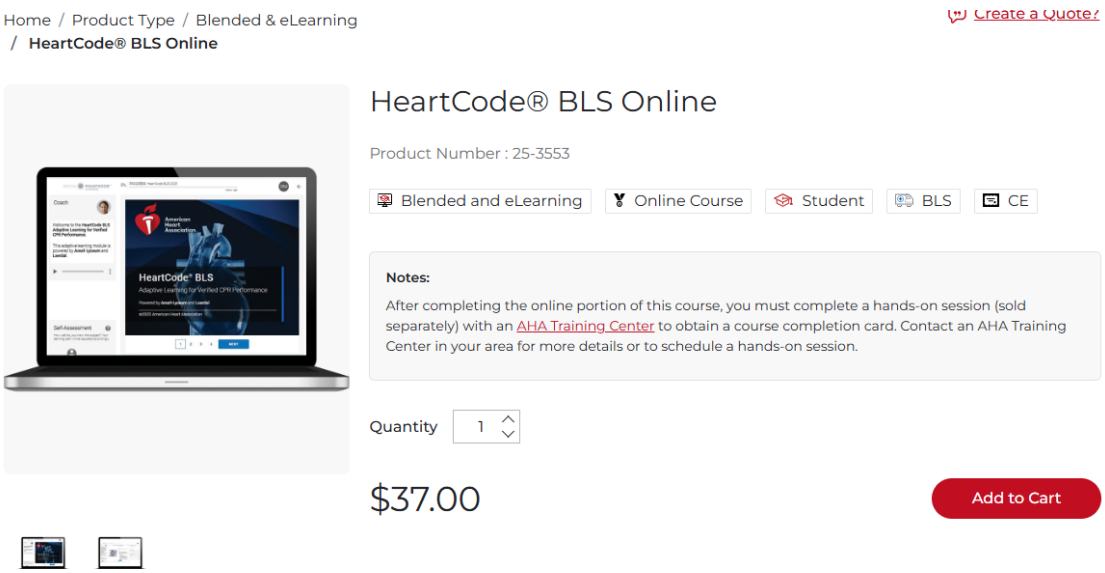
Job Aid for Heartcode BLS Online Portion

Pre-plan: You will need to access three different AHA sites. Choose an email that is not shared with anyone and a password. This email and password should be used for:

- shopCPR
- eLearning
- eCards (where your certification card will go to)

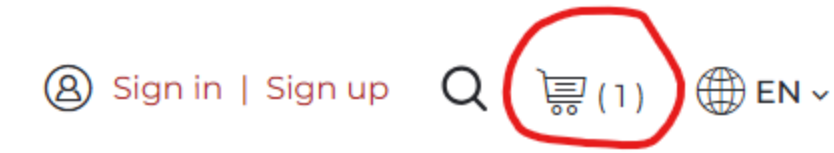
Step 1: Click HERE to access the website. Do NOT use any other means to access the website beside the above link. This will ensure that you are paying for and completing the appropriate course.

Step 2: Click on "Add to Cart"



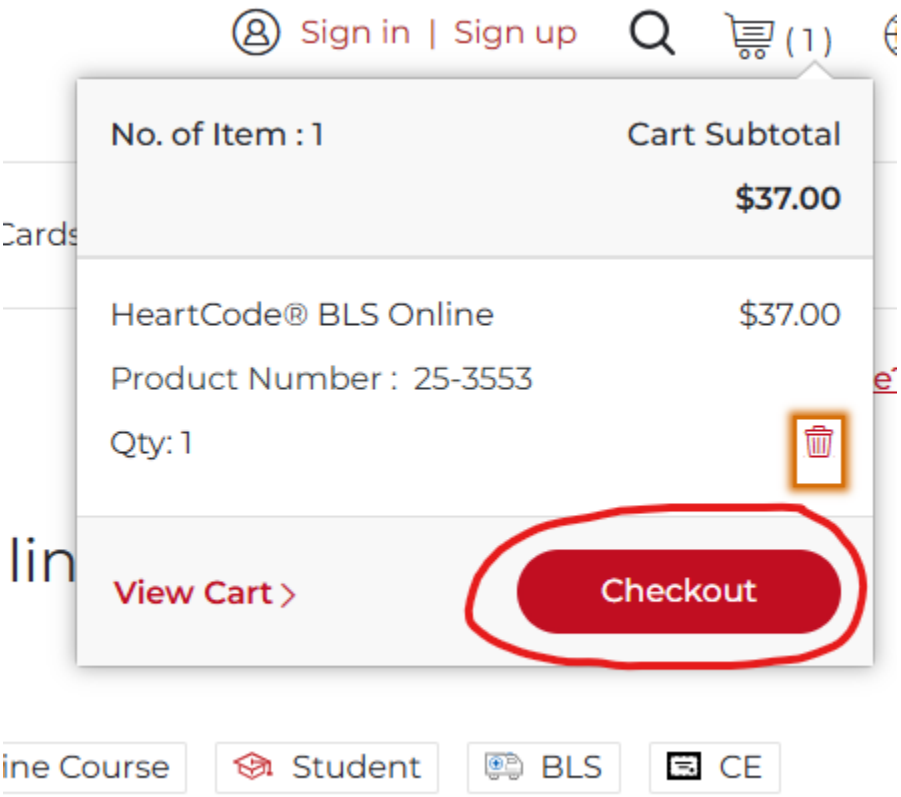
(**NOTE** – This price changes in January and July of each year; so it may be different when you go to purchase. As of 8/1/26, it is now $38.00 and goes up $1 to $2 each adjustment on history)

Step 3: Click on the shopping cart



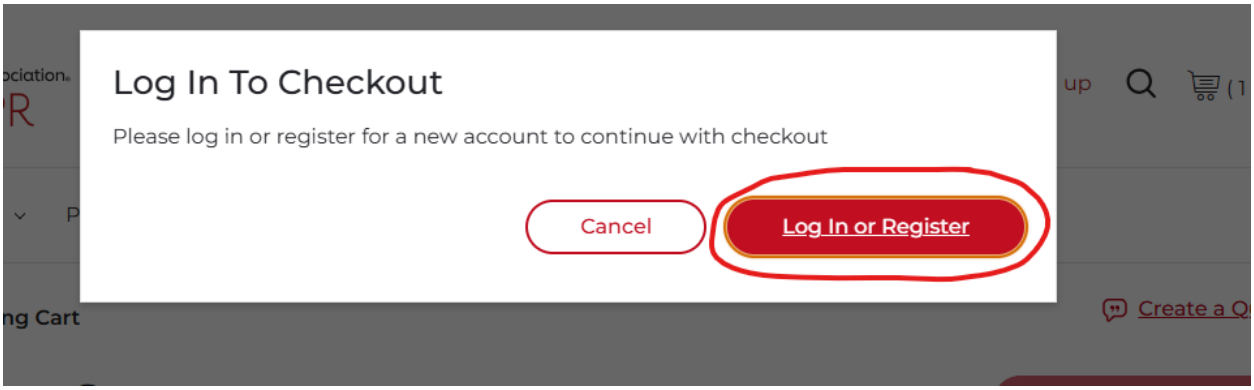
Instructor Materials

Step 4: Click on “Checkout”

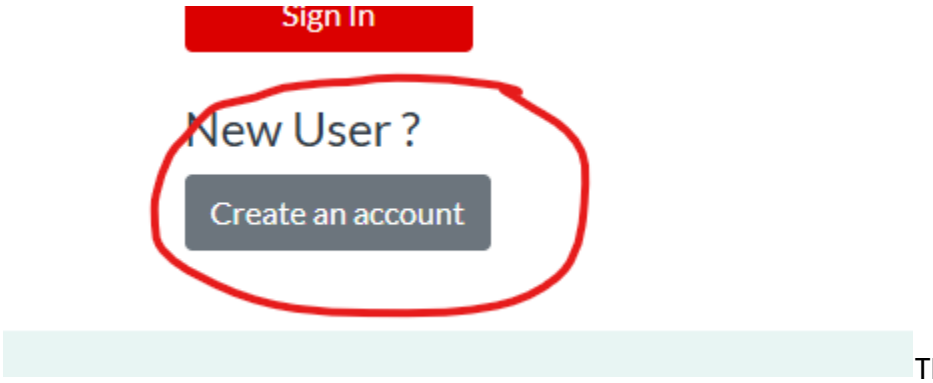


Step 5: Follow the prompts to verify you are a human

Step 6: A screen will pop up. Click on “Log In or Register”

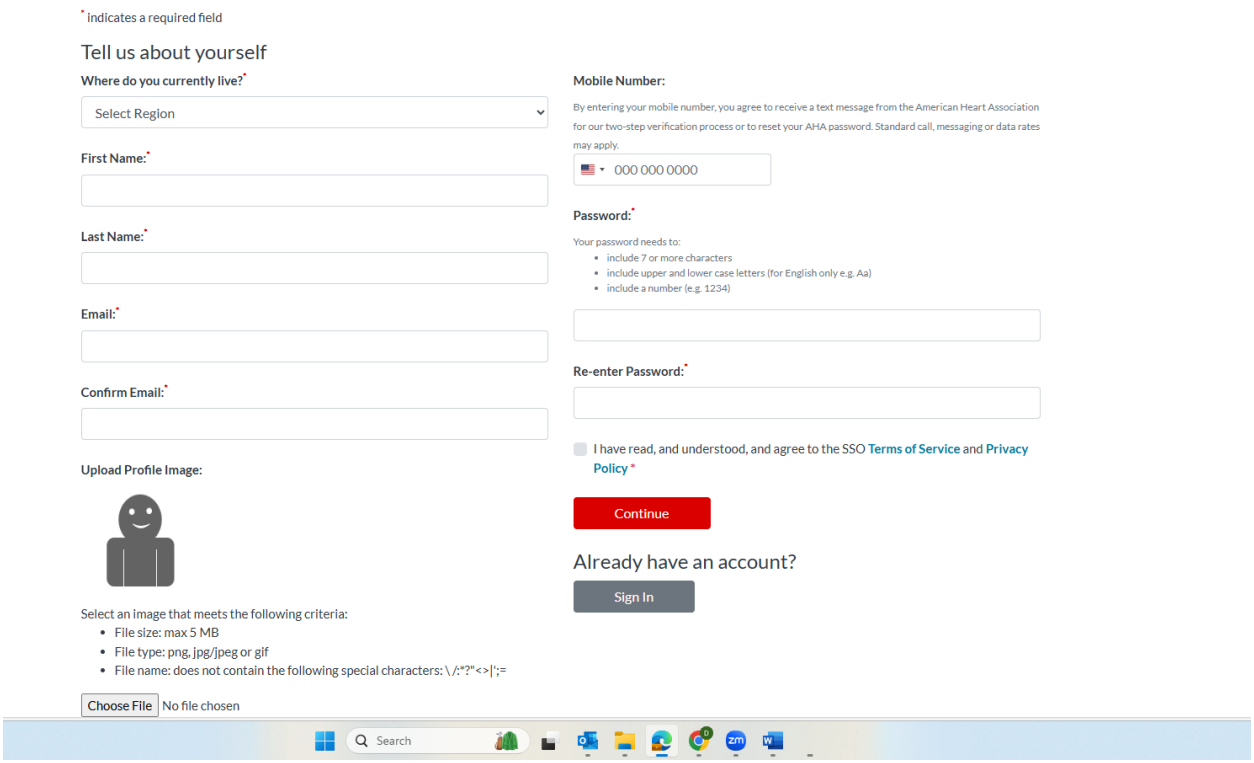


Step 7: Click on “Create an account”

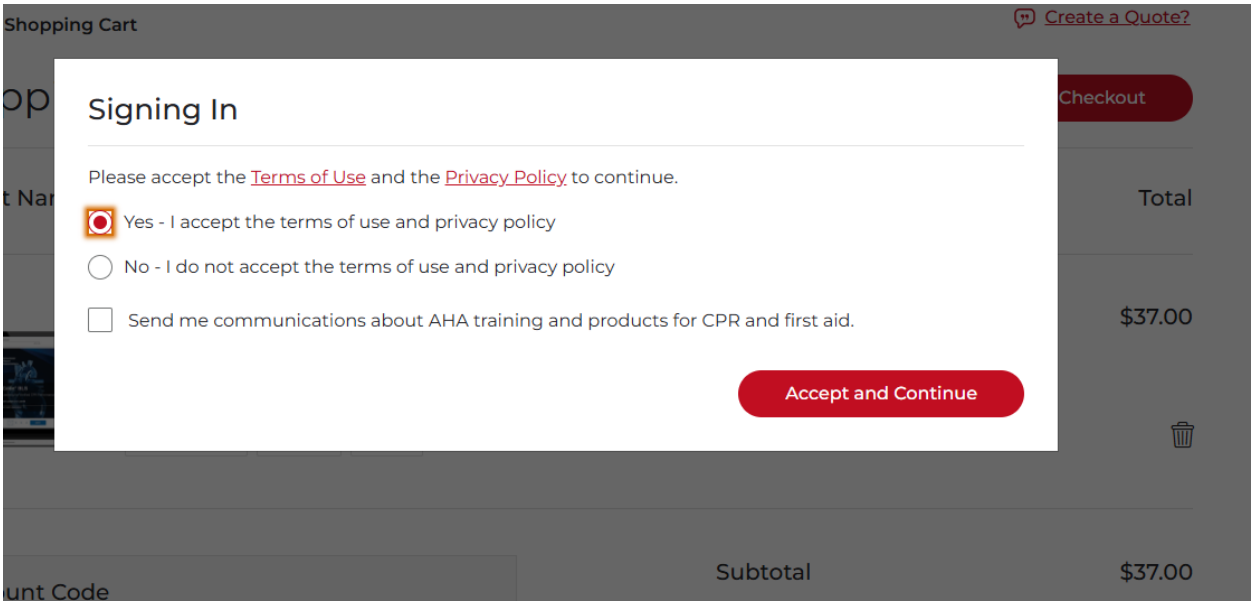


This is the first place you will need a consistent, uniform email address and password.

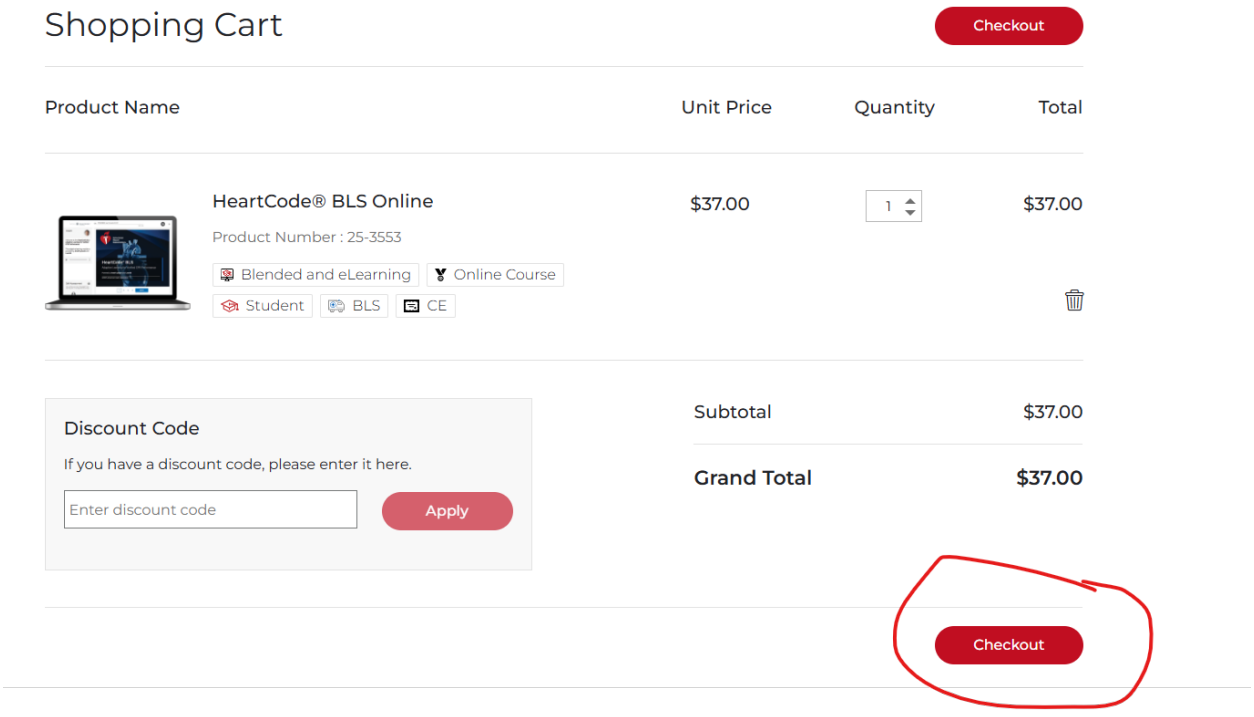
Step 8: Complete the information. You MUST use an email address that you have access to as you will receive your certification to that email.



Step 9: A screen will pop up. Click “Yes” and then “Accept and Continue”

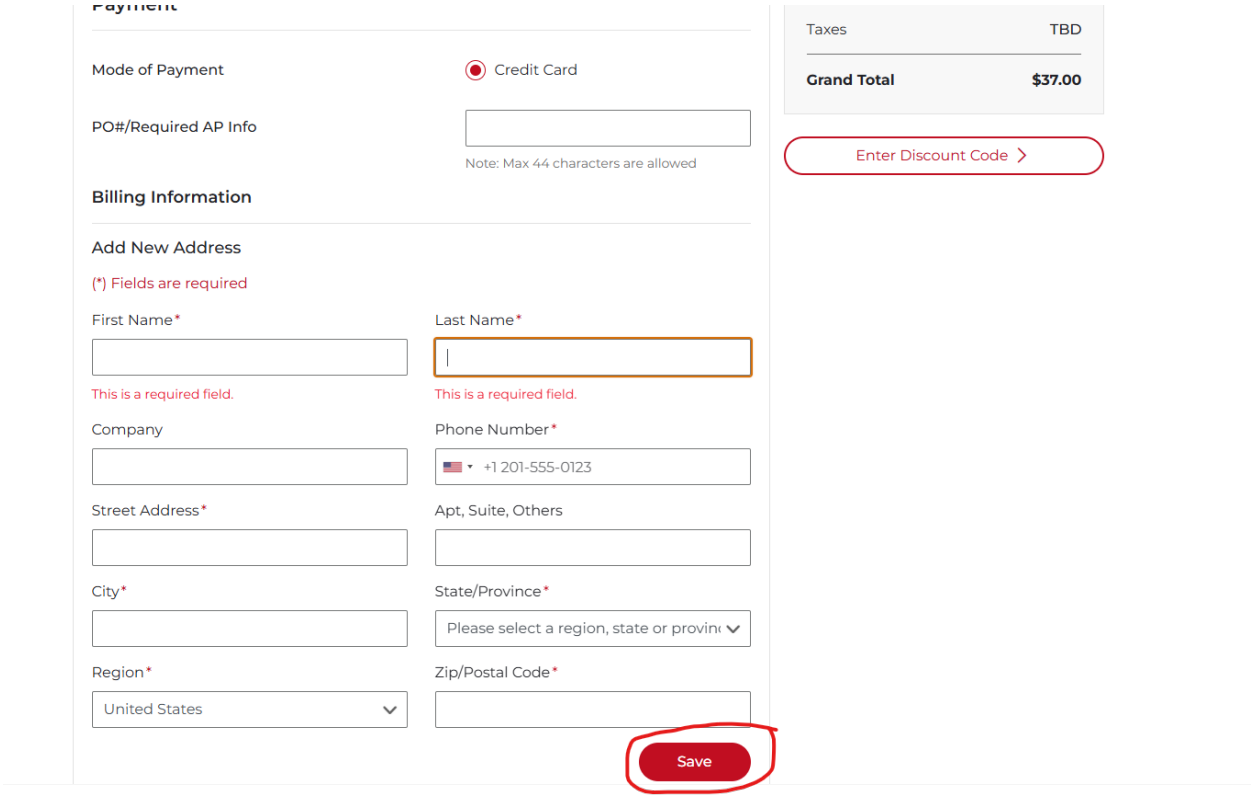


Step 10: Click “Checkout”

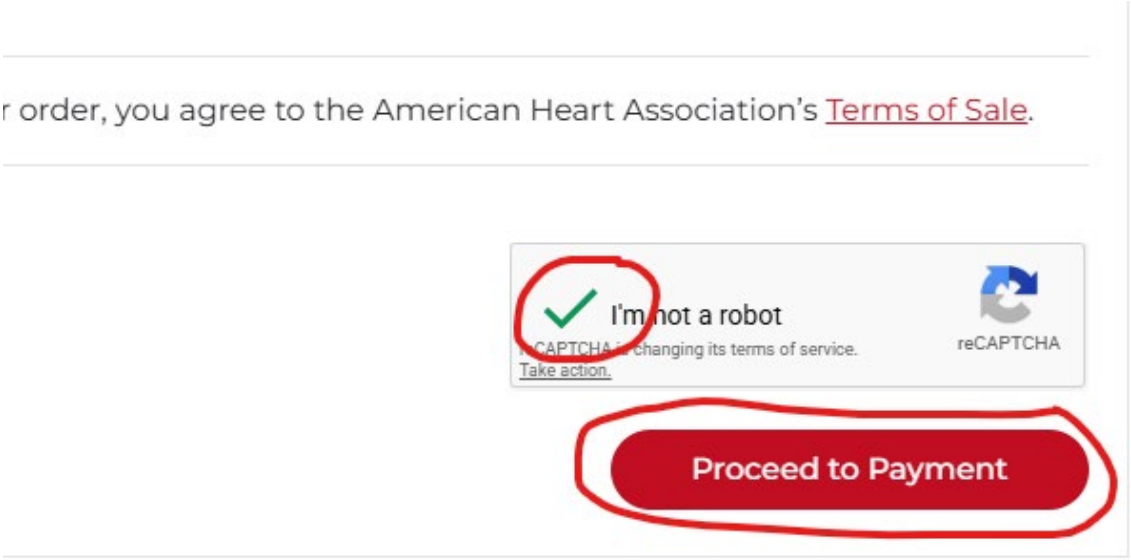


Step 11: You will again need to follow the prompts to verify you are a human

Step 12: Complete the billing and payment information and then click “Save”



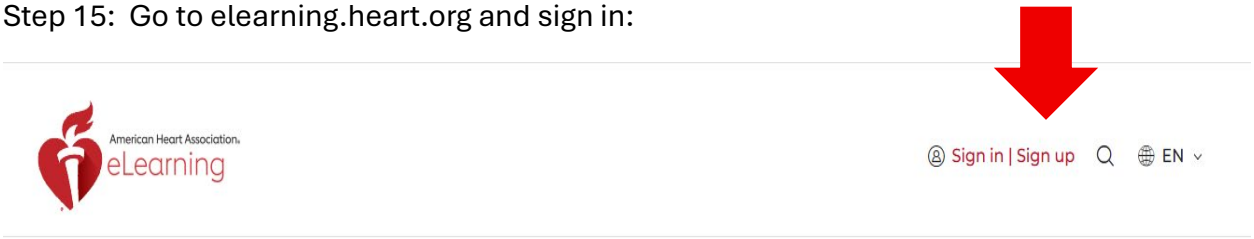
Step 13: Click the box next to “I’m not a robot” and then click “Proceed to Payment”



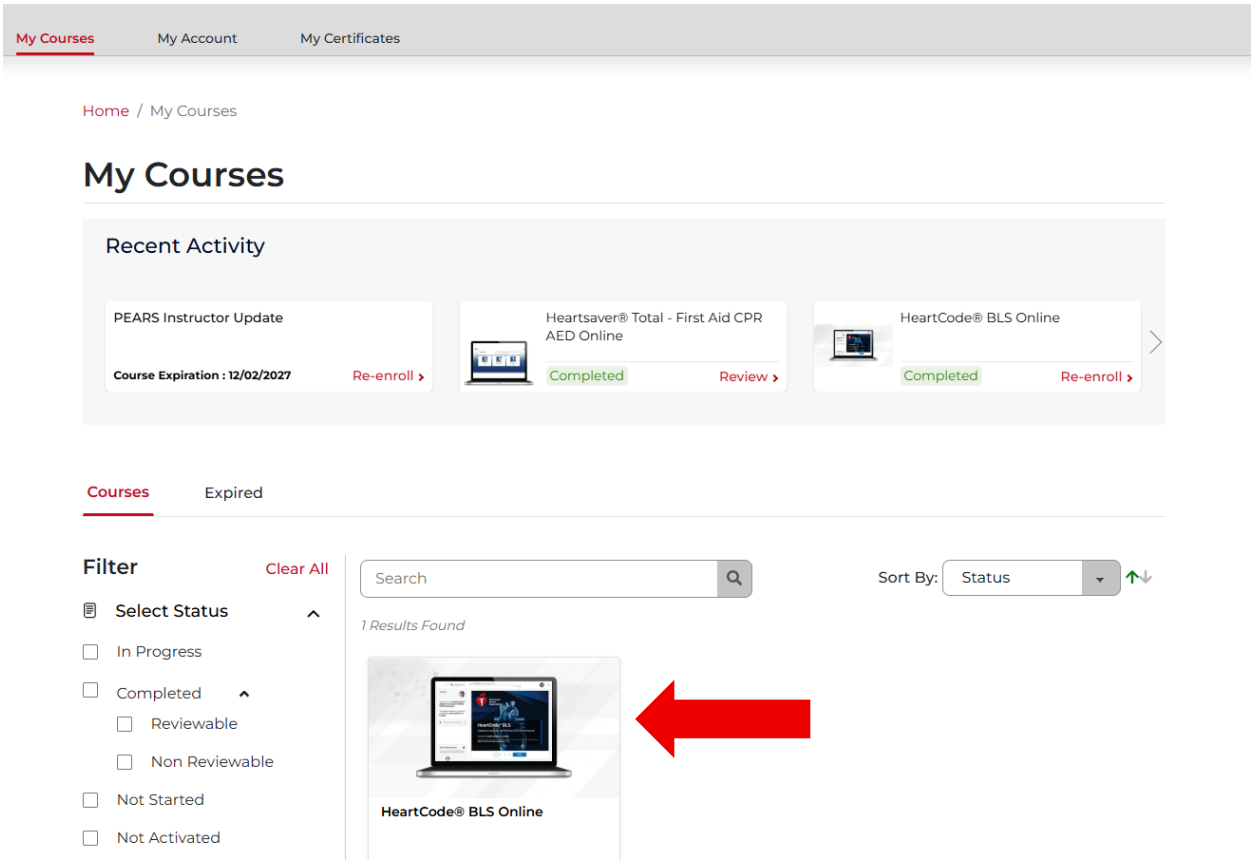
Step 14: Enter your credit card information and then click “Submit Payment”

Your receipt will be emailed to you with instructions to log into elearning.heart.org.

Step 15: Go to elearning.heart.org and sign in:



Step 16: Your page should default to My Courses and your Heartcode BLS Online should be listed. (The screenshot below is from an actual account and reflects other courses previously taken. Your dashboard may vary slightly)



Step 17: Click on the Heartcode BLS Online icon to launch the course.

After a tutorial on how to use the AHA LMS, the course will ask you what your learning level is from NOVICE to EXPERT. This choice will dictate how the content is delivered.

Choosing NOVICE will cover every topic in detail, then you will be asked questions about what you have learned. In essence, choosing NOVICE will take the longest to complete,

however it will give you the most in-depth learning opportunity. NOVICE is expected to take about 2.5 hours online.

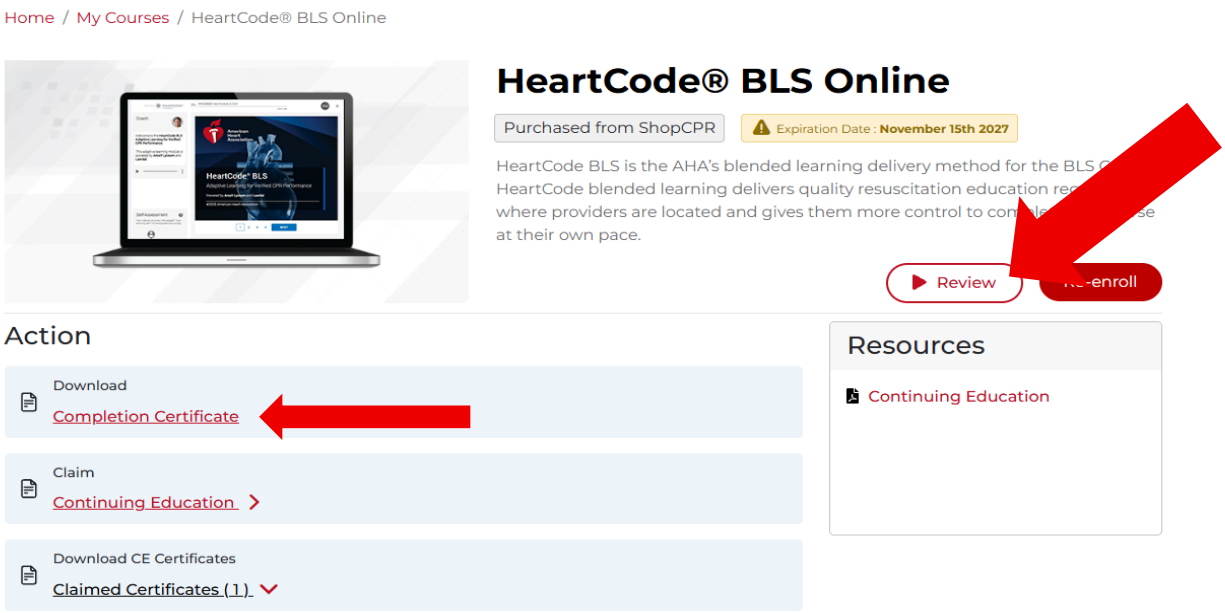
Choosing EXPERT will ask a series of questions with some learning mixed in. If you get a question wrong, you will be sent back to learning to refresh your memory, then it will ask the questions again. Choosing EXPERT and getting no mistakes takes about 1.5 hours to complete online.

There is a learning coach that will pop- up time to time to offer suggestions. For example, if you choose EXPERT and miss several questions in a row, it will suggest a lower learning level so that you are guaranteed to succeed. Please follow the suggestions offered by the learning coach.

NOTE: As you progress through the online content, these questions assess your learning. You must successfully complete all questions to complete the class. In essence, you get 100% when you are done.

STEP 18: Complete the SURVEY and PRINT CERTIFICATE

Once you have successfully completed the course, your screen should look something like this with some notable exceptions. You will NOT see your certificate of completion UNTIL you complete this online survey. (You view will be slightly different than example below.)



18A) To complete the SURVEY, where you see the REVIEW button, this should say SURVEY. Click the button and complete the online survey.

18B) Under ACTION, you see three options. Using the FIRST option of DOWNLOAD, click on the Completion Certificate hyperlink to download the online course completion certificate.

You MUST bring in a unfolded, non-wrinkled physical copy of this certificate in order to participate in the in-class, hands-on skill session. Your certificate should look similar to this:



American Heart Association.
2025 CPR & ECC GUIDELINES

Certificate

[redacted]

has successfully completed

HeartCode® BLS Online Portion

Hands-on skills practice and testing, either conducted by an authorized AHA BLS Instructor or using a voice-assisted manikin system, is required to receive a BLS Provider course completion card.

For greater success, it is recommended the hands-on skills session be conducted shortly after completing the online portion. Please take this certificate with you to your hands-on skills session.

This certificate does not constitute successful completion of the full Basic Life Support Course.

IMP25[redacted]
Certificate Number

2025-11-17 00:52:59
Completion Date

KJ-1961 (COMP) 10/25 © 2025 American Heart Association

2026-10-07 15:51:31

If you have questions, please email cpr@hacc.edu, providing screenshots to assist you. Please provide a telephone number for the help to call you back.